

WALNUT VALLEY WATER DISTRICT

271 South Brea Canyon Road • Walnut, CA 91789-3002
(909) 595-7554 • Fax: (909) 444-5521
walnutvalleywater.gov



REGULAR BOARD MEETING MONDAY, SEPTEMBER 16, 2024 5:00 P.M.

Agenda materials are available for public review at <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at: 271 S. Brea Canyon Road, Walnut, CA.

1. Flag Salute
2. Roll Call: Mr. Hilden___Ms. Kwong___Ms. Lee___Mr. Tang___Mr. Woo___
3. Public Comment President Lee

The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.

A. Agenda Items - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.

B. Non-Agenda Items - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.

4. Agenda Changes/Addition President Lee

In accordance with Section 54954.2 of the Government Code, additions to the agenda require a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those members present. It shall be determined that there is a need to take immediate action and that the need for action came to the attention of the local agency after the posting of the agenda.

- | | |
|---------------|-----------------|
| A. Discussion | B. Action Taken |
|---------------|-----------------|

5. Reorder of Agenda President Lee
 - A. Discussion
 - B. Action Taken

6. Consider Approval of Consent Calendar (Items A-E)

Consent Calendar Notice:
 The items listed under the Consent Calendar are considered routine business and will be voted on together by one motion unless a Board Member, staff member, or member of the public requests separate action.

- A. [Minutes of the Regular Board meeting held August 19, 2024](#)
- B. [Minutes of the Special Board meeting held August 22, 2024](#)
- C. [Check Register](#)
- D. [Employee Expense Reimbursement Report](#)
- E. [Community Outreach Update \(Information Only\)](#)
 (1) Discussion (2) Action Taken

7. [Consider Approval of Director Expense Reports](#)

Provided are Expense Reports disclosing per diem requests for Director meeting attendance and an itemization of expenses incurred by the District on behalf of each Director.
 (1) Discussion (2) Action Taken

COMMITTEE REPORTS

Standing Committee Reports (The Chair of each committee that has met will report to the full Board)

- 8. Public Information/Community Relations/Legislative Action Committee Director Kwong
 - There are no items to come to the Board at this time.

- 9. Finance Committee President Lee
 - A. [Identity Theft Prevention Program Annual Review \(Information Only\)](#)
 - B. [Participation in California Cooperative Liquid Assets Securities System](#)
 (1) Discussion (2) Action Taken
 - C. [Claim for Damages - Mr. Dennis Alejo](#)
 (1) Discussion (2) Action Taken
 - D. [Claim for Damages – Mr. Peter Dolch](#)
 (1) Discussion (2) Action Taken
 - E. [Establish Credit Card Account with Bill.Com](#)
 (1) Discussion (2) Action Taken
 - F. [Receive, Approve, and File the Investment Transactions Report for the Month Ending August 31, 2024](#)
 (1) Discussion (2) Action Taken
 - G. [Review of Revenue Bonds Held in Trust – East West Bank \(Information Only\)](#)
 - H. [Review of Revenue Bonds Held in Trust – US Bank \(Information Only\)](#)

- 10. Engineering and Special Projects Director Woo
 - A. [Acceptance of Work and Notice of Completion: The Terraces at Walnut - Tract No 78210 \(P.N. 20-3645\)](#)
 - (1) Discussion (B) Action Taken
 - B. [Determination of Allocation: FY 2024-25 Puente Basin Collective Import Return Flow Credit](#)
 - (1) Discussion (B) Action Taken
 - C. [Operations Report](#) (Information Only)
- 11. Personnel Committee President Lee
 - A. [Revision to Heat Illness Prevention Program](#)
 - (1) Discussion (B) Action Taken
 - B. [2025 ACWA JPIA Health Plan Renewals](#) (Information Only)

OTHER ITEMS

- 12. TVMWD/MWD Director Hilden
- 13. P-W-R Joint Water Line Commission Mr. Monk
 - A. [P-W-R JWL Report for Water Purchases for July 2024](#)
 - B. Other Items
- 14. Puente Basin Water Agency Director Lee
- 15. Spadra Basin Groundwater Sustainability Agency Director Tang
- 16. General Manager’s Report Ms. Shaw
 - A. [District Activities Calendars for October, November, and December 2024](#)
 - B. Other Items
- 17. Water Supply and Conservation Ms. Shaw
 - A. [District Water Supply and Conservation Update](#)
 - B. [Statewide Water Supply Conditions](#)
- 18. Directors’ Oral Reports All Directors
- 19. Legal Reports Mr. Ciampa
- 20. Board members and staff will be given an opportunity to request and suggest subjects for discussion at a future meeting
- 21. Board of Directors Business President Lee
 - There are no items to come to the Board at this time

Adjournment

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting may request such modification or accommodation from the District's General Manager's Office at (909) 595-1268 Ext. 201. Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

I, Lucie Cazares, CMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>

Date Posted: September 13, 2024

Lucie Cazares, CMC, Board Clerk

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF WALNUT VALLEY WATER DISTRICT

August 19, 2024
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong (Arrived @ 5:04 p.m.)
Theresa Lee
Jerry Tang

DIRECTORS ABSENT:

Henry Woo

STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Josh Byerrum, Director of Finance
Lily Lopez, Director of External Affairs & Sustainability
Bertha Perez, Engineering Manager
Alanna Diaz, Director of Administrative Services
Tom Monk, Director of Operations
Lucie Cazares, Executive Services Administrator
Alexandra Cortez, Administrative Assistant
Jim Ciampa, Legal Counsel

The meeting was called to order at 5:00 p.m. with President Lee presiding.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, Jody Roberto, and Chief Operating Officer Steve Lang. Also in attendance were Pearl Hilden, Steven Lee, Christie Lee, Sara Lee, Athony Lee, Kathy May, and Mr. Jayson Schmitt of Chandler Asset Management (attended virtually). WVWD employees Stephanie Fu, Sara Rodriguez, and Shelly Wang were also in attendance.

Item 3: Public Comment

- ◆ There were no requests for public comment. (Item 3)

Item 4: Additions to the Agenda

- ◆ There were no requests for additions to the agenda. (Item 4)

Item 5: Reorder of the Agenda

- ◆ There were no requests for reordering of the agenda. (Item 5)

Item 6: Introduction to New District Employee

- ◆ Ms. Rodriguez introduced Ms. Shelly Wang, Customer Service Representative I, on the occasion of completing her probationary period for new employees. (Item 6)

Item 7: Meter Hero Presentation and Certificates of Recognition

- ◆ The Board received a presentation from Steven Lee, a student from Kathy May's AP Environmental Science class at Walnut High School. He was actively involved in the District's MeterHero Program. (Item 7)
- ◆ The Board presented a certificate of recognition to Steven Lee for his commitment and participation in the MeterHero Program. (Item 7)

Item 8: Review of District Investment Activities by Mr. Jayson Schmitt, representative of Chandler Asset Management

- ◆ Mr. Jayson Schmitt of Chandler Asset Management reviewed current economic conditions and provided an update on the firm's investment activities on behalf of the District. The Board was asked to receive and file the report on District Investment Activities. (Item 8)

Motion No. 24-08-2066: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to receive and file the report on District Investment Activities. (Item 8)

President Lee indicated Motion No. 24-08-2066 was approved by a 4-0 (with Director Woo absent) vote

Item 9: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held July 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D)

Motion No. 24-08-2067: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held July 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D)

President Lee indicated Motion No. 24-08-2067 was approved by a 4-0 (with Director Woo absent) vote

Item 10: Director Expense Reports

- ◆ The Board was asked to receive, approve, and file the Board member expense reports indicating per diem requests for meeting attendance and individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during July 2024. (Item 10)

Motion No. 24-08-2068: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during July 2024. (Item 10)

President Lee indicated Motion No. 24-08-2068 was approved by a 4-0 (with Director Woo absent) vote

Committee Chair Reports

Item 11: Public Information/Community Relations/Legislative Action Committee – Director Kwong

- There are no items to come to the Board at this time.

Item 12: Finance Committee – Director Lee

- ◆ As a matter of information only, the Board was provided with the Rate Workshop and Hearing Schedule. (Item 12-A)
- ◆ The Board was asked to adopt WVWD Resolution No. 08-24-735 (replacing Resolution No. 08-23-725), establishing the Walnut Valley Water District Investment Policy. (Item 12-B)

Motion No. 24-08-2069: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) by roll call vote noted below to adopt WVWD Resolution No. 08-24-735 (replacing Resolution No. 08-23-725), establishing the Walnut Valley Water District Investment Policy. (Item 12-B)

**Ayes: Hilden, Kwong, Lee, Tang
Noes: None
Absent: Woo
Abstain: None**

President Lee indicated Motion No. 24-08-2069, adopting Resolution No. 08-24-735, was approved by a 4-0 (with Director Woo absent) roll call vote

- ◆ Mr. Byerrum reviewed the District’s investment transaction report for the period ending July 31, 2024. The Board was then asked to receive, approve, and file the investment transaction report (Item 12-C)

Motion No. 24-08-2070: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 (with Director Woo absent) to receive, approve, and file the investment transactions report for the period ending July 31, 2024. (Item 12-C)

President Lee indicated Motion No. 24-08-2070 was approved by a 4-0 (with Director Woo absent) vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust Report. (Item 12-D)

Item 13: Engineering Committee – Director Woo

- ◆ The Board was asked to authorize the General Manager to execute contract Change Order No. 3 with Sully Miller Contracting Company, in the amount of \$93,625.31 for the Terraces at Walnut Tract No. 78210 (P.N. 20-3645). (Item 13-A)

Motion No. 24-08-2071: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to authorize the General Manager to execute contract Change Order No. 3 with Sully Miller Contracting Company, in the amount of \$93,625.31 for the Terraces at Walnut Tract No. 78210 (P.N. 20-3645). (Item 13-A)

President Lee indicated Motion No. 24-08-2071 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to authorize the General Manager to ratify the agreement with Doty Bros. Equipment Co, in the amount of \$51,593.60 for PRV-11 located at 2372 Pepperdale Dr., Rowland Heights (P.N. 22-3756). (Item 13-B)

Motion No. 24-08-2072: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong, and carried 4-0 (with Director Woo absent) to authorize the General Manager to ratify the agreement with Doty Bros. Equipment Co, in the amount of \$51,593.60 for PRV-11 located at 2372 Pepperdale Dr., Rowland Heights (P.N. 22-3756). (Item 13-B)

President Lee indicated Motion No. 24-08-2072 was approved by a 4-0 (with Director Woo absent) vote

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 13-C)

Item 14: Personnel Committee – Director Lee

- ◆ The Board was asked to review and approve the proposed amendments to the District's Conflict of Interest Code (Item 14-A)

Motion No. 24-08-2073: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to approve the proposed amendments to the District's Conflict of Interest Code (Item 14-A)

President Lee indicated Motion No. 24-08-2073 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to approve the reorganization of the Purchasing/General Services division into the Operation Department and the proposed modification to the District Official Chart of Positions and Organizational Chart (Item 14-B)

Motion No. 24-08-2074: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to approve the reorganization of the Purchasing/General Services division into the Operation Department and the proposed modification to the District Official Chart of Positions and Organizational Chart (Item 14-B)

President Lee indicated Motion No. 24-08-2074 was approved by a 4-0 (with Director Woo absent) vote

- ◆ As a matter of information only, the Board received a recommendation from staff to consider transitioning from the current 9/80 work schedule to a 4/10 work schedule, with implementation set for 2025. The Board discussed the possible change to a 4/10 schedule. No Board action was taken. (Item 14-C)

Item 15: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD Director Mike Ti and Chief Operating Officer Steve Lang. (Item 15)
- ◆ TVMWD Chief Operating Officer Steve Lang and TVMWD Director Jody Roberto spoke in favor of the 4/10 work schedule. (Item 15)

Item 16: The P-W-R Joint Water Line Commission

- ◆ Mr. Monk indicated that the July 2024 report will be presented at the September Board meeting. (Item 16)

Item 17: Puente Basin Water Agency (PBWA)

- ◆ The Board was asked to ratify the Puente Basin Water Agency FY 2024-25 Budget, as approved by the PBWA Commission at the June 6, 2024 meeting. (Item 17-A)

Motion No. 24-08-2075: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and carried 4-0 (with Director Woo absent) to ratify the Puente Basin Water Agency FY 2024-25 Budget, as approved by the PBWA Commission at the June 6, 2024 meeting. (Item 17-A)

President Lee indicated Motion No. 24-08-2075 was approved by a 4-0 (with Director Woo absent) vote

- ◆ Director Lee reported on the August 1, 2024 PBWA meeting. (Item 17-B)

Item 18: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported that the next Spadra Basin GSA Executive Committee meeting will be on September 3, 2024. (Item 18)

Item 19: General Manager's Report

- ◆ The Board received the District's activities calendars for September, October, and November 2024. (Item 19-A)

Item 20: Water Supply and Conservation

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2024 purchased water estimate, conservation goal summary, climate summary, and 2024 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District's water usage for July 2024 was 20.02% lower than usage in July 2020 and 40% lower than usage in July 2013. (Item 20-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of August 8, 2024. (Item 20-B)

Item 21: Directors' Oral Reports

(NOTE: Board meeting minutes provide written reports of Board meetings, Committee meetings, and District associated activities. Directors may include reports of their participation in non-expense or per diem paid community events as a matter of information.) (Item 21)

- ◆ Director Hilden reported the following on his activities for July: The District's Regular meetings, the TVMWD Special Board meeting, the District groundbreaking photo opportunity, and a meeting with the General Manager and Assistant General Manager.
- ◆ Director Kwong reported on the following activities for July: The District's Regular Board meeting, candidate filing, and District Building groundbreaking.
- ◆ Director Lee reported on the following activities for July: The District's Regular Board meeting, the Spadra Basin GSA Executive Committee, and the WVWD Ground Breaking Ceremony.
- ◆ Director Tang reported on the following activities for June: The District's Regular Board meeting, the Spadra Basin GSA Executive Committee, and the WVWD Ground Breaking Ceremony.
- ◆ Although Director Woo was not in attendance to report on his activities for July, his expense report noted his attendance at the following meetings/events: The District's Regular Board meeting, the WVWD Ground Breaking Ceremony, Breakfast with the General Manager, and the Diamond Bar Concerts in the Park.

Item 22: Legal Reports

- ◆ There were no legal reports to come before the Board at this time. (Item 22)

Item 23: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 23)

Item 24: Board of Directors Business

- ◆ There were no Board of Director Business items to come before the Board at this time. (Item 24)

Adjournment at 6:41 p.m.

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF WALNUT VALLEY WATER DISTRICT

August 22, 2024
At the Offices of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong
Theresa Lee
Jerry Tang

DIRECTORS ABSENT:

Henry Woo

STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Josh Byerrum, Director of Finance
Thomas Monk, Director of Operations
Bertha Perez, Engineering Manager
Alanna Diaz, Director of Administrative Services
Lily Lopez, Director of External Affairs & Sustainability
Lucie Cazares, Executive Services Administrator
Alexandra Cortez, Administrative Assistant
Jim Ciampa, Legal Counsel (via Telephone)

The meeting was called to order at 4:00 p.m. with President Lee presiding.

Guests and others in attendance: WVWD's employees Manny Rodriguez, Jennifer Man, Sam Hernandez, Katrina Lumague, Debby Chu, Donna DiLaura, Sara Rodriguez, Marco Tovar, Andy Chan, and Chason Snyder. Also, in attendance were Pearl Hilden and Habib Isaac from IB Consulting.

Item 3: Public Comment

- ◆ There were no requests. (Item 3)

Item 4: Review of 2024 Financial Plan and Rate Study

- ◆ The Board received a PowerPoint presentation, from Mr. Habib Isaac, on the District's financial plans and rates. As a matter of information only, no Board action was taken.

Item 5: Other

- ◆ There were no additional items discussed. (Item 5)

Adjournment at 5:23 P.M.

Walnut Valley Water District
Check Register For the Month of August 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
10824	8/12/2024	ACWA Services Corporation	\$ 137,010.72
10825	8/12/2024	Federal Express	\$ 50.37
10826	8/12/2024	Ken's Ace Hardware	\$ 25.81
10827	8/12/2024	McMaster-Carr Supply Company	\$ 193.45
10828	8/12/2024	Cintas Corporation #150	\$ 416.12
10829	8/12/2024	Fuel Pros, Inc.	\$ 559.66
10830	8/12/2024	County Sanitation Districts of LA County	\$ 642,891.00
10831	8/12/2024	County of Los Angeles Public Health	\$ 340.00
10832	8/12/2024	The Bank of New York Mellon	\$ 1,875.00
10833	8/12/2024	HASA, Inc.	\$ 10,441.73
10834	8/12/2024	A & J Tree Care, Inc.	\$ 1,500.00
10835	8/12/2024	ALS Group USA, Corp.	\$ 2,410.00
10836	8/12/2024	California Water Efficiency Partnership	\$ 2,152.60
10837	8/12/2024	La Canada Design Group, Inc.	\$ 29,861.75
10838	8/12/2024	Leadership Development Network LLC	\$ 67.50
10839	8/12/2024	Automationdirect.com Inc	\$ 695.05
10840	8/12/2024	Bare Bees Inc.	\$ 175.00
10841	8/12/2024	11:11 Systems, Inc.	\$ 423.95
10842	8/12/2024	Merrimac Energy Group	\$ 9,583.70
10843	8/12/2024	Critical Mention, Inc.	\$ 1,666.64
10844	8/12/2024	Equitable Financial Life Insurance Company of America	\$ 6,516.90
10845	8/12/2024	Kingsley Companies	\$ 4,444.72
10846	8/12/2024	Concord Utility Services	\$ 58,869.60
10847	8/12/2024	Puente Hills Ford	\$ 79.55
10848	8/19/2024	Azteca Landscape	\$ 15,675.00
10849	8/19/2024	Badger Meter, Inc.	\$ 12.66
10850	8/19/2024	City of Walnut	\$ 420.00
10851	8/19/2024	Federal Express	\$ 143.43
10852	8/19/2024	Graybar Electric Company, Inc.	\$ 148.84
10853	8/19/2024	Hach Company	\$ 4,373.88
10854	8/19/2024	Quinn Company	\$ 7,279.86
10855	8/19/2024	Underground Service Alert	\$ 2,701.56
10856	8/19/2024	Grainger	\$ 286.50
10857	8/19/2024	Cintas Corporation #150	\$ 416.12
10858	8/19/2024	Rowland Water District	\$ 323.12
10859	8/19/2024	Applied Technology Group, Inc.	\$ 340.00
10860	8/19/2024	Industry Public Utility Commission	\$ 3,684.66
10861	8/19/2024	Online Information Services, Inc.	\$ 514.05
10862	8/19/2024	Western Exterminator Company	\$ 88.00

Walnut Valley Water District
Check Register For the Month of August 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
10863	8/19/2024	Cintas First Aid & Safety LOC#168	\$ 371.31
10864	8/19/2024	West Coast Sand and Gravel, Inc.	\$ 3,302.45
10865	8/19/2024	Veritiv Operating Company	\$ 1,656.26
10866	8/19/2024	Frontier Communications	\$ 401.45
10867	8/19/2024	TelePacific Corp.	\$ 1,218.60
10868	8/19/2024	Hill Brothers Chemical Company	\$ 5,404.71
10869	8/19/2024	Managed Mobile, Inc.	\$ 897.10
10870	8/19/2024	OPARC, Inc.	\$ 5,722.63
10871	8/19/2024	Premier Family Medicine Associates, Inc.	\$ 339.00
10872	8/19/2024	HASA, Inc.	\$ 3,158.13
10873	8/19/2024	Spadra Basin Groundwater Sustainability Agency	\$ 5,067.38
10874	8/19/2024	ALS Group USA, Corp.	\$ 270.00
10875	8/19/2024	Verizon Wireless	\$ 703.00
10876	8/19/2024	Bay Alarm Company	\$ 756.27
10877	8/19/2024	Eagle Aerial Photography, Inc.	\$ 20,250.00
10878	8/19/2024	GNA - Brook Fire Protection, Inc.	\$ 133.00
10879	8/19/2024	Autonovation Mobile Auto Repair	\$ 1,834.64
10880	8/19/2024	Interstate Battery System of Inland Valley	\$ 664.72
10881	8/19/2024	Public Water Agencies Group	\$ 2,536.35
10882	8/19/2024	Aqua Backflow, Inc	\$ 2,151.18
10883	8/19/2024	Central Communications	\$ 896.46
10884	8/19/2024	Backgrounds Online	\$ 462.80
10885	8/19/2024	Valley Vista Services, Inc.	\$ 1,628.35
10886	8/19/2024	Fluoresco Services, LLC	\$ 448.38
10887	8/19/2024	Planeteria Media LLC	\$ 6,600.00
10888	8/19/2024	Corelogic Solutions, LLC	\$ 257.50
10889	8/19/2024	Axelliant LLC	\$ 5,560.00
10890	8/19/2024	Gamboa, Juan	\$ 440.00
10891	8/19/2024	Gemini Group, LLC	\$ 5,660.00
10892	8/19/2024	Ferguson Waterworks - Santa Ana	\$ 7,746.03
10893	8/19/2024	IDEXX Laboratories Inc.	\$ 355.89
10894	8/19/2024	AmeriComp Toner & Repair, LLC	\$ 1,949.00
10895	8/19/2024	B & K Electric Wholesale	\$ 465.17
10896	8/19/2024	Via Promotionals, Inc.	\$ 50.00
10897	8/19/2024	Puente Hills Ford	\$ 906.50
10898	8/19/2024	U.S. CAD	\$ 660.00
10899	8/19/2024	Sunny Zhu	\$ 664.82
10900	8/27/2024	ACWA - JPIA	\$ 1,695.00
10901	8/27/2024	Delta Motor Co, Inc.	\$ 3,379.70

Walnut Valley Water District
Check Register For the Month of August 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
10902	8/27/2024	Federal Express	\$ 115.06
10903	8/27/2024	Garcia, Cielito	\$ 203.97
10904	8/27/2024	Graybar Electric Company, Inc.	\$ 4,881.74
10905	8/27/2024	IDEXX Laboratories Inc.	\$ 7,288.23
10906	8/27/2024	Western Water Works	\$ 3,141.11
10907	8/27/2024	Grainger	\$ 132.13
10908	8/27/2024	Cintas Corporation #150	\$ 429.16
10909	8/27/2024	La Habra Fence Co., Inc.	\$ 1,488.00
10910	8/27/2024	Dunn Edwards Corporation	\$ 192.13
10911	8/27/2024	Fuel Pros, Inc.	\$ 250.00
10912	8/27/2024	Genesis Computer Systems, Inc.	\$ 14,225.00
10913	8/27/2024	Office Solutions Business Prod. & Svcs,LLC	\$ 39.64
10914	8/27/2024	Cintas First Aid & Safety LOC#168	\$ 216.81
10915	8/27/2024	West Coast Sand and Gravel, Inc.	\$ 2,357.52
10916	8/27/2024	State Water Resources Ctrl Bd - Cert Rnw	\$ 60.00
10917	8/27/2024	Puente Hills Ford	\$ 226.51
10918	8/27/2024	S & J Supply Company, Inc.	\$ 13,453.40
10919	8/27/2024	Frontier Communications	\$ 1,059.48
10920	8/27/2024	HQ Enterprises Inc.	\$ 364.10
10921	8/27/2024	Managed Mobile, Inc.	\$ 4,604.25
10922	8/27/2024	HASA, Inc.	\$ 2,975.19
10923	8/27/2024	ALS Group USA, Corp.	\$ 260.00
10924	8/27/2024	Verizon Wireless	\$ 703.00
10925	8/27/2024	Raymond Handling Solutions, Inc.	\$ 282.77
10926	8/27/2024	Healthequity, Inc.	\$ 11.80
10927	8/27/2024	Autonovation Mobile Auto Repair	\$ 688.12
10928	8/27/2024	Lagerlof, LLP	\$ 2,257.50
10929	8/27/2024	Aqua Backflow, Inc	\$ 1,301.50
10930	8/27/2024	Vari Sales Corporation	\$ 508.08
10931	8/27/2024	La Verne Power Equipment, Inc.	\$ 99.18
10932	8/27/2024	La Canada Design Group, Inc.	\$ 42,917.25
10933	8/27/2024	Via Promotionals, Inc.	\$ 21.75
10934	8/27/2024	KnowBe4, Inc	\$ 1,881.00
10935	8/27/2024	Exterior Products Corp.	\$ 2,625.00
10937	8/27/2024	Axelliant LLC	\$ 75,847.94
10938	8/27/2024	Perez, Bertha	\$ 195.69
10939	8/27/2024	Cortez, Alexandra	\$ 245.94
10940	8/27/2024	Pitney Bowes Global Financial Svc LLC	\$ 2,340.61
10941	8/27/2024	Lemonlight Media, Inc.	\$ 3,487.50
10942	8/27/2024	Galindo, Gregory	\$ 250.00
10943	8/29/2024	Chinese American Association of Walnut	\$ 3,000.00

Walnut Valley Water District
Check Register For the Month of August 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
10944	8/29/2024	Southern Calif Gas Company	\$ 4,408.64
10945	8/29/2024	Verizon Wireless	\$ 1,062.67
10946	8/29/2024	Chandler Asset Management, Inc.	\$ 2,763.74
10947	8/29/2024	InfoSend, Inc.	\$ 3,031.91
10948	8/29/2024	Echologics, LLC	\$ 772.50
10949	8/29/2024	Martinez, Pablo	\$ 155.00
10950	8/29/2024	IB Consulting, LLC	\$ 14,480.00
10951	8/29/2024	CoreLogic Spatial Solutions, LLC	\$ 2,917.48
10952	8/29/2024	C.J. Brown & Company, CPAs	\$ 418.00
10953	8/29/2024	Pomona City Clerk	\$ 3,904.47
10954	8/29/2024	Southern California News Group	\$ 705.70
EFT000000001147	8/13/2024	Doty Bros Equipment Co, Inc.	\$ 14,270.40
EFT000000001148	8/13/2024	Puente Basin Water Agency	\$ 878,922.27
EFT000000001149	8/13/2024	Pomona-Walnut-Rowland JWL Commission	\$ 961,697.12
EFT000000001150	8/20/2024	Doty Bros Equipment Co, Inc.	\$ 23,806.89
EFT000000001151	8/20/2024	Puente Basin Water Agency	\$ 135,826.89
EFT000000001152	8/20/2024	Quest Building Services	\$ 2,595.00
EFT000000001153	8/27/2024	East West Bank - Visa	\$ 25,275.73
EFT000000001154	8/28/2024	Doty Bros Equipment Co, Inc.	\$ 42,824.09
EFT000000001155	8/28/2024	Amazon Capital Services, Inc.	\$ 1,941.33
EFT000000001156	8/28/2024	Sunset Signs and Printing, Inc.	\$ 2,478.25
EFT000000001157	8/29/2024	Southern California Edison Company	\$ 152,640.57
EFT000000001158	8/29/2024	Home Depot Credit Services	\$ 810.35
XFR000008134	8/15/2024	PAYROLL	\$ 299,688.78
XFR000008135	8/15/2024	WATER REFUND	\$ 21,954.70
XFR000008158	8/27/2024	PAYROLL	\$ 303,990.22
TOTAL			\$ 4,145,293.04

Reviewed by:

Jack B. G...

Director of Finance

9/12/2024
Date

Reviewed by:

J. A. S...

General Manager

9/11/2024
Date

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: External Affairs & Sustainability
DATE: September 16, 2024
SUBJECT: Community Outreach Update

Action/Discussion Fiscal Impact Resolution Information Only

RECOMMENDATION

For information only.

BACKGROUND INFORMATION:

External Affairs & Sustainability Outreach Update

1. September Bill Insert
District customers received the inserts noted below (front/back) with their monthly bill statement.

Insert Front

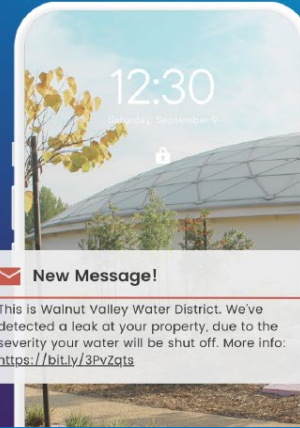
The flyer features a green background with a yellow banner at the top. On the left, there are two circular images: one showing a house with a fire-resistant landscape and another showing a close-up of a fire-resistant landscape with rocks and plants. The main text reads "Fire-Resistant Landscaping Workshop" in large white and yellow letters. To the right, there is a QR code with the text "FREE WORKSHOP! SCAN TO REGISTER" around it. Below the QR code, it says "Join WVWD, LA County Fire's Forestry Division, and Douglas Kent, author of *Firescaping*, for a workshop on creating fire-resistant landscapes to protect homes in Diamond Bar, Walnut, and Rowland Heights." The date and time are "Saturday, October 12 @ 10:00 AM". The location is "Diamond Bar Center, 1600 Diamond Bar Blvd". At the bottom left, there is a link to register at walnutvalleywater.gov/events. At the bottom right, there are logos for WVWD, LA County Fire Department, and the Forestry Division.

Stay Alert: Walnut Valley Water District's Leak Notification Service



WVWD keeps you informed about potential water leaks with automatic notifications through our "My Account" portal. If you're not yet signed up, create an account to receive text and email alerts whenever a leak is detected, helping you prevent potential damage. To ensure you get these notifications, keep your contact information up to date by logging in at:

myaccount.walnutvalleywater.gov



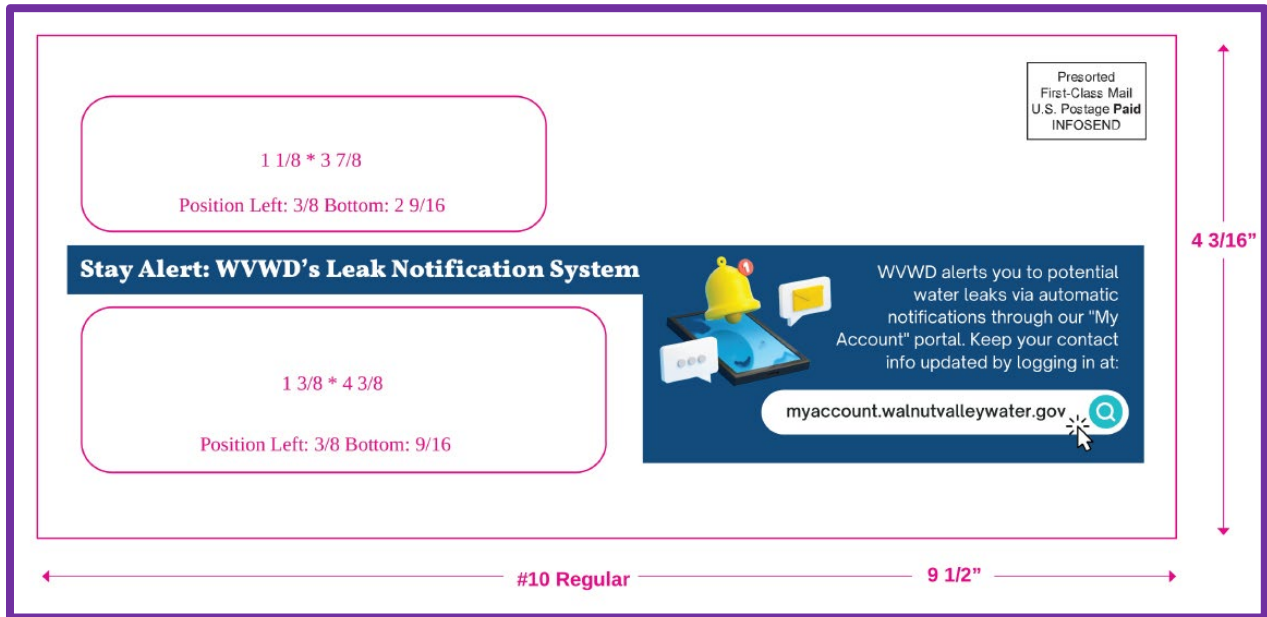
Sample "Leak Alert" Text Message

New Message!

This is Walnut Valley Water District. We've detected a leak at your property, due to the severity your water will be shut off. More info: <https://bit.ly/3PvZqts>

September Bill Snipe

District customers received the bill snipe design noted below (front/back) with their monthly bill statement.

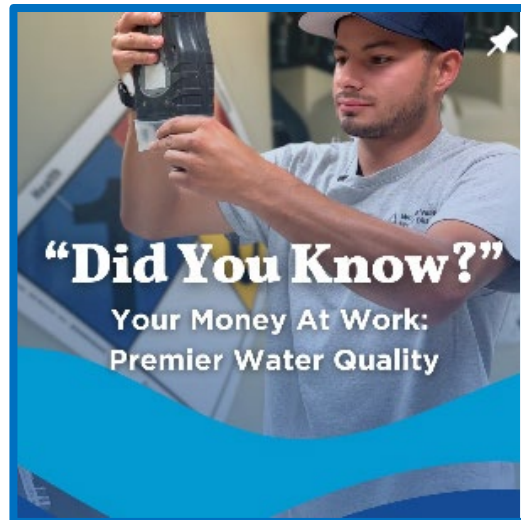


2. Facebook, Instagram, X and YouTube


The District regularly posts updates and promotions of External Affairs/Sustainability activities, conservation tips, and educational materials on Facebook, Instagram, X, and YouTube.

During August, the District shared the following:

- “Did You Know? Your Money At Work” Reels
- Customer Portal Leak Alert Service Reel
- Outdoor Watering Reminder Reel
- Water Rates Community Meetings
- And more



CUSTOMER PORTAL & LEAK ALERT SERVICE



New Message!

This is Walnut Valley Water District. We've detected a leak at your property, due to the severity your water will be shut off. More info: <https://bit.ly/3pvZqts>

OUTDOOR WATERING REMINDER



WATER RATES Community Meetings

Join Walnut Valley Water District in a conversation to discuss how and what we charge to ensure our water system reliability.

COMMUNITY MEETINGS >>>

- August 22 @ 4 pm
- September 5 @ 5pm
- September 19 @ 4pm

📍 WVWD Board Room
271 S Brea Canyon Rd, Walnut



 For more information visit:
www.walnutvalleywater.gov/lets-dive-in

3. City of Walnut Recreation Guide

The District's fall water conservation guide was included in the City of Walnut's Recreation Guide. The guide is available on their website and in print to all residents.

DIVE INTO FALL WATER CONSERVATION!

As the fall season approaches, it's crucial for Walnut residents to continue practicing water conservation. Due to California's historical drought pattern, staying vigilant will keep you prepared for the next drought year.

Here are some practical tips to help you use water efficiently:

OUTDOOR WATER USE

Check for Leaks: Register for Walnut Valley Water District's "My Account" to get leak notifications sent directly to you. A small leak can waste a significant amount of water over time. Sign-up at myaccount.walnutvalleywater.gov

Watering Schedule: Water your lawn a maximum of 3 times per week early in the morning (before 8:00 am) or late in the evening (after 5:00 pm) to minimize evaporation.

Rain Barrels: Install rain barrels to capture and store rainwater from gutters. This water can be used for watering your garden during dry spells. Rain barrels at a discounted price are available through Walnut Valley Water District, visit walnutvalleywater.gov to learn more about the rain barrel distribution event.

Adjust Irrigation Systems: Reduce the frequency and duration of watering your garden and lawn to 15 minutes per station. Fall's cooler temperatures and increased humidity reduce the need for frequent watering.

Drought & Fire-Resistant Landscaping: Consider planting native and drought-tolerant plants that require less water and are better suited to Diamond Bar's climate. Register for Walnut Valley Water District's FREE Fire Resistant Landscaping Class to learn more. Visit walnutvalleywater.gov for the event information.

SEASONAL MAINTENANCE

Pool Maintenance: If you have a pool, reduce evaporation by using a cover when the pool is not in use. This also helps keep the pool clean, reducing the need to refill it. A \$50 account credit for qualifying pool covers is available through Walnut Valley Water District, visit walnutvalleywater.gov to learn more.

For more information and resources, visit Walnut Valley Water District's website walnutvalleywater.gov, or contact a team member via email at cservice@walnutvalleywater.gov or by phone at (909) 595-7554.

LET'S WORK TOGETHER TO ENSURE A WATER-EFFICIENT AND SUSTAINABLE FUTURE FOR OUR COMMUNITY!

4. Customer Portal Campaign

The District utilizes the Customer Portal to send out alerts, emails, and text messages to customers.

During the month of August, the District shared the following:

- Turf Replacement Program Rebate
- Customer Monthly Newsletter

Turf Replacement Rebates Available

Save water and money by transforming your lawn into a water efficient and California friendly landscape!



Residential Customers can receive
\$3 per square foot with this rebate

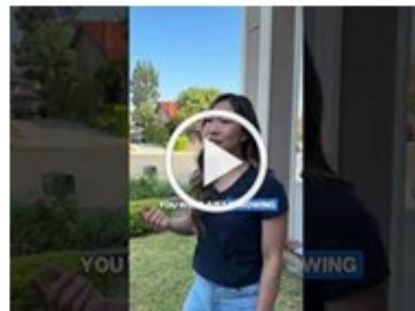
[I'm Interested!](#)

Did You Know?

You may be eligible to get an extra \$100 per tree added to your project for a maximum of five trees.

Commercial Customers can receive
\$2 per square foot with this rebate

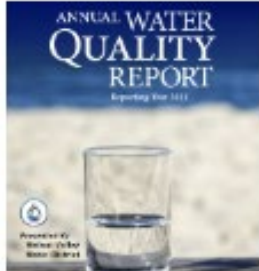
[More Information](#)





Monthly Newsletter

August 2024



August is Water Quality Month

WVWD conducts over 17,000 analyses annually to ensure that our water is safe to drink and meets all regulations. Check out our Annual Water Quality Report to learn more.

Read the Report

High School Summer Internship Program



Congratulations to the students who successfully completed our 8-week internship program! Throughout the program, they gained valuable hands-on experience and insights into careers in the water industry.

We've Got You Covered



Receive a \$50 credit to your water bill after a qualifying pool cover is installed.

Show Me How



Did You Know?

Did you know that WVWD manages over 26,500 connections, serving a diverse community of over 100,000 residents and businesses? "Let's Dive In" is an educational initiative dedicated to help our community learn about the journey of water, from its source to your tap.

Let's Dive In

Keep Your Account Up To Date

Remember to keep your phone number and email address updated in our customer portal to receive the most recent alerts about your water service. You can update your details in the "Profile" section of the portal.

Go to the Portal

In the Community



Thanks For Jamming With Us!

Our team had a great time attending the Concerts in the Park and National Nights Out in the City of Diamond Bar, City of Walnut and Rowland Heights!

External Affairs & Sustainability Activities

1. Beerfest/Taste of Diamond Bar
The District sponsored Beerfest/Taste of Diamond Bar hosted by the Diamond Bar Community Foundation and City of Diamond Bar on September 8 at the Diamond Bar Center. The sponsorship included acknowledgment in the Windmill magazine and on the event banner.
2. Mid-Autumn Festival at Mt Sac College
The District will be participating in the Mid-Autumn Festival at Mt. San Antonio College on September 14. The District will have a booth at the event to hand out giveaways and conservation-related flyers.
3. 56th Assembly District College & Career Fair
The District will be participating in the 56th Assembly District College & Career Fair hosted by Assemblywoman Lisa Calderon at La Puente High School on September 14. The District will have a booth at the event to educate attendees on careers in the water industry and hand out giveaways.
4. CAAW 35th Anniversary Moon Festival
The District is sponsoring the Chinese American Association of Walnut's 35th Anniversary Moon Festival on September 14 at Suzanne Park. Water lanterns printed with the District logo and its "Let's Dive In" slogan will be distributed at the event. Additionally, the CAAW will post District ads on their social media from September through February.
5. Fire-Resistant Landscaping Workshop
The District is hosting a workshop in partnership with LA County Fire's Forestry Division and Douglas Kent, author of *Firescaping*. Attendees will learn how to protect their homes by creating fire-resistant landscapes.
6. Public Water Agencies Group - Conservation and Education Team (PWAG-CET)
WVWD is a member of the Public Water Agencies Group (PWAG) Conservation and Education Team (CET) which provides conservation and educational resources to teachers and students. All schools, teachers, and students within WVWD's service area have access to all of the PWAG CET programs and services, including the Splash Cash program, Scholar Dollar program, and more. The Splash Cash program which is available to teachers in the service area will be opening soon.

Local Sponsorships

1. Diamond Bar Friends of the Library Ad
The District is sponsoring an ad in the program for the Diamond Bar Friends of the Library 2024 Wine Soirée held on October 6. The ad will promote customer portal sign-ups.
2. Diamond Bard Woman's Club Annual Casino Night Gala
The District is sponsoring the Diamond Bar Woman's Club 9th Annual Casino Night Gala to be held on October 19. The District's name will be displayed on the Black Jack Table.
3. Diamond Bar Evergreen Club Journal Ads
The District is sponsoring the Diamond Bar Evergreen Club's Journal Ads. The sponsorship includes a whole-page ad that will be sent quarterly to their members.
4. Voltech Robotics Sponsorships
The District sponsored the Voltech Robotics team with a financial sponsorship that will support the team in the upcoming FTC World Championship.
5. MeterHero
The District has an ongoing partnership with MeterHero as part of its commitment to sustainability and community engagement. MeterHero is an innovative academic curriculum designed to provide high school students with hands-on experience in water conservation and data analysis. Students learn to collect and analyze water meter data from their homes, and then develop and implement a water conservation strategy that benefits their household and the community.

DIRECTOR EXPENSE FORM



NAME: Edwin Hilden

DATE: August 2024

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	8/13/2024	Engineering Committee	<input type="checkbox"/>				\$ -
2	8/13/2024	Personnel Committee	<input checked="" type="checkbox"/>				\$ -
3	8/19/2024	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
4	8/22/2024	Board Workshop	<input checked="" type="checkbox"/>				\$ -
5			<input type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67 \$ -

Total Reimbursable Expenses \$ -

Total Meeting Compensation 3 X \$150.00 per day \$ 450.00

TOTAL \$ 450.00

I certify the above is correct and accurate to the best of my knowledge



 Signature

8/23/2024

 Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.67 **
 Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Scarlett Kwong

DATE: August 2024

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	8/1/2024	PBWA commission	<input checked="" type="checkbox"/>				\$ -
2	8/12/2024	Public Info/Legis Action Committee	<input checked="" type="checkbox"/>				\$ -
3	8/13/2024	Engineering Committee	<input checked="" type="checkbox"/>				\$ -
4	8/17/2024	CEO: Campaign Operations & Strategies	<input checked="" type="checkbox"/>				\$ -
5	8/19/2024	Board Meeting	<input checked="" type="checkbox"/>				\$ -
6	8/22/2024	Board Workshop	<input checked="" type="checkbox"/>				\$ -
7	8/23/2024	Miss Diamond Bar meeting with Senator Archuleta	<input checked="" type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67 \$ -

Total Reimbursable Expenses \$ -

Total Meeting Compensation 7 X \$150.00 per day \$ 1,050.00

TOTAL \$ 1,050.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

**Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Theresa Lee

DATE: Aug. 2024

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	8/9/2024	State of the Nation - Linda Sanchez @ Quiet Cannon	<input checked="" type="checkbox"/>				\$ -
2	8/12/2024	WVWD Finance Committee Meeting	<input checked="" type="checkbox"/>				\$ -
3	8/13/2024	WVWD Personnel Committee Meeting	<input checked="" type="checkbox"/>				\$ -
4	8/19/2024	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
5	8/22/2024	WVWD Board Workshop	<input checked="" type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67 \$ -

Total Reimbursable Expenses \$ -

Total Meeting Compensation 5 X \$150.00 per day \$ 750.00

TOTAL \$ 750.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

**Directors are eligible for seven meeting days per month at \$150 per day.

DIRECTOR EXPENSE FORM



NAME: Henry Woo

DATE: September 2024

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	8/1/2024	Puente Basin Water Agency meeting	<input checked="" type="checkbox"/>				\$ -
2	8/2/2024	National Nightout at Schabarum Park	<input checked="" type="checkbox"/>				\$ -
3	8/12/2024	Public Info/Legislature Committee meeting	<input checked="" type="checkbox"/>				\$ -
4	8/12/2024	Finance Committee meeting	<input type="checkbox"/>				\$ -
5	8/13/2024	Engineering Committee meeting	<input checked="" type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67 \$ -

Total Reimbursable Expenses \$ -

Total Meeting Compensation 4 X \$150.00 per day \$ 600.00

TOTAL \$ 600.00

I certify the above is correct and accurate to the best of my knowledge

Signature

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

**Directors are eligible for seven meeting days per month at \$150 per day.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Finance
DATE: September 16, 2024
SUBJECT: Identity Theft Prevention Program Annual Review

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

For information only.

Background Information

The District's Identity Theft Prevention Program (Program) was created in 2008 to comply with the Federal Trade Commission's (FTC) Red Flag Rule. The Rule requires all utility agencies to implement a program that detects, prevents, and mitigates customer identity theft.

In compliance with this reporting mandate, the District submits an annual report to the Board, outlining its adherence to the FTC's Red Flag Rules. This annual report encompasses any policy updates and highlights significant aspects of the Program, including any incidents of identity theft.

Policy Updates

Staff and legal counsel have reviewed the policy and slight wording changes are recommended at this time.

Incidents During the Year

There were no reportable incidences during the past year

Staff continues to provide "Red Flag" training annually or as needed to all personnel with access to confidential customer information.

Attachment:

Identity Theft Prevention Program

Walnut Valley Water District

**IDENTITY THEFT
PREVENTION PROGRAM**

**Adopted by the Board of Directors
on October 20, 2008**



Program and Procedures

Last Reviewed: September 2024

Last Updated: December 2010

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Part I. Assessment of Existing Business Practices

Part I of the Identity Theft Prevention Program is used to identify areas of potential risk within the District's standard Customer Service business practices. The District has selected specific business processes associated with offering or maintaining accounts, or engaging in other activities that could raise "red flags" indicating the potential for identity theft.

- A. The District provides Customer Service personnel with the ability to request and review a customer's personal identifying information when engaging in any of the following activities:
 - a. Opening new accounts;
 - b. Accessing existing accounts;
 - c. Modifying existing accounts;
 - d. Closing existing accounts;
 - e. Processing Automatic Bill Pay applications; and/or
 - f. Processing Affordable Rate Program applications

Customer Service personnel shall maintain strict confidentiality of personal customer information when performing these duties to protect customer information and prevent or mitigate identity theft.

- B. Through the use of an Interactive Voice Response (IVR) phone system, authorized customers can access account balance information, ~~and a recent billing,~~ ~~water usage,~~ and payment history provided they are correctly authenticated with their 12 digit account number. The District does not allow its customers to open a new account or close an existing account independent of Customer Service personnel through the IVR system.
- C. The District has entered into a contract with a service provider to allow our customers to make payments by credit card and other payment methods (eCheck, debit card, etc.) through the IVR system or Internet with a secure interface provided by the service provider. District customers that are properly authenticated will have access to an electronic version of their water bill through a web portal where they can make payments. All customer transactions require electronic confirmation and approval of the payment amount and corresponding service fee. The service provider will not disclose to any third party confidential customer information including name, address, bank account numbers, or credit card information and shall comply with all Red Flag Rules to protect customer information and prevent or mitigate identity theft. The District does not allow its customers to open a new account or close an existing account independent of Customer Service personnel through the service provider's web portal.

Also, if the District has identified a past occurrence of identity theft that was linked to a customer's account (an unauthorized opening, modifying, or closing of an account), then Customer Service must perform the actions set forth in the following Program.

Part II. Identification of Red Flags

Part II of the Identity Theft Prevention Program assists the District in identifying Red Flags that may arise during routine handling of new and/or existing accounts. The District has identified the following items as potential Red Flag sources or categories that might indicate an instance of identity theft.

- Consumer report includes a fraud or active duty alert, a notice of credit freeze, and/or a notice of address discrepancy.
- Documents provided for identification appear to have been altered or forged.
- Photograph, physical description, and/or other information on the identification is not consistent with the appearance of the person presenting the identification.
- Information on the identification is not consistent with readily accessible information that is on file with the District, such as property tax records.
- Information provided is inconsistent when compared against external information sources (address does not match any address in the consumer report and/or social security number has not been issued or is associated with a deceased person).
- Information provided by the customer is inconsistent with other information provided by the customer (no correlation between SSN range and date of birth).
- Information provided is associated with known fraudulent activity (address and/or phone number on an application is the same as the address provided on a previous fraudulent application).
- Information provided is of a type commonly associated with fraudulent activity (address on an application is fictitious and/or phone number is invalid).
- Social security number, address and/or telephone number provided is the same as or similar to ones provided by another customer.
- Customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- Customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.
- Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's account.
- District is notified that the customer is not receiving paper account statements.
- District is notified that it has opened a fraudulent account for a person engaged in identity theft.

Part III. Detection of Red Flags

Part III of the Identity Theft Prevention Program addresses the process of detecting Red Flags as related to possible identity theft during the District's routine handling of new and/or existing accounts. The following is a list of detection methods that the District uses to prevent identity theft.

- Require customers to present government-issued identification information to open a new account. Types of necessary information include:
 - Name
 - Date of birth
 - Social security number (not required)
 - Address
 - Phone number
 - Photo identification
- Verify personal identification information using records on file with the District or through a third-party source such as a consumer reporting agency.
- Independently contact the customer (in the case of phone or internet setup of new District accounts).
- When fielding a request to access and/or modify an existing account (such as a change of billing address), verify identity of customer by requesting specific pieces of personal identifying information (identification with the new billing address and/or documentation proving shift of financial liability)
- If new banking information is provided for electronic payment of accounts, cross-check ownership of the new banking account with the customer name on the District account by contacting the appropriate financial institution.
- For future online access of a District account, require the establishment of security questions during the initial set-up of the account.

Part IV. Prevention and Mitigation

Part IV of the Identity Theft Prevention Program details response actions for District personnel if the personnel have observed a Red Flag associated with a new or existing District account. One or more of the following actions will be taken by the District to rectify the situation.

- District will not open a new account (after review of the presented identifying information and discussion with supervisor)
- For an existing account, the District may discontinue the services associated with that account and/or:
 - Continue to monitor the account for evidence of identity theft and contact the customer to discuss possible actions.
 - Change the passwords, security codes, or other security devices that permit access to an existing account.
 - Reopen an existing account with a new account number.
 - Close an existing account.
- If the District has identified an instance of identity theft associated with an unpaid account, the District will not attempt to collect on the account or sell the account to a debt collector.
- If applicable, the District will provide the consumer reporting agencies with a description of the identity theft event.
- The District shall determine if no response is warranted under the particular circumstances of a suspected identity theft.
- The District will notify local law enforcement and provide them with all the relevant details whenever there is a confirmed identity theft and when warranted under the circumstances of a suspected identity theft event.
- Complete Identity Theft Incident Report.

Part V. Program Administration

Program administration is an important part of the Identity Theft Prevention Program. This section details the training requirements, annual program review, approval and adoption process and annual reporting requirements that are associated with this Program.

A. Staff Training

Any employee with the ability to open a new account, or access/manage/close an existing account, will receive training on identifying and detecting Red Flags. They will also be trained in the appropriate response actions in the event that an instance of identity theft is suspected. Key management personnel in appropriate departments will also receive training on the contents of this Program. As necessary, employees will be re-trained annually if the Program is updated to include new methods of identifying and detecting Red Flags or if new response actions are implemented.

B. Program Review and Update

The District will review and update the Program annually to reflect changes in risks to customers from identity theft based on factors such as:

- Experiences of the District with identity theft.
- Changes in methods of identity theft.
- Changes in methods to detect, prevent, and mitigate identity theft.
- Changes in the types of accounts that the District offers or maintains.
- Changes in the business arrangements of the District, including mergers, acquisitions, alliances, joint ventures, and service provider arrangements.

C. Program Approval and Adoption

This Program was reviewed and approved by the District's Board of Directors on October 20, 2008. The District's General Manager, or designee, is responsible for the oversight, development, implementation and administration of the Program. The General Manager shall provide periodic reports to the Board of Directors on the effectiveness of the Program and shall ensure that all necessary District employees are properly trained to implement the Program.

The General Manager shall annually review the Program with appropriate District staff to determine if any revisions are needed. That review may include changes in identity theft methods and changes in methods to detect, prevent, and mitigate identity theft. The General Manager is authorized to and directed to make any changes in the program that are found to be necessary; such changes must be reported to the Board of Directors at the first regular Board of Directors' meeting after the change is made.

D. Annual Reporting

The District will provide an annual report to the Board of Directors that details the District's compliance with the Federal Trade Commission's Red Flags Rule. The report will address matters related to the Program and address several topic areas, including:

- Effectiveness of the policies and procedures of the District in addressing the risk of identity theft in connection with the opening of new accounts and with respect to the management of existing accounts;
- Service provider arrangements;
- Significant incidents involving identity theft and management's response; and,
- Recommendations for material changes to the Program.

E. Service Provider Oversight

Whenever the District engages a service provider to perform an activity in connection with one or more of the customer accounts, the District will verify that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To accomplish this, the District will require the service provider by contract to have policies and procedures to detect relevant Red Flags that may arise in the performance of the service provider's activities, and either report the Red Flags to the District, or to take appropriate steps to prevent or mitigate identity theft.

Part VI. Additional Security Information

The District has implemented a variety of procedures to assist in the prevention of identity theft including the following:

1. Checking references or doing background checks before hiring employees who will have access to customer information.
2. Limiting employee access to customer information to the extent they need it to respond to customer inquiries:
 - a. Customer Service representatives can load confidential customer information onto the utility billing system when setting up a new account. After the account has been established, Customer Service representatives will only have access to the last 4 digits of a customer's social security number for identification purposes. Customer Service representatives can modify general customer information and delete customer accounts with private customer information after an account is established.
 - b. Customer Service supervisors have access to modify or delete confidential customer information after an account is established.
3. Protecting printed copies of customers' private information:
 - a. When signing up for service, customers may request a printed copy of the customer's private information for verification purposes. Any printed copy returned to the Customer Service representative creating the account shall be immediately destroyed.
 - b. After the account has been established, customers may request a printed copy of the customer's private information for verification purposes. The customer must come to the District to make this request as it will not be mailed to the customer. Only Customer Service supervisors can accommodate this request as Customer Service representatives cannot view or print confidential customer information after the account is established. Any printed copy of private customer information returned to the Customer Service supervisor shall be immediately destroyed.
4. Confidential customer information shall be maintained in a data base accessible only by Customer Service supervisory employees to protect this information against theft or loss. The District maintains backups, stores the backup off-site and in the cloud, and encrypts all confidential information to prevent unauthorized access if the ~~tapes~~ backups are lost or stolen.
5. Training District employees to take basic steps to maintain the security, confidentiality, and integrity of customer information, including:
 - a. Locking file cabinets where records are kept;
 - b. Not sharing or openly posting employee passwords in work areas;
 - c. Encrypting sensitive customer information when it is transmitted electronically via public networks;

- d. Referring calls or other requests for customer information to designated employees who have been trained in how the District safeguards personal data;
 - e. Reporting suspicious attempts to obtain customer information to designated personnel.
6. Reminding applicable employees of the District's policy and the legal requirement to keep customer information secure and confidential.
7. Imposing disciplinary measures for security policy violations.
8. Preventing terminated employees from accessing customer information by immediately deactivating their passwords and user names and taking other appropriate measures.
9. Maintaining a careful inventory of the District's computers and any other equipment on which customer information may be stored.
10. Taking steps to ensure the secure transmission of customer information by using a Secure Sockets Layer (SSL) or other secure connection so that the information is protected in transit.
11. Disposing of customer information in a secure way by shredding papers containing customer information so that the information cannot be read or reconstructed. Conducting due diligence beforehand when hiring an outside disposal company by checking references or requiring that the company be certified by a recognized industry group.
12. Destroying or erasing data when disposing of computers, disks, hard drives, laptops, cell phones, or any other electronic media or hardware containing customer information.
13. Maintaining up-to-date information systems and appropriate programs to prevent unauthorized access to customer information, including:
 - a. Regularly installing operating system security updates and software patches that resolve vulnerabilities;
 - b. Using anti-virus and anti-spyware software that updates automatically;
 - c. Maintaining up-to-date firewalls, particularly if using a broadband Internet connection that allows employees to connect to the network from home or other offsite locations;
 - d. Regularly ensuring that ports not needed by the District are closed; and
 - e. Promptly passing along information and instructions to employees regarding any new security risks or possible breaches.
14. Taking steps to preserve the security, confidentiality, and integrity of customer information in the event of a breach by:
 - a. Taking immediate action to secure any information that has or may have been compromised.
 - b. Preserving and reviewing files or programs that may reveal how the breach occurred;

- c. If feasible and appropriate, bringing in security professionals to help assess the breach as soon as possible.
- 15. Notifying customers, law enforcement, and/or businesses in the event of a security breach, including:
 - a. Notifying customers if their personal information is subject to a breach that poses a significant risk of identity theft or related harm;
 - b. Notifying law enforcement if the breach may involve criminal activity or there is evidence that the breach has resulted in identity theft or related harm; and
 - c. Notifying the credit bureaus and other businesses that may be affected by the breach.

Identity Theft Incident Report

Employee Name: _____

Date: _____

Red Flags Detection (Check all that apply and describe the incident)

- Consumer Reporting Agency Alert Suspicious Account Activity
 Suspicious Document(s) Suspicious Personal Identifying Information
 Notice from Customer, Victim, Law Enforcement Authority, or Other Person

Describe the incident: _____

Recommended Response to Red Flags (Check all that apply and describe recommendation)

- No Response Don't Open New Account Discontinue Service
 Close Account Reopen with New Account Change the Security Codes
 Monitor Account Involve Debt Collector Other
- Notify: Customer Law Enforcement Consumer Reporting Agency

Describe the recommended response: _____

Supervisor Authorization (Note any changes above and sign below)

Supervisor: _____

Date: _____

Important Note:

The Identity Theft Incident Report shall be used to document all confirmed or suspected incidents of identity theft. This report is intended to assist in understanding why an incident occurred and improving the response to future incidents of identity theft. Please forward copies of all completed forms to the General Manager, or designee, so that additional improvements can be made to the District's Identity Theft Prevention Program.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Finance
DATE: September 16, 2024
SUBJECT: Participation in California Cooperative Liquid Assets Securities System

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors authorize the General Manager to execute and complete the California Cooperative Liquid Assets Securities System Participant Registration Form.

Background Information

District staff researched investing in the California Local Agency Investment Fund (LAIF), which is run by the State Treasurer, and also researched the California Cooperative Liquid Assets Securities System (CLASS), which is a Joint Powers Authority (JPA) that functions similarly to LAIF but has features that make it an attractive alternative. Both LAIF and CLASS investments have a stable net asset valuation, meaning there is no risk of losing principal. In any public investment strategy, the key rules are to consider safety of the investment first, then liquidity, and then yield. This is frequently referred to as the SLY method of investing.

Both funds follow California State Code Section 53601, offer same-day withdrawals (liquidity), and feature safe investments that will not lose principal (safety).

The CLASS Prime fund is AAA-rated by Moody’s and Standard & Poor’s, indicating the highest principal stability. The assets have a weighted average maturity of less than 60 days, and the fund maintains a \$1 stable net asset valuation, protecting against the risk of principal loss.

As of July 31, 2024, the Daily Effective Yield in the CLASS Prime Fund was 5.4348%, while the yield for LAIF was 4.516%. In general, LAIF has longer maturity assets than CLASS and, as such, has not been able to capitalize on rising interest rates. While yield is not the primary concern of an investment strategy, if all other factors are equal, which appears to be the case with LAIF and CLASS, then a higher yield is preferred.

The proposed action is consistent with policies adopted by the Board, including the Investment Policy.

Attachment:

- CLASS Registration Packet.
- CLASS Features and Benefits
- CLASS Participant List



California CLASS Registration Packet



Welcome to California CLASS

Thank you for choosing California CLASS!

This packet contains all the materials necessary to set up your California CLASS account(s). If you have any questions about the registration process or about your California CLASS account(s), please do not hesitate to contact us. The California CLASS Client Service team can be reached any business day from 8:00 a.m. to 4:00 p.m. PT by phone at (877) 930-5213 or by email at clientservices@californiaclass.com.

California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although California CLASS Prime seeks to preserve the value of your investment at \$1.00 per share, there is no guarantee it will do so. Please read the applicable California CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Registration Procedures

To participate in California CLASS, please complete the following:

- 1) Review the Joint Exercise of Powers Agreement and the applicable Information Statements relating to the California CLASS Prime Fund and the Enhanced Cash Fund (located in the Document Center at www.californiaclass.com).
- 2) Complete the California CLASS Participant Representation Form (page 4).
- 3) Complete the Participant Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7). California CLASS recommends having multiple Authorized Signers to help prevent fraud.
- 5) Should you be interested in participating in California CLASS Prime, complete the California CLASS Prime Fund Account(s) to be Established form; you may open as many accounts as you wish (page 8).
- 6) Should you be interested in participating in California CLASS Enhanced Cash, complete the Enhanced Cash Participant Acknowledgement Form (page 9) and the California CLASS Enhanced Cash Fund Account(s) to be Established Form; you may open as many accounts as you wish (page 10).
- 7) Should you be interested in establishing Dual Authorization on the account, the Dual Authorization Form can be completed (page 11)
- 8) Keep the original forms for your records and send the completed packet to the California CLASS Client Service team by fax (877) 930-5214 or by email clientservices@californiaclass.com.

Questions? Please contact us; we would love to hear from you:

California CLASS Client Service Team
T (877) 930-5213
clientservices@californiaclass.com

Through the California CLASS website, www.californiaclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the California CLASS program.



Participant Representation Form

Participant Information

Entity Name (Participant) _____

Participant Representations

The undersigned Authorized Signer for the Participant hereby represents and warrants the following during the period the Participant is investing in the California CLASS Investment Program:

- The Participant is (1) a Public Agency (as defined in the Joint Exercise of Powers Agreement) and (2)(a) a political subdivision of the State of California or (b) an organization whose income is excluded from taxable gross income under Section 115 of the Internal Revenue Code, in each case, that has the authority to invest funds in its treasury in investments in accordance with Section 53601 of the California Government Code.
- The Participant is authorized to invest in the California CLASS.
- Any Authorized Signer for the Participant designated in this California CLASS Registration Packet has full power and authority to make investments for the above Participant in the California CLASS Investment Program unless the California CLASS receives written notice from the Participant otherwise.
- The Participant has reviewed and agrees to the limitations described in the Joint Exercise of Powers Agreement and the Information Statements for the Funds within the California CLASS Investment Program and acknowledges that it has been supplied with or been given access to information it requested in connection with making an investment in the California CLASS Investment Program.
- The Participant has reviewed the Investment Policies for the Funds within the California CLASS Investment Program and has determined that they are consistent with the legal and policy limitations applicable to the Participant’s investments.
- The Participant has consulted with its own counsel and advisers as to all matters concerning investment in the California CLASS Investment Program.

Authorized Representative

_____ Signature	_____ Date
_____ Print Name	_____ Title

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

717 17th Street, Suite 1850
Denver, Colorado 80202

T (877) 930-5213
F (877) 930-5214

clientservices@californiaclass.com
www.californiaclass.com

Form Version 08/2024



Participant Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Town County School District Special District
Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

California CLASS and its transfer agent and administrator are authorized by the Participant to act on any instructions believed to be genuine for any service authorized on this form. To the extent permitted by law, the Participant agrees that California CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and agrees to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless otherwise amended in the California CLASS Transaction Portal. Each Participant is responsible for notifying California CLASS of any changes to its account(s). Wires will be distributed every hour with the final distribution ending at 11:00 a.m. PT; distribution times are subject to change as needed by the California CLASS Administrator. Additionally, California CLASS must be notified of any contributions by 11:00 a.m. PT to receive same day credit. **If funds are not received by 2:00 p.m. PT, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

*If there will only be one Authorized Signer on the California CLASS account, bank contact must be provided to verify bank account information



Authorized Contacts¹

Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile	Receive account updates
Update banking/contact information	Request "view-only" access to monthly statements and transaction confirmations
View and process transactions	View banking/contact information
Receive account updates	

Authorized Signer

Print First and Last Name

Title

Signature Required

Phone (Required)² Extension

Email (Required)

Mobile²

Additional Contact (Optional) – Note: California CLASS strongly advises each Participant to have multiple authorized signers to help prevent fraud

Print First and Last Name

Title

(Signature Required if Authorized Signer)

Phone (Required)² Extension

Email (Required)

Mobile²

Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

(Signature Required if Authorized Signer)

Phone (Required)² Extension

Email (Required)

Mobile²

Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

¹ All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

² A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.



Authorized Contacts (cont.)¹

Additional Contact (Optional)

Print First and Last Name

Title

(Signature Required if Authorized Signer)

Phone (Required)² Extension

Email (Required)

Mobile²

Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

(Signature Required if Authorized Signer)

Phone (Required)² Extension

Email (Required)

Mobile²

Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

(Signature Required if Authorized Signer)

Phone (Required)² Extension

Email (Required)

Mobile²

Permissions (check one only)

- Authorized Signer to Move Funds
- Read-Only Access

¹ All contacts listed on an account will receive email notifications when transaction confirmation documents and monthly statements are available for download in the online portal.

² A phone number that you can be reached at directly is required to receive the multi-factor authentication code via phone call. Mobile numbers can receive the code via phone call or text.



Enhanced Cash Participant Acknowledgement Form

Participant Information

Entity Name (Participant) _____

Participant Acknowledgement

The undersigned Authorized Signer for the Participant hereby acknowledges the following:

- The Participant has received and reviewed the California CLASS Enhanced Cash Information Statement.
- All Enhanced Cash investments are made in accordance with the California CLASS Enhanced Cash Investment Policy.
- California CLASS Enhanced Cash is designed to complement the daily liquidity of the California CLASS Prime Fund by gaining exposure to a diversified portfolio of high-quality securities. California CLASS Enhanced Cash is better suited for funds not needed on a frequent or near-term basis. California CLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.
- California CLASS Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Unlike the California CLASS Prime Fund, investing in California CLASS Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.
- Withdrawals are unlimited and met on a transaction date plus one (1) business day basis (T+1).

Authorized Signer

Signature

Date

Printed Name

Title

The investment advisor providing these services is Public Trust Advisors, LLC (Public Trust), an investment adviser registered with the SEC under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Additionally, this registration provides no guarantee of return or protection against loss. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable California CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.



California CLASS Enhanced Cash Fund Account(s) to be Established

Entity Name (Participant): _____

Desired Subaccount Name(s)*:

(To be completed by Participant)

California CLASS Enhanced Cash is designed to complement the daily liquidity of the California CLASS Prime Fund. California CLASS Enhanced Cash is better suited for funds not needed on a frequent or near-term basis. California CLASS Enhanced Cash is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

California CLASS Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Unlike the California CLASS Prime Fund, investing in California CLASS Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.

If you have questions about which of your local government’s funds are appropriate for the California CLASS Enhanced Cash portfolio, please contact your California CLASS representative or email info@californiaclass.com.

*Name must be limited to 35 characters.

Once your California CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@californiaclass.com. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the California CLASS Client Service team.



Dual Authorization Form (Optional)

Participant Name: _____

Please utilize this form to request dual authorization capabilities on your California CLASS account. Dual authorization ensures that any transaction entered via the California CLASS online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not just the users below).

Request to Add Dual Authorization

Dual authorization is hereby approved for _____ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by the 11:00 a.m. PT cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other authorized signers are available to approve the transactions for processing.

Authorized Signer's Signature

Date

Printed Name

Title

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Sponsored By:



www.calcities.org



**California Special
Districts Association**
Districts Stronger Together

www.csda.net

CALIFORNIA CLASS FEATURES

As a California CLASS Participant, you have access to many convenient features:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum or minimum transaction limits
- No maximum or minimum investment requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.

California CLASS Participant List July 2024

Counties

El Dorado County
Sonoma County Treasurer

Lake County

Municipalities

City of Artesia
City of Beaumont
City of Brentwood
City of Folsom
City of Fullerton
City of Hanford
City of Kingsburg
City of Martinez
City of Morgan Hill
City of Porterville
City of Shafter
City of Solvang
City of Williams
Town of Paradise

City of Barstow
City of Bishop
City of Farmersville
City of Fowler
City of Gilroy
City of Hemet
City of Lancaster
City of Moreno Valley
City of Oroville
City of Santa Ana
City of Signal Hill
City of Wasco
Town of Fort Jones

Other

California CLASS Enhanced Cash
CSDA Finance Corporation
Public Agencies Self-Insurance System
Sewer Authority Mid-Coastside
Special District Risk Management Authority

California Special Districts Association
League of California Cities
Regional Government Services Authority
Special District Leadership Foundation
Tri-County Water Authority

Special Districts

Alameda County Mosquito Abatement District
Altadena Library District
Artesia Cemetery District
Avila Beach Community Services District
Beaumont Library District
Big Bear Airport District

Alpine Fire Protection District
Anderson Springs Community Service District
Atwell Island Water District
Banning Library District
Bell Canyon Community Services District
Bighorn - Desert View Water Agency

California CLASS Participant List July 2024

Bolinas Fire Protection District	Bonita Sunnyside Fire Protection District
Brooktrails Township Community Services District	Cabazon Water District
Camarillo Health Care District	Castroville Cemetery District
Central Fire District of Santa Cruz County	Channel Islands Beach Community Services District
Chester Public Utility District	Chico Area Recreation & Park District
Chino Basin Water Conservation District	Chino Basin Watermaster
City of Big Bear Lake, Department of Water and Power	Clearlake Oaks County Water District
Clovis Veterans Memorial District	Coachella Valley Resources Conversation District
Coalinga - Huron Recreation & Parks District	Coastside Fire Protection District
Contra Costa Mosquito & Vector Control District	Copper Valley Community Services District
Corcoran Irrigation District	Corning Healthcare District
Costa Mesa Sanitary District	Cosumnes Community Services District
Crescenta Valley Water District	Del Puerto Health Care District
Delano Mosquito Abatement District	Delhi County Water District
Desert Recreation District	Durham Irrigation District
East Orange County Water District	Emerald Bay Service District
Fallbrook Regional Health District	Feather River Resource Conservation District
Georgetown Divide P.U.D.	Glenn County Resource Conservation District
Gold Coast Transit District	Gold Mountain Community Services District
Goleta Sanitary District	Grossmont Healthcare District
Groveland Community Services District	Helendale Community Services District
Heritage Ranch Community Services District	Herlong Public Utility District
Hilmar County Water District	Humboldt Bay Municipal Water District
Humboldt Community Services District	Idyllwild Water District
Igo Ono Community Services District	Indian Valley Community Services District
Ironhouse Sanitary District	Kensington Police Protection and Community Services District
Kenwood Fire Protection District	Keyes Community Services District
La Puente Valley County Water District	Lake Oroville Area Public Utility District
Lakeside Fire Protection District	Las Gallinas Valley Sanitary District
Leucadia Wastewater District	Littlerock Creek Irrigation District
Livermore Area Recreation and Park District	Los Alamos Cemetery District
Madera Irrigation District	Mariana Ranchos County Water District
Marina Coast Water District	Mark Twain Health Care District
McKinleyville Community Services District	Mendocino Coast Recreation and Park District

California CLASS Participant List July 2024

Mendocino County Waterworks District II	Midway City Sanitary District
Mission Hills Community Services District	Mojave Water Agency
Murphy's Sanitary District	North County Fire Protection District, San Diego County
North Humboldt Recreation and Park District	North of River Sanitary District No. 1
North Tahoe Public Utility District	Oceano Community Services District
Olympic Valley Public Service District	Orange County Cemetery District
Oxnard Harbor District	Palos Verdes Library District
Paradise Irrigation District	Paradise Recreation & Park District
Phelan Pinon Hills Community Services District	Pico Water District
Pine Grove Community Service District	Pleasant Valley County Water District
Pleasant Valley Recreation and Park District	Rainbow Municipal Water District
Rancho Murieta Community Services District	Rancho Santa Fe Fire Protection District
Reclamation District No. 1000	Resource Conservation District of Greater San Diego County
Rim of the World Recreation and Park District	Rio Linda Elverta Recreation and Park District
Rossmoor Los Alamitos Area Sewer District	San Antonio Basin Water District
San Diego County Citrus Pest Control District	San Gabriel Valley Mosquito and Vector Control District
San Mateo County Mosquito and Vector Control District	San Miguel Consolidated Fire Protection District
San Simeon Community Services District	Santa Cruz Port District
Santa Maria Public Airport District	Santa Maria Valley Water Conservation District
Santa Ynez River Water Conservation District	Scotts Valley Water District
Shandon-San Juan Water District	Sierra Resource Conservation District
South Placer M.U.D.	Stockton East Water District
Tahoe - Truckee Sanitation Agency	Tahoe City Public Utility District
Tehachapi Valley Recreation and Park District	Temecula Public Cemetery District
Templeton Community Services District	Town of Discovery Bay - Community Services District
Trabuco Canyon Water District	Tracy Rural County Fire Protection District
Truckee Donner Recreation and Park District	Truckee Sanitary District
Truckee Tahoe Airport District	Turner Island Water District
Twentynine Palms Water District	Union Public Utility District
Vandenberg Village Community Services District	Ventura River Water District
Vista Fire Protection District	Wallace Community Services District
Weott Community Services District	West Basin Municipal Water District
West County Wastewater District	Western Shasta Resource Conservation District
Williams Fire Protection Authority	Yuima Municipal Water District

California CLASS Participant List July 2024

Total Participants: 188

Disclaimer: This participant list is being made public as a service to our participant base. The listed participants are active as of the end of the month.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Administrative Services
DATE: September 16, 2024
SUBJECT: Claim for Damages - Mr. Dennis Alejo

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors review and discuss the claim received by Dennis Alejo, and reject such claim, which seeks compensation for the expenses to repair damage to his vehicle allegedly caused by a District construction meter.

Background Information

The claimant states that on July 31, 2024, at 6:16 pm, “Preparing and about to turn right to Grand Ave. from Golden Springs Drive when my car clipped to fire hydrant extension causing damage to my 2024 Chevy Blazer.”

Subsequently, on August 7, 2024, the District received a claim from Mr. Alejo seeking \$3,000.00 to repair his vehicle. The District seeks to reject the claim due to the fact that the construction meter was not sticking out into a driving lane and was placed in a location that was clearly visible.

At the recommendation of the District staff, rejection is being requested to start the clock on the time restraints granted under California’s civil statute of limitations law.

Attachments:

- Claim Form with claimant photos
- Photos

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT:

1	Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i>	
	Name: <u>DEREK ALEJO</u>	Phone Number: <u>562-443-9281</u>
	Address(es): <u>8702 PARRA AVE</u> <u>GARDEN GROVE CA 92840</u>	Social Security No.: <u>VI</u> Date of Birth: <u>11/11/81</u>
	E-mail: <u>DALEJO1017@GMAIL.COM</u>	

2	List name, address, and phone number of any witnesses.
	Name: <u>N/A</u>
	Address:
	Phone Number:

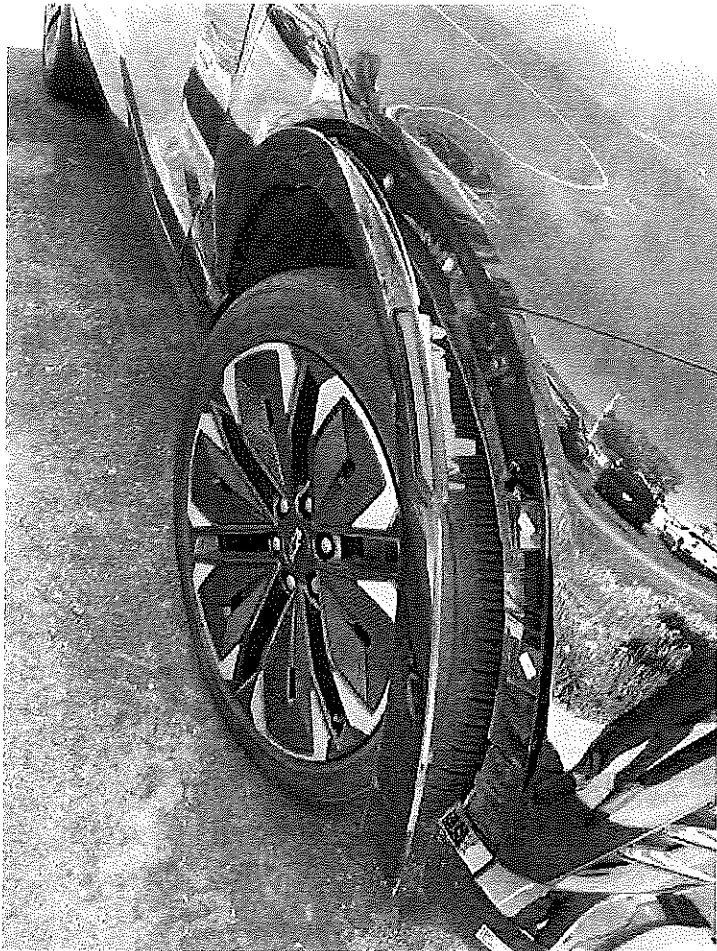
3	List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.
	Date: <u>7/31/2024</u> Time: <u>6:16 PM</u> Place: <u>GOLDEN SPRINGS IN DITCH AND RAN</u>
	Tell What Happened (give complete information):
	<p><u>PREPARING TO TURN RIGHT TO GRAND AVE FROM GOLDEN SPRING DRIVE WHEN MY CAR CLIPPED TO FIRE HYDRANT EXTENSION CAUSING DAMAGE TO MY 2014 CHRYSLER BLAZER ... SEE PICTURES PLEASE</u></p>
	NOTE: Attach any photographs you may have regarding this claim.

4	Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.
	<p><u>NO INJURY OR OBLIGATION TO ANY PARTY. JUST DAMAGE TO MY CAR.</u></p>

5	Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.
	<u>N/A</u>

6	The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.
	<p><u>PER BODY SHOP IT WILL COST \$3000 TO FIX MY VEHICLE</u></p>

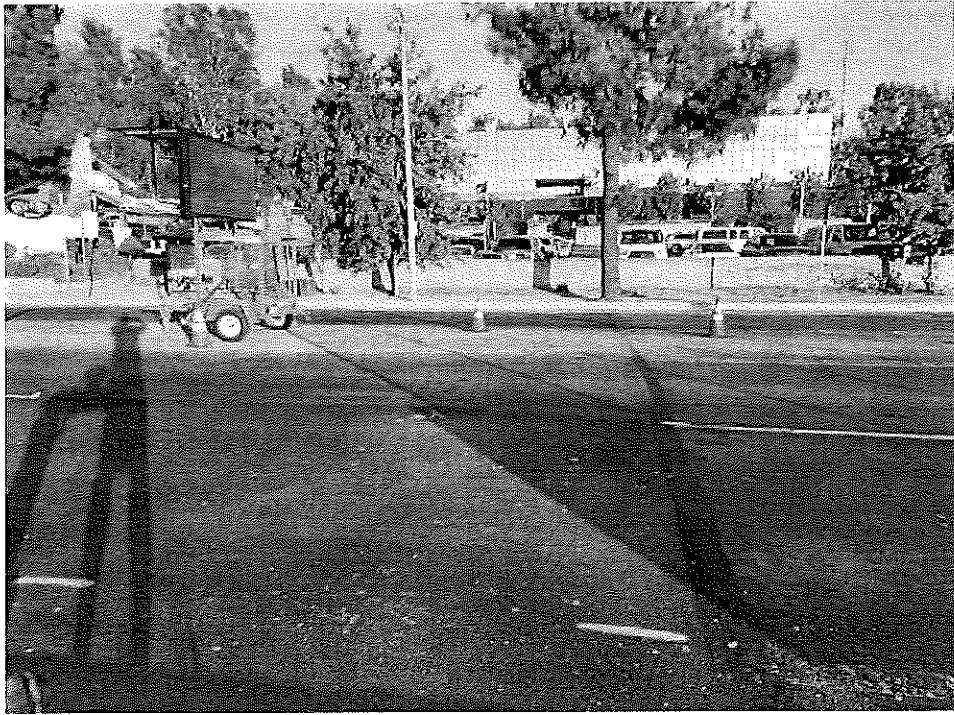
Date: <u>8/1/2024</u>	Time: <u>2:25 PM</u>	Signature:
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!		

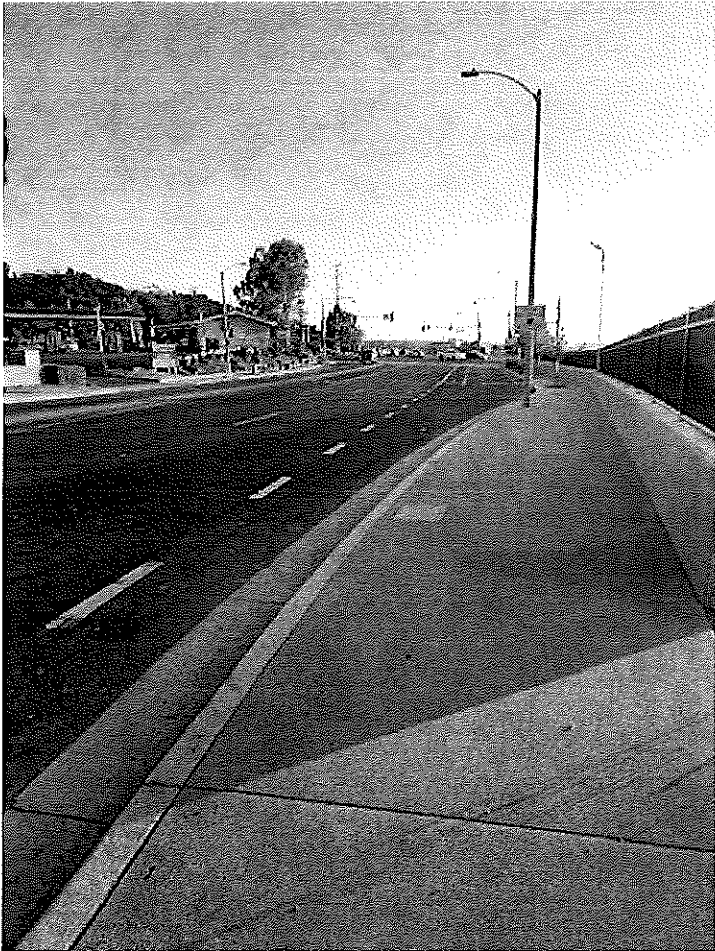
















WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Administrative Services
DATE: September 16, 2024
SUBJECT: Claim for Damages - Mr. Peter Dolch

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors review and discuss the claim received by Peter Dolch and reject such claim, which seeks compensation for the repair of the customer's water line.

Background Information

The claimant states that on August 1, 2024, "He [plumber] mentioned city repair at the street caused the water to be shut off and then turned back on. The water came on at a higher pressure than expected which caused my main water line into my house to break."

Subsequently, on August 13, 2024, the District received a claim from Mr. Dolch seeking \$3,812.00 in compensation for the plumber to repair the customers water line. It should be noted that Section 4.02.08 of the District's Rules and Regulations states that the customer will be responsible for the use or operation of appliances and facilities on the consumer's premises.

At the recommendation of the District staff, rejection is being requested to start the clock on the time restraints granted under California's civil statute of limitations law.

Attachments:

- Claim Form
- Plumbing estimate
- Section 4.02.08 of District Rules and Regulations

Claim Form

(A claim shall be presented by the claimant or by a person acting on his behalf.)

NAME OF DISTRICT:										
1	<p>Claimant name, address (mailing address if different), phone number, social security number, e-mail address, and date of birth. <i>Effective January 1, 2010, the Medicare Secondary Payer Act (Federal Law) requires the District/Agency to report all claims involving payments for bodily injury and/or medical treatments to Medicare. As such, if you are seeking medical damages, we MUST have both your Social Security Number and your date of birth.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name:</td> <td style="width: 50%; padding: 2px;">Phone Number:</td> </tr> <tr> <td style="padding: 2px;">Address(es):</td> <td style="padding: 2px;">Social Security No.:</td> </tr> <tr> <td></td> <td style="padding: 2px;">Date of Birth:</td> </tr> <tr> <td></td> <td style="padding: 2px;">E-mail:</td> </tr> </table>	Name:	Phone Number:	Address(es):	Social Security No.:		Date of Birth:		E-mail:	
Name:	Phone Number:									
Address(es):	Social Security No.:									
	Date of Birth:									
	E-mail:									
2	<p>List name, address, and phone number of any witnesses.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Name:</td></tr> <tr><td style="padding: 2px;">Address:</td></tr> <tr><td style="padding: 2px;">Phone Number:</td></tr> </table>	Name:	Address:	Phone Number:						
Name:										
Address:										
Phone Number:										
3	<p>List the date, time, place, and other circumstances of the occurrence or transaction, which gave rise to the claim asserted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Date:</td> <td style="width: 33%; padding: 2px;">Time:</td> <td style="width: 33%; padding: 2px;">Place:</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Tell What Happened (give complete information):</td> </tr> <tr> <td colspan="3" style="height: 150px;"></td> </tr> </table> <p style="text-align: center; font-weight: bold; margin-top: 10px;"><i>NOTE: Attach any photographs you may have regarding this claim.</i></p>	Date:	Time:	Place:	Tell What Happened (give complete information):					
Date:	Time:	Place:								
Tell What Happened (give complete information):										
4	<p>Give a general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known at the time of presentation of the claim.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>									
5	<p>Give the name or names of the public employee or employees causing the injury, damage, or loss, if known.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>									
6	<p>The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Date:</td> <td style="width: 33%; padding: 2px;">Time:</td> <td style="width: 33%; padding: 2px;">Signature:</td> </tr> </table>		Date:	Time:	Signature:						
Date:	Time:	Signature:								
ANSWER ALL QUESTIONS. OMITTING INFORMATION COULD MAKE YOUR CLAIM LEGALLY INSUFFICIENT!										



You have a new estimate from So-Cal 1 plumbing & roofer

Address: 875 Bridgewater Lane, Walnut, CA 91789

Option #1

\$3,812.00

APPROVE

DECLINE

Estimate Details

Service	Unit Price	Qty	Total
Water main leak	\$3,812.00	1	\$3,812.00

Checked water meter which is spinning even after home and irrigation system shut off valves are turned off. We recommend to replace water 32ft from meter to shut off cost \$3812 financed 18months same as cash \$215 per month or \$3431 cc,debit,check or \$3162 cash 5yr warranty on workmanship. Not responsible for landscaping.

2)other option is to pull new poly plastic pipe by making two holes grass area of meter to irrigation box

[SHOW MORE](#)

Service subtotal \$3,812.00

Subtotal \$3,812.00



other public official responsible for fire protection, will be notified promptly upon restoration of service.

- 4.02.04.03 **Apportionment of Supply During Times of Shortage:** During times when the District determines that a water supply shortage or threatened water shortage exists and it appears the demand for water consumption exceeds or threatens to exceed the District's available allocation, the District's Board may implement the water supply shortage stages established in the District's water conservation ordinance by Resolution and public announcement. In the absence of direction from the Board or such authorities, the District will apportion the supply in the manner that appears most equitable under circumstances then prevailing and with due regard to public health and safety in accordance with State Law. *[Updated 6/22/09]*
- 4.02.04.04 **Loss or Damage:** The District will not be liable for any damage or loss resulting from an emergency, scheduled interruption of water service, or from any act of the District in connection with the repair or replacement of District facilities required by such emergency or interruption.
- 4.02.05 **Ownership of Facilities on Customer's Premises:** The service lateral, copper setter, meter, hand valve, and meter box located within public right-of-way or wholly or partially upon a customer's premises are the property of the District. No rent or other charge will be paid by the District where the District-owned service facilities are located on a customer's premises.
- 4.02.06 **District Access to Customer's Premises:** The District shall at all reasonable hours have access to meters, service connections, and other property owned by the District which may be located on customer's premises for purposes of installation, maintenance, operation, removal of the property, or termination of service. The customer's system shall be open for inspection at all reasonable times to authorized representatives of the District. Any inspection work or recommendations made by the District or its agents in connection with plumbing or appliances, cross-connections, or any use of water on the customer's premises, either as a result of a complaint or otherwise, may be subject to a charge dependent upon the service rendered.
- 4.02.07 **District's Responsibilities for Damage or Loss to Customer:** The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or of a customer's authorized representative in operating or using any or all appliances, facilities, or equipment owned or furnished by the District.
- 4.02.08 **Customer's Responsibilities for District Property:** Upon an appropriate finding by the District, the customer may be held responsible, for any and all damage to District meters and other property resulting

from removal, damage, or misuse of District property and will be responsible for the use or operation of appliances and facilities on customer's premises, including, but not limited to, damage caused by steam, hot water, or chemicals. [Updated 6/19/07]

4.02.09 **Resale of Water:** Except by special written agreement with the District, no customer shall resell or deliver any water received from the District to a property other than that specified in the application for service. When property provided with a service connection is subdivided, the service connection shall be considered as belonging to the lot or parcel of land which it directly enters. Except by special permission of the District's Board, a service connection shall not be used to supply water to any parcel of land other than the parcel on which the service connection is located and for which all relevant connection fees have been paid, including, but not limited to, Capacity Charge.

4.02.10 **Access to District Customer Records by Public Agencies:** The District shall make available a copy of any District customer record not exempt from disclosure in accordance with the Public Records Act as follows:

4.02.10.01 **Disclosure of Water Usage Data to Public Agencies:** The District will, pursuant to Government Code Section 6254.16, provide water usage data for its customers upon the completion and filing of the Public Agency Request for Customer Information form (Appendix J) by an officer or employee of another governmental agency when necessary for the performance of its official duties.

4.02.10.02 **Form of Request:** The request for a copy of District customer records must be in writing and must describe, with reasonable particularity, a record readily identifiable by District personnel.

4.02.10.03 **District Determination of Compliance:** The District, within ten (10) days of actual receipt of a proper request, shall determine whether to comply with the request and will notify the person making the request of such determination and the reasons therefore.

4.02.10.04 **Extension of Time for Determination:** In unusual circumstances, as specified below, the time for determination of District compliance may be extended for a period not to exceed ten (10) working days, by written notice from the Manager to the person making the request, setting forth the reasons for the extension and the date on which a determination will be mailed. Unusual circumstances are:

- a) The need to search District facilities or other locations that are separate from the main office.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Finance
DATE: September 16, 2024
SUBJECT: Establish Credit Card Account with Bill.Com

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors authorize the General Manager to execute and complete the agreement with Bill.com.

Background Information

District staff researched credit card companies evaluating different criteria such as ease of use, policy guidelines, monitoring, general ledger coding, receipt tracking, and money back. In the evaluation period, Bill.com came out as a leader.

Bill.com is a leading provider of cloud-based software that simplifies, digitizes, and automates complex back-office financial operations for small and midsize businesses. By integrating a credit card account with Bill.com, the District can enhance its financial management capabilities, improve efficiency, and ensure better control over our expenses.

Benefits:

1. **Enhanced Expense Management:** Bill.com offers robust tools for tracking and managing expenses, which will help us maintain accurate financial records.
2. **Improved Efficiency:** Automating payments and expense reporting will save time and reduce the risk of errors associated with manual processes.
3. **Better Control:** Setting spending limits and monitoring transactions in real time will provide better oversight and control over company expenditures.

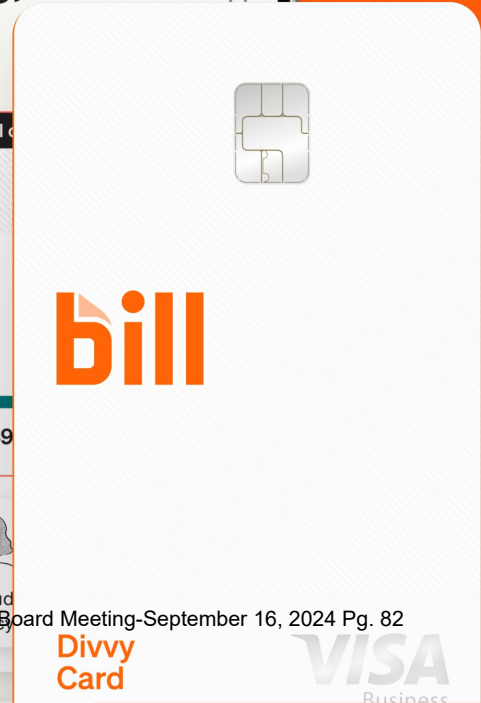
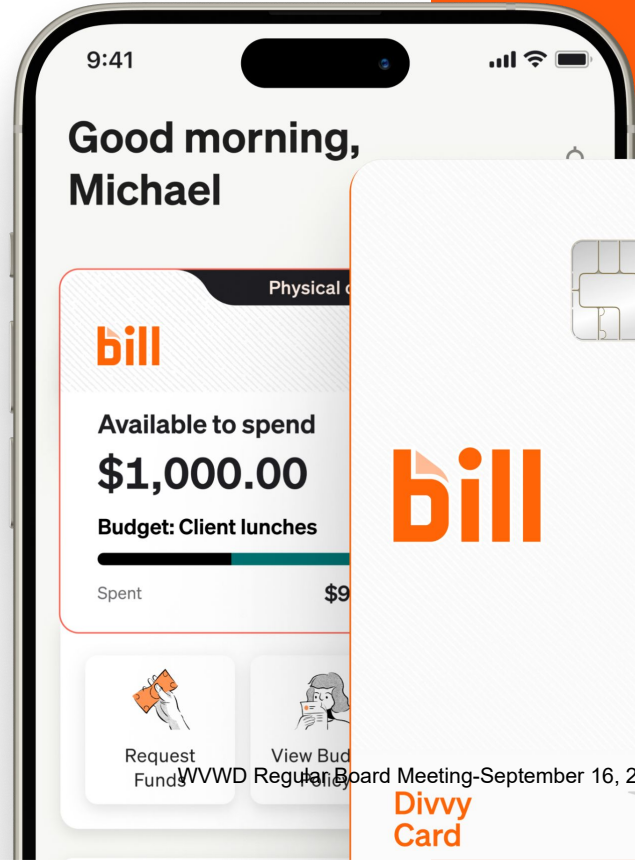
*Attachment:
Bill Spend & Expense Summary*



Divvy from



SPEND & EXPENSE



Why BILL Spend & Expense



Control

Precisely control spend before it happens with a customizable process

- Easily stay within budget
- Gain real-time visibility
- Automate your expense reports

Simplify

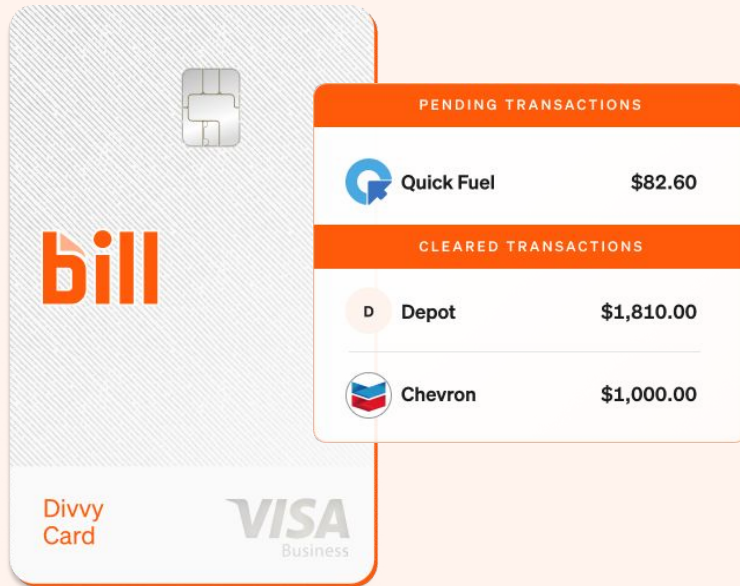
Let employees spend anywhere but track it all in one place effortlessly

- So easy employees will actually do it
- Leverage more than just a credit line
- Manage all spend in one platform

Save

Save time for you, your team, and your employees

- Make month end a breeze
- Instant categorization without nagging
- Proactive support from humans



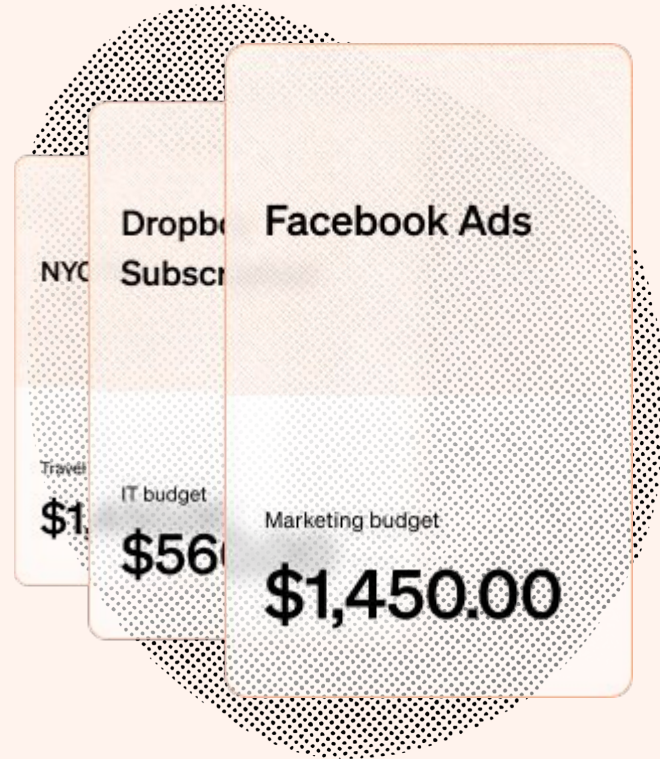
What's a "smart card"?

Card and software, together at last. BILL Divvy Corporate Cards are tied directly to your budget controls and expense management solution—so you never have to export transactions again.

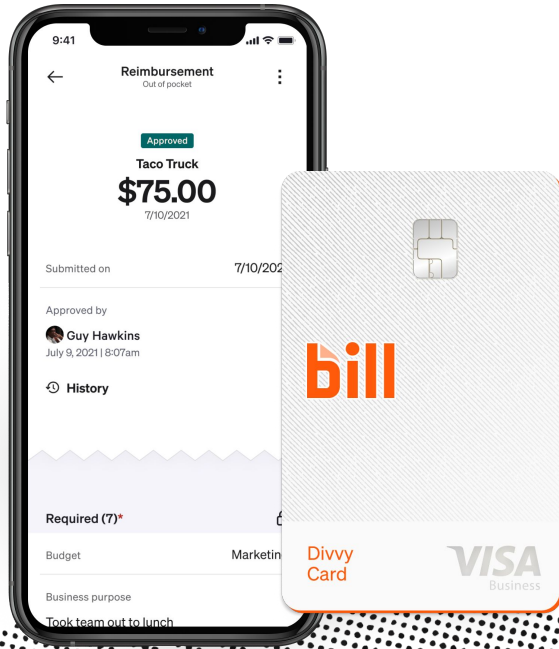
Why use a virtual card?

Secure, fast, and organized.

BILL Spend & Expense virtual cards make setting up payments for vendors, subscriptions, and online purchases easier than ever.



Reimbursements: painless to submit, easy to manage



Mobile submission

Spenders can submit for reimbursement from the BILL Spend & Expense mobile app

Push notifications

Approvals for reimbursements are easily tracked with an approval history and have push notifications to budget owners

ACH payouts

Employees are prompted to connect their bank account and your reimbursements go out within 3-5 business days

Two-step approval

Budget owners and admins can approve or reject an expense

Automatic IRS rate update

We think that things like the standard rate for mileage should automatically update...so we update it for you each year

WVWD Regular Board Meeting-September 16, 2024 Pg. 86

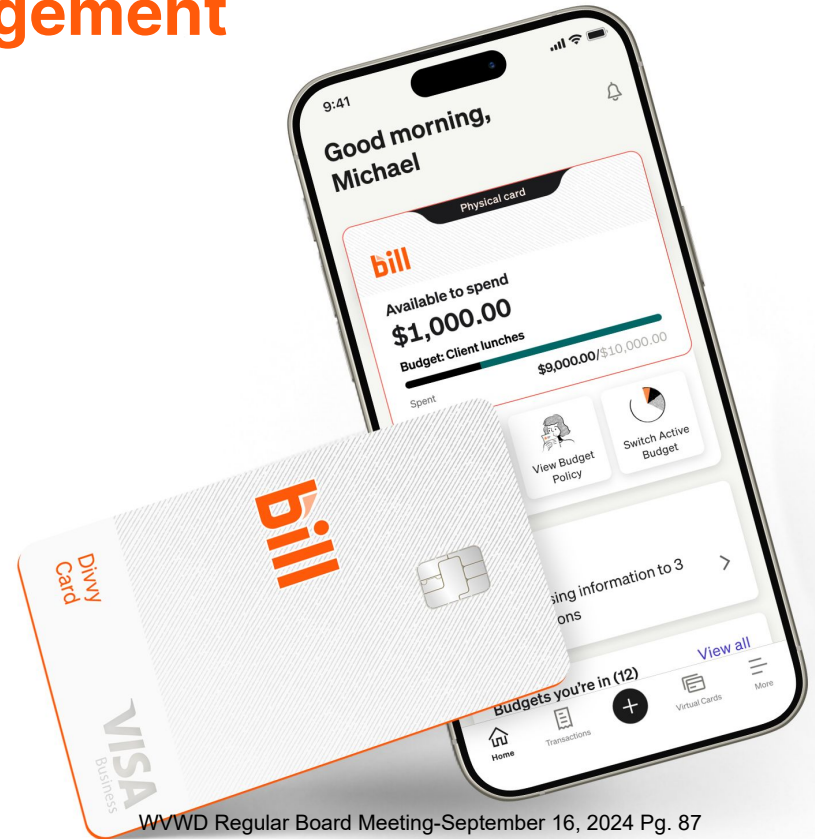
Automate your expense management

BILL Divvy Corporate Cards

- Physical cards
- Virtual cards
- Apple and Google Pay
- Simple reimbursements

Easy expenses

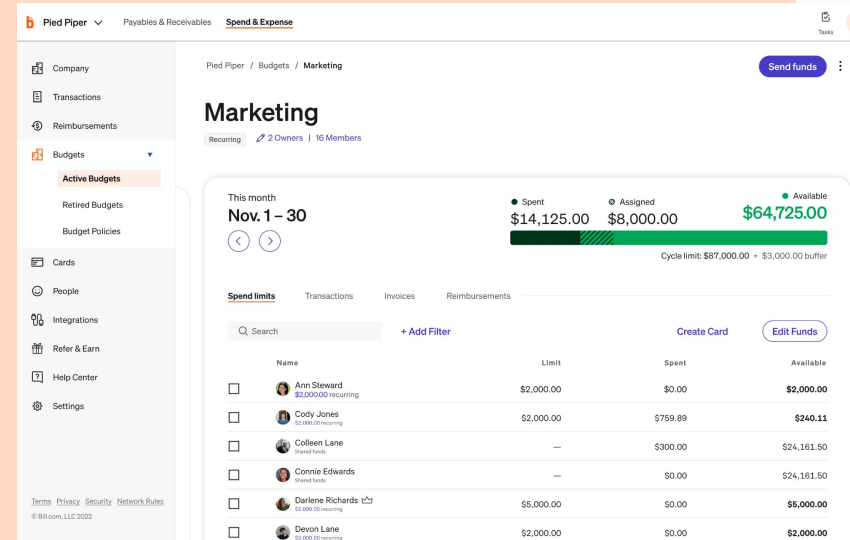
- AI-powered Auto-categorization
- Dispute resolution
- Customizable approval workflows
- Add receipt reminders for spenders
- Live transaction dashboard
- Easy transaction data sync



Build enforceable budgets

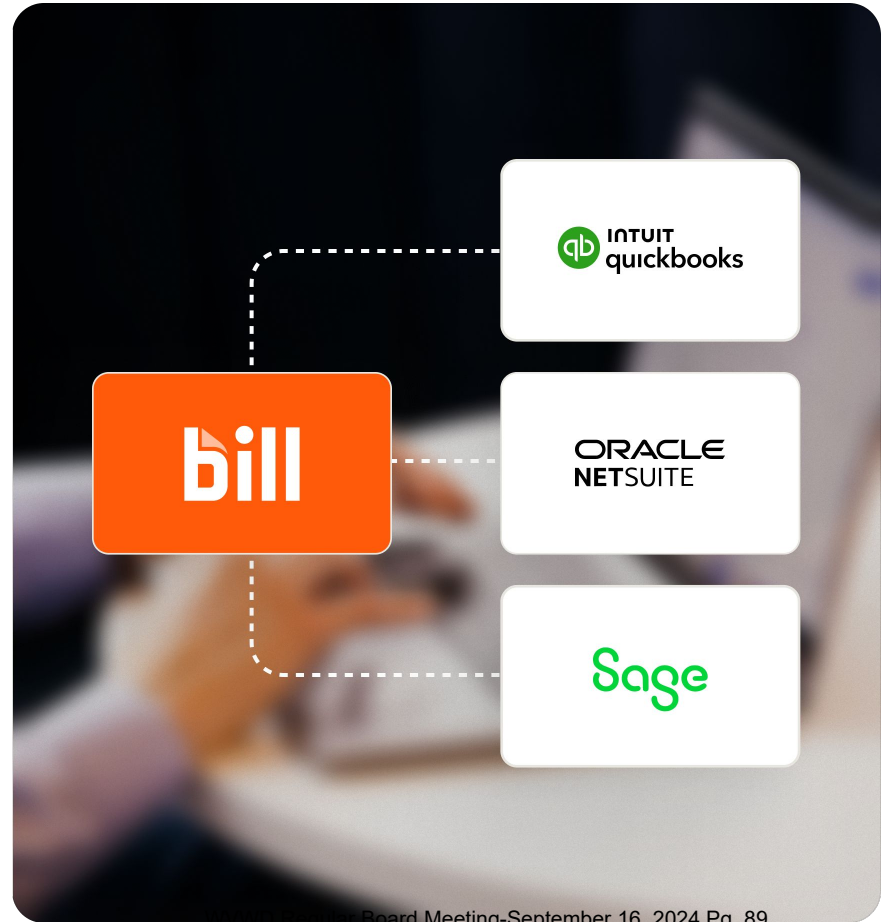
Your budgets are enforceable, not just guidelines:

- You control how much money each budget member has at any time.
- Once a budget runs out, the cards stop working.
- You can tailor budgets to match your business.



Integrations

- QuickBooks
- Oracle NetSuite
- Sage Intacct
- Slack
- HR integrations



Secure, innovative platform—with support



Human support

A world-class support team that you can reach 24/7/365 by phone or chat.



World-class uptime

Our infrastructure and technical teams allow us to provide incredible uptime.



Easy onboarding

Our dedicated team can help onboard your business, step-by-step.



Single integrations

We map to your chart of account and include employee-friendly naming.



Secure

Our platform is SOC 2 and PCI compliant.



Credit to grow

BILL offers credit that grows with your business, with limits up to \$15M*.

Getting approved is simple

- Apply online
- Find a BILL program that's right for you
- Start spending smarter

**Credit lines and the advertised range are not guaranteed and will be determined upon application approval.*

Credit Application

Company name _____

Annual revenue _____ SSN _____

Submit Application

You're pre-approved for \$75,000!

Marketing Recurr Monthly

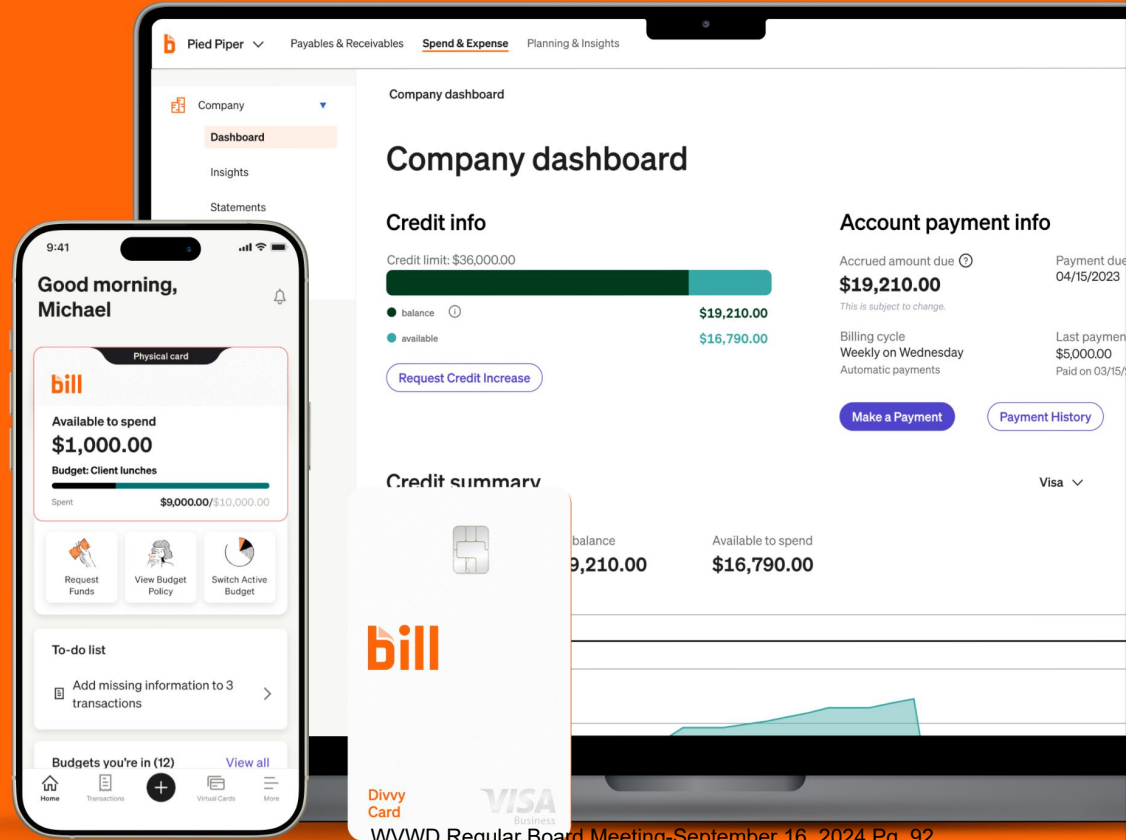
This month
Sep. 1 - 30 < >

● Spent	⊙ Assigned	● Available
\$15,000	\$25,000	\$35,000

Monthly limit: \$75,000

Pricing

\$0/month



WWWD Regular Board Meeting-September 16, 2024 Pg. 92

"I have rolled out BILL Spend & Expense for three companies and each time it **saves us multiple hours** in reconciliation, and tracking down receipts. It allows us to have **all of our T&E expense in one spot**, which allows us to **easily report** on those line items. BILL Spend & Expense is a **huge benefit** in multiple ways. "



Finance Manager, North America
Medium Enterprise Internet Software & Services Company

10

NPS



uevi.co/6936YNER

Survey conducted by UserEvidence. Testimonial verified 08/1/2023.

"We save so much time on expense reports, and we've been able to capitalize on rewards to pay for almost \$10,000 worth of travel costs recently!"



Carrie Leggins

Director of Operations
John Locke Foundation

10

NPS



uevi.co/7888IRJW

Survey conducted by UserEvidence. Testimonial verified 08/14/2023.

"BILL Spend & Expense has allowed us to have all corporate card costs in our accounting system 6-weeks earlier than how we were doing it before. Also, we went from collecting only 42% of our card receipts to getting 98% of the receipts."



Regan Morin

CFO

Mid-American Group

10

NPS



uevi.co/7983GYJU

Survey conducted by UserEvidence. Testimonial verified 08/14/2023.

Thank you



**WALNUT VALLEY WATER DISTRICT
INVESTMENT TRANSACTION REPORT**

PLACEHOLDER

**Investment Transaction Report not received in time for Board packet
publication.**

Report will be provided for review at the Board meeting.

Walnut Valley Water District
Revenue Bond - East West Bank
Life to Date
August 31, 2024

Bond Proceeds	\$	19,940,487.80
Disbursements:		
<u>Cost of Issuance</u>		
Fieldmann, Rolapp & Associates (Financial Advisors)	\$	(26,270.57)
Hawkins, Delafield & Wood, LLP. (Bond Counsel)		(45,000.00)
Union Bank, N.A. (Trustee)		(3,708.00)
Standard & Poor's Rating Services (Credit Rating)		(17,000.00)
Image Master (Official Statement)		(3,158.31)
Hawkins Delafield & Wood (Bond Counsel)		(1,743.31)
		(96,880.19)
<u>Projects</u>		
Puente Basin Water Agency - Pomona Basin ¹		(2,052,008.87)
Puente Basin Water Agency - LHHCWWD Project ¹		(350,566.00)
Puente Basin Water Agency - CDWC Project ¹		(4,090,549.30)
Puente Basin Water Agency - Pathfinder Project ⁴		-
Administration Headquarters ¹		(8,027,221.32)
Water Rights - Central Basin		(3,630,907.50)
		(18,151,252.99)
<u>Substitute Projects</u>		
Ace Nogales Grade Separation (P#03-2820) ²		(706,545.61)
Ridgeline Pump Station Modifications (P#12-3267) ³		(221,195.68)
30 kw Diesel Portable Generator (P#13-3290) ³		(39,490.70)
		(967,231.99)
Interest Income		522,933.34
Ending Balance of Bond Funds	\$	1,248,055.97

* Transferred funds from US Bank to East West Bank 8/23/2021

Walnut Valley Water District
Revenue Bond - East West Bank
August 31, 2024

Beginning Balance of Bonds	\$	1,245,358.83
Receipts:		
Interest Income		2,697.14
Disbursements:		
PBWA - Pomona Basin Project		
PBWA - Cal Domestic Project	-	
PBWA - Pathfinder Project	-	
Administration Headquarters		
	\$	-
Ending Balance of Bond Funds	\$	<u>1,248,055.97</u>

Walnut Valley Water District
Revenue Bond - Held at US Bank
Life to Date
June 30, 2024

Bond Proceeds		\$ 33,176,590.01
---------------	--	------------------

Disbursements:

Cost of Issuance

Urban Futures (Financial Advisors)	\$ (51,250.00)	
Stradling Yocca Carlson and Rauth (Bond Counsel)	(71,500.00)	
Standard & Poor's Rating Services (Credit Rating)	(31,500.00)	
		(154,250.00)

Projects

Administration Headquarters Phase 1		
Administration Headquarters Phase 2		-

Interest Income

Ending Balance of Bond Funds		\$ 33,022,340.01
------------------------------	--	------------------

Walnut Valley Water District
Revenue Bond - Held at US Bank
June 30, 2024

Beginning Balance of Bonds		\$ 33,176,590.01
Receipts:		
Interest Income		-
Disbursements:		
Cost of Issuance	(154,250.00)	
Administration Headquarters Phase 1	-	
Administration Headquarters Phase 2	-	
		\$ (154,250.00)
Ending Balance of Bond Funds		\$ 33,022,340.01

Walnut Valley Water District
Revenue Bond - Held at US Bank
Life to Date
July 31, 2024

Bond Proceeds		\$ 33,176,590.01
---------------	--	------------------

Disbursements:

Cost of Issuance

Urban Futures (Financial Advisors)	\$	(51,250.00)	
US Bank (Trustee)	\$	(7,200.00)	
Stradling Yocca Carlson and Rauth (Bond Counsel)		(71,500.00)	
Ava Communications Inc (Official Statement)		(1,450.00)	
Standard & Poor's Rating Services (Credit Rating)		<u>(31,500.00)</u>	
			(162,900.00)

Projects

Administration Headquarters Phase 1			
Administration Headquarters Phase 2			-

Interest Income		13,717.74
-----------------	--	-----------

Ending Balance of Bond Funds		<u>\$ 33,027,407.75</u>
------------------------------	--	-------------------------

Walnut Valley Water District
Revenue Bond - Held at US Bank
July 31, 2024

Beginning Balance of Bonds		\$	33,022,340.01
Receipts:			
Interest Income			13,717.74
Disbursements:			
Cost of Issuance	(8,650.00)		
Administration Headquarters Phase 1	-		
Administration Headquarters Phase 2	-		
		\$	(8,650.00)
Ending Balance of Bond Funds		\$	<u>33,027,407.75</u>

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager/Chief Engineer
DATE: September 16, 2024
SUBJECT: Acceptance of Work, Notice of Completion:
The Terraces at Walnut – Tract No. 78210 (P.N. 20-3645)

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

Request that the Board of Directors:

1. Accept the work as installed for the project listed below.
2. Authorize the filing of a Notice of Completion for the project listed below.

Background Information

The Terraces at Walnut, Tract No. 78210 is a developer-paid project and on February 21, 2023, the Board of Directors approved a contract with Sully-Miller Contracting Company (Sully-Miller), to install a domestic and recycled water distribution system to serve the proposed residential and commercial development project. The development consists of 211 single-family homes, 79 single-family townhomes, and 3 commercial buildings.

Sully-Miller has completed the installation of 1,241 linear feet of 12-inch water main, 7,253 linear feet of 8-inch water main, 289 linear feet of 6-inch main, 211 residential metered services, 20 fire hydrants, 4 fire services, 3 domestic metered services, 2 master meter assemblies, 2 blow-off assemblies, and 2 combination air/vacs.

The contractor has completed work on the above project and all work has been performed in accordance with the contract documents. The project description and vicinity map are attached.

Attachments:
Notice of Completion
Project Description
Vicinity Map

RECORDING REQUESTED BY:

Walnut Valley Water District

WHEN RECORDED MAIL TO:

Walnut Valley Water District
271 South Brea Canyon Road
Walnut, CA 91789

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice is hereby given that:

Walnut Valley Water District, a California Water District, hereby requests this Notice of Completion be filed for the installation of a water distribution system as provided in the Contract Documents to said property (Vicinity Map attached).

The work of improvement was completed on March 11, 2024. The contractor for said work of improvement was Sully-Miller Contracting Company. The name and address of the contractor's surety is Liberty Mutual Insurance Company, 175 Berkeley Street, Boston, MA 02116, and Berkshire Hathaway Specialty Insurance Company, 1314 Douglas Street, Suite 1400, Omaha, NE, 68102-1944.

The property upon which work of improvement was completed is in the City of Walnut, County of Los Angeles, State of California and is described as follows:

Water Distribution System for Tract 78210
Property Owner: Sunjoint Development, LLC
Project No.: 20-3645

Dated: September 17, 2024

WALNUT VALLEY WATER DISTRICT

By: _____
Sheryl L. Shaw, General Manager

VERIFICATION

The undersigned declares that he is the Secretary of the public corporation that executed the foregoing notice as owner of the interest on the property described therein, that he makes this verification on behalf of said corporation, that he has read said notice and knows its contents, and that the facts therein are true to the best of his knowledge and belief.

The undersigned declares under penalty of perjury that the foregoing is true and correct.
Executed at Walnut, California this 17th day of September, 2024.

By: _____
Sheryl L. Shaw

WALNUT VALLEY WATER DISTRICT
271 S. Brea Canyon Road
Walnut, CA 91789



PROJECT DESCRIPTION:

- **Project Name:**
The Terraces at Walnut Tract No. 78210
P.N. 20-3645
- **Location:**
City of Walnut – North side of Valley Boulevard across from Faure Avenue.
- **Background:**
The Developer requested the District install a domestic and recycled water distribution systems to serve the proposed residential and commercial development named The Terraces at Walnut, Tract No. 78210. The development consists of 211 single-family homes, 79 single-family townhomes, and 3 commercial buildings. Recycled water will be provided for landscaping and is designed and installed under a separate project.
- **Scope of Work:**
The District-designed project consists of the installation of 1,241 linear feet of 12-inch water main, 7,253 linear feet of 8-inch water main, 289 linear feet of 6-inch main, 211 residential metered services, 20 fire hydrants, 4 fire services, 3 domestic metered services, 2 master meter assemblies, 2 blow-off assemblies, and 2 combination air/vacs.
- **Benefits:**
The project will provide water services and fire protection for the proposed residential units. Landscape will be irrigated with recycled water.

CONTRACTOR:

Sully-Miller Contracting Company

- **Contract Award Date:**

February 21, 2023

SCHEDULES:

- **Contract Duration:**
- **Construction Began:**
- **Construction Ends:**

CONTRACT DOCUMENTS:

64 Working Days
March 14, 2023
June 12, 2023

ACTUAL:

June 26, 2023
March 11, 2024

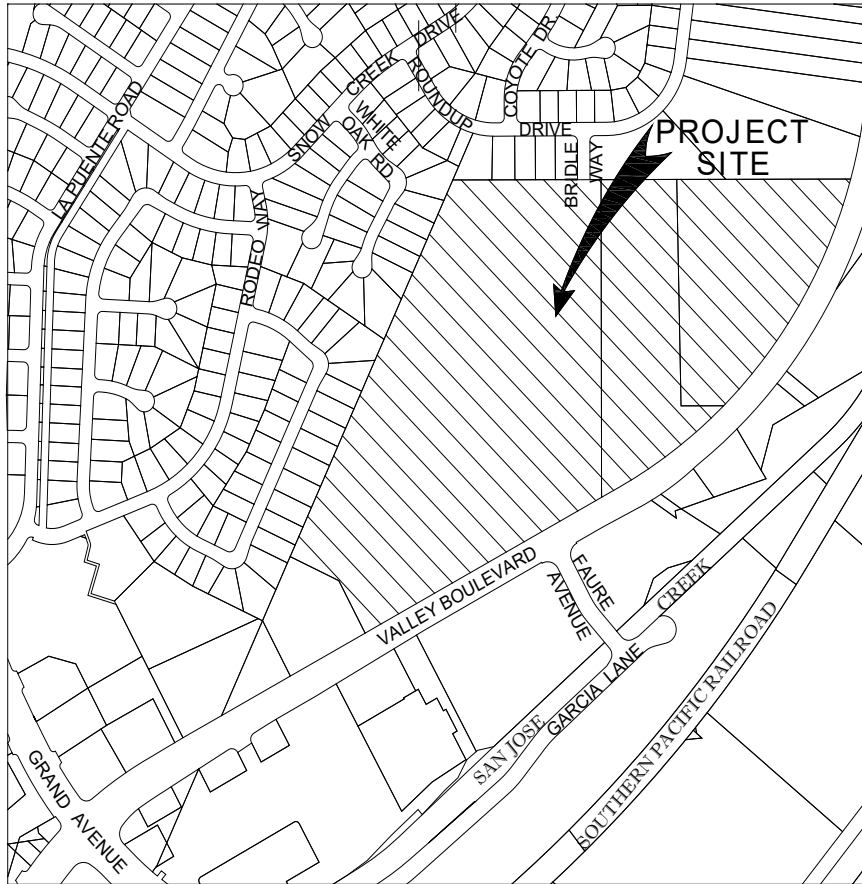
TOTAL PROJECT COSTS:

- **Original Contract Amount:** \$1,375,069.00
- **Net Change Order Amount:** \$215,518.98 (76 Working Days)
- **Revised Contract Amount:** \$1,590,587.98 (140 Working Days)

PROJECT CONTACTS:

Tai Diep/Vince De La Rosa

WALNUT VALLEY WATER DISTRICT
271 S. Brea Canyon Road
Walnut, CA 91789



VICINITY MAP
N.T.S.

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager/Chief Engineer
DATE: September 16, 2024
SUBJECT: Determination of Allocation: FY 2024-25 Puente Basin Collective Import Return Flow Credit

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit.

Background Information

By letter dated September 10, 2024 (copy attached), the District is requested to provide the Puente Basin Watermaster (Watermaster) with its determination of the allocation for the FY 2024-25 import return flow credit. Normally over the years, the District has selected Option 1 (see Table 2 of Watermaster's letter) based on a proportionate allocation of imported water delivered within the basin. However, during the last four years, upon consultation with Rowland Water District, it was determined that Walnut Valley could utilize the entire allocation and it is recommended that Option 3 be selected for the calculation of the import return flow credit of 163.7 acre-feet.

The letter states the District's response is due within thirty days of receipt; Watermaster has been advised that the District's response will be submitted following the September 16, 2024 Board meeting.

Attachment

Letter from Puente Basin Watermaster Requesting Determination of Allocation

PUENTE BASIN WATERMASTER

FOR
PUENTE BASIN WATER AGENCY ET AL VS THE CITY OF INDUSTRY ET AL
CASE NO. 369 220—LOS ANGELES COUNTY

WATERMASTERS

Roy Frausto
Anthony Poli
Allen Wu, Ph.D., P.E.
Gabriela Palomares, Secretary

MAILING ADDRESS

Walnut Valley Water District
271 South Brea Canyon Road
Walnut, CA 91789

September 10, 2024

Mrs. Sheryl L. Shaw
Walnut Valley Water District
271 South Brea Canyon Road
Walnut, CA 91789

Mr. Tom Coleman
Rowland Water District
3021 South Fullerton Road
Rowland Heights, CA 91748

Dear Mrs. Shaw and Mr. Coleman:

Enclosed is a copy of the calculation to determine the collective import return flow credit for Walnut Valley Water District and Rowland Water District. The calculation is made in accordance with Paragraph 9 subparagraph B of Puente Basin Judgment. The collective credit is 163.7 acre-feet, which is less than the allowable 750.0 acre-feet, as shown on Table 1 (revised). Three options, shown on Table 2, have been developed for allocation of the credit. Option One gives each District their full proportion of the credit. Option Two divides the total allowable credit equally between the two Districts. Option Three proportions the credit by any percentage agreed upon by the Districts.

Paragraph 9 subparagraph B also provides that the Districts shall determine the allocation of the credit between themselves within thirty (30) days of the receipt of the calculation. Watermaster shall allocate the credit after thirty (30) days.

Please look over these three options and let me know which one you would like to use.

Very truly yours,
PUENTE BASIN WATERMASTER



by Bertha Perez
Walnut Valley Water District Staff

Table 1
WATER IMPORTED INTO PUENTE BASIN AND IMPORT RETURN FLOW CREDITS (acre-feet)
Puente Basin Watermaster

Producer	(1)	(2)	(3)	(4)	(5) Total Imports in 1984-85	(6) Difference (4)-(5) ^{1/}	(7) Calculated Import Return Flow	(8) Allocation of Import Return Flow Credit ^{2/}
	Fiscal Year 2023-2024							
	Metropolitan Water	Reclaimed Water	Ground Water	Total				
<i>DEFENDANTS</i>								
City of Industry	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Industry Urban-Development Agency	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Los Angeles Royal Vista Golf Course	N/A ^{3/}	N/A	N/A	N/A	N/A	N/A	N/A	N/A
GRAND TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<i>PLAINTIFFS</i>								
Rowland Water District	5,429.1	859.9	0.0	6,289.0	5,197.8	1,091.2	163.7	TBD
Walnut Valley Water District	5,128.4	587.5	0.0	5,715.9	6,630.9	0.0	0.0	TBD
GRAND TOTAL	10,557.5	1,447.5	0.0	12,005.0	11,828.7	1,091.2	163.7	0.0

*these numbers don't change

^{1/} The return flow credit is 15 percent of this amount, up to 750 acre-feet to the plaintiffs and defendants, each.

^{2/} Allocated per direction of Rowland and Walnut pursuant to Paragraph 9, subparagraph B.

^{3/} Not Applicable.

TBD = To be determined by Producers.

Table 2
ALLOCATION OF IMPORT RETURN FLOW CREDIT (acre-feet)
Puente Basin Watermaster

Plaintiffs	Calculated Import Return Flow	Option 1	Option 2	Option 3	
				Percentage ^{1/}	Credit
Rowland Water District	163.7	163.7	81.8	0.0%	0.0
Walnut Valley Water District	0.0	0.0	81.8	100.0%	163.7
GRAND TOTAL	163.7	163.7	163.7	100.0%	163.7

^{1/} The percentage can be any that is mutually agreed upon by the Parties.

OPERATIONS DEPARTMENT REPORT
August 2024, Monthly Report

PROJECT NO.	PROJECT DESCRIPTION	STATUS
N/A	Watermain and water service repair	<p><u>Repair Water Service Leaks:</u> 21253 Fibre Court, Walnut. 21215 Fibre Court, Walnut. 21116 Benik Place, Walnut. 22518 Lark Spring Terrace, Diamond Bar. 19010 Montell Court, Rowland Heights. 1183 Clear Creek Cyn Drive, Diamond Bar.</p> <p><u>Water Valves:</u> Crestmont Drive & Misty Court, Diamond Bar (6" gate valve)</p> <p><u>Replaced Angle Meter Stops:</u> 644 Firepit Drive, Diamond Bar. 2003 Chestnut Creek, Diamond Bar. 2124 Tierra Luna Drive, Walnut. 22428 Shady Elm Terrace, Diamond Bar.</p> <p><u>Replaced Copper Setters:</u> 20311 Lake Erie Drive, Walnut. 554 North Diamond Bar Boulevard, Diamond Bar. 19777 E. Country Hollow Drive, Walnut. 19224 Walnut Drive, City of Industry. 1557 Meadow Glen Drive, Diamond Bar.</p> <p><u>Water Main:</u> 20630 Gartel Drive, Walnut (6" Main). 1432 Copper Mountain Drive, Diamond Bar (black iron saddle).</p> <p><u>Water System/Miscellaneous Work:</u> Walnut Paving Project Chip & Change Valve Lids Get Reads: C1/1, M1/36, R1/6, W1/36, W2/85, W3/48, W4/40 Turn off's: M1/4, R1/0, W1/29, W2/27, W3/30, W4/0 USA Tickets - 631 Closed tickets for this month. Annual Small Meter Testing Program- 16 completed for month.</p>
NA 21-3717	Repair of blow offs, fire hydrants and air-vacs Terminal Storage RCS Mixing System	425 South Lemon Avenue, City of Industry - (sheared FH) Project is ongoing.
N/A	Production Facility Maintenance/Water Quality	<p><u>Pump and Motor Maintenance:</u> Completed Sylvan glen new control wiring for Pump No. 1,& 2 testing. Reinstalled Diamond Bar Pump Station 1050 Zone No. 2 Motor.</p> <p><u>Pump Station & Other Maintenance:</u> Replaced Pathfinder tank A&B Cl2 pump chemical feed tubing. Replaced Pathfinder Tank A D&H mixer cable. ATG replaced Fernhollow cameras. Replaced WR1 replaced tank B hatch intrusion sensor. Rebuilt Falcons View 3" PRV. Completed North Side Line (recycled) manhole relining. Replaced Ambushers broken flood lamp. Replaced Snowcreek UPS. Replaced SWS#1 high-flow transmitter. PWR Pomona connection R8 - install opto-isolator.</p> <p><u>Facility/Miscellaneous Work:</u> Weekly Coliform Monitoring (104 samples) Monthly PWR & BGTM Inspections. Monthly Intertie Reads Potable & Recycled. Monthly Recycled Well Static & Pumping Levels. Monthly THM's Inlet Samples. Sodium Hypochlorite Delivery - 4,473 Gallons. Liquid Ammonia Sulfate (LAS) Delivery - 950 Gallons.</p>
N/A	Total trihalomethanes (TTHMs) Graph	Water quality meets all state and federal standards.

20630 Gartel Drive, Walnut



425 South Lemon Avenue, City of Industry



WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Administrative Services
DATE: September 16, 2024
SUBJECT: Revision to Heat Illness Prevention Program

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors adopt the revisions to the District’s Heat Illness Prevention Program. This addendum is based on the new requirement of the Heat Illness Prevention Standard, Title 8 of the California Code of Regulations, Section 3396, “Heat Illness Prevention in Indoor Places of Employment,” which requires employers to protect employees from heat-related illness in indoor workplaces.

Background

On June 20, 2024, the Occupational Safety and Health Standards Board approved California Code of Regulations, Title 8, section 3396, “Heat Illness Prevention in Indoor Places of Employment”. This standard went into effect on July 23, 2024. This standard applies to most workplaces where the indoor temperature reaches 87°F or 82°F for employees working in clothing that restricts heat removal or high-radiant-heat areas. It establishes required safety measures for indoor workplaces to prevent employee exposure to risk of heat illness. Some of the requirements include providing water, breaks, cool-down areas, and training.

“Indoor” refers to a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. The District locations that meet this requirement are the warehouse, valve shed, and outdoor enclosed storage bins. All work areas that are not indoor are considered outdoor and covered by the District’s previous Heat Illness Prevention Program. The previous program was revised to expand on the outdoor regulation requirements and include the safety measures for indoor workplaces.

If adopted by the Board of Directors, the amended program will be distributed to all employees and the affected employees and supervisors will receive training.

Attachments:

- Proposed Revised Heat Illness Prevention Program- redline
- Proposed Revised Heat Illness Prevention Program- accepted changes

HEAT ILLNESS PREVENTION PROGRAM

1. POLICY:

It is the policy of Walnut Valley Water District to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness, and applies to all outdoor places of employment, select indoor places, and other work environments, when the environmental risk factors for heat illness are present. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document, and in the Injury and Illness Prevention Program (IIPP).

2. PURPOSE:

This program is to ensure the health and safety of District employees by educating its employees, supervisors, and managers about the dangers of heat illness, and implementing and enforcing procedures that reduce the risk of heat-related illnesses in the workplace.

3. SCOPE:

Employees who work in outdoor or select indoor places of employment, or who work in other environments where environmental risk factors for heat illness are present, are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses, by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

4. RESPONSIBILITY:

~~Safety/Risk Officer~~Safety Officer, Managers and Supervisors:

1. Identifying all employees who are required to work outdoors, indoors or in other environments where potential heat illness could occur.
2. Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
3. Ensuring that all affected employees are trained on heat illness prevention.
4. Ensuring that the requirements in this document are followed.

Affected Employees:

1. Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
2. Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
3. Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
4. Reporting heat related illness symptoms to the supervisor.

~~5. PROCEDURES:~~

~~All affected employees will receive heat illness prevention training prior to working outdoors.
Working hours will be modified to work during the cooler hours of the day, when possible.
When a modified shorter work shift is not possible, more water and rest breaks will be provided.~~

~~Supervisors and Lead personnel will monitor employees working outdoors and stay alert to the presence of heat related symptoms.~~

~~Co-workers will use a buddy system to watch each other closely for discomfort or symptoms of heat illness.~~

~~Supervisors and co-workers are encouraged to never discount any signs or symptoms they are experiencing, and will immediately report them.~~

~~Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift.~~

6.5. PROGRAM REQUIREMENTS:

Water is a key preventative measure to minimize the risk of heat related illnesses. Water will be provided in sufficient quantity at the beginning of the work shift to provide one (1) quart per hour, per employee for drinking the entire shift. The frequent drinking of water shall be encouraged.

Water is required to be “fresh, pure, and suitably cool” and located as close as practicable to where employees are working.

Preventing heat illness is preferable to treating a victim of heat illness. It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, workersemployees should consume at least two cups (16 ounces) of water before beginning work.

Procedures for Providing Potable Water:

~~The District's Safety/Risk Officer~~ Managers, Supervisors, Lead personnel and/or the District's Safety Officer working in coordination with General Services staff will ensure the availability of drinking water to all District employees assigned to outdoor work activities, so that at least one (1) quart per hour, per employee is provided for drinking for the entire shift. Managers, Supervisors, Lead personnel and/or the District's Safety Officer will ensure that two (2) gallon jugs, quarts per employee are available at the start of the shift and ensure employees replenish their water jugs at lunchtime. Employees working indoors are provided water dispensers in each of the break rooms.

Managers, Supervisors, Lead personnel and/or the District's ~~Safety/Risk Officer~~Safety Officer will ensure the water is fresh, pure, and suitably cool by visually examining the water at the start of the shift and throughout the day as needed and pour some on their skin to ensure that the water is suitably cool. ~~encourage employees to take bottled water at the start of the work day.~~ Employees, Employees will also be reminded to drink water often during the workday in the pre-shift meeting and/or on-site reminders.

Employees working outdoors will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the District).

The Supervisors or Lead personnel will check the work site and place the water as close as possible to the employees (i.e. no more than 50 feet from the employees).

When the temperature equals or exceeds 95°F or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when

~~necessary. Additionally, the Supervisors and Lead personnel will increase the number of water breaks provide employees with an increased number of water and rest breaks every 2 hours., and will remind workers throughout the work shift to drink water.~~

During employee training, the importance of frequent drinking of water will be stressed.

~~Shade/Rest Breaks~~

~~Employees who may be suffering from a heat related illness and believe a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air, or provided with ventilation, or cooling. This cooling period should be no less than 5 minutes.~~

~~Such access to shade shall be permitted at all times. Cooling measures other than shade (e.g. use of misting machines) may be provided in lieu of shade, if it can be demonstrated that these measures are at least as effective as shade in allowing employees to cool.~~

~~Shade is required to be provided when the predicted temperature equals 80°F dry bulb temperature.~~

~~Shade needs to be large enough to accommodate all employees on recovery or rest periods, and these onsite taking meal periods.~~

Procedures for Access to Cool-Down Areas for Indoor Places of Employment:

Cool-down areas will be located in each of the break rooms. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by air conditioning.

The cool-down areas will be available at the site to accommodate all of the employees who are on a break at any point in time and will be large enough so that all employees on break can sit in a normal posture fully in the cool-down areas without having to be in physical contact with each other. To ensure this, we have a limited number of employees assigned to indoor places of work 87 degrees or higher.

Employees will be informed of the location of the cool-down areas and will be encouraged and allowed to take cool-down breaks in the cool-down areas whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated. If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

~~Procedures for Providing Shade and Recovery Periods:~~

Procedures for Access to Shade for Outdoor Places of Employment:

A Supervisor or Lead personnel will ensure that the shade structures are opened and placed as close as practical to the ~~worker~~employees, when the temperature equals 80°F. When the temperature is below 80 degrees F, the shade structures will be made available upon worker(s) request. ~~Note:~~The interior of a vehicle may not be used to provide shade, unless the vehicle is air-conditioned and the air conditioner is on.

A Supervisor or Lead personnel will bring shade structures to the site, to accommodate all employees on recovery or rest periods, and those onsite taking meal periods, and either chairs, benches, sheets, towels or any other items to allow employees to sit and rest without contacting the bare ground. ~~However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.~~ To ensure that the provided shade will be enough, we will rotate employees in and out of breaks, including meal periods, and recovery and rest periods, if the number of employees in the crew is higher than the number that can fit comfortably under the shade.

A Supervisor or Lead personnel will point out the daily location of the shade structures to the ~~workers~~employees as well as allow and encourage employees to take a ~~5-minute~~5-minute cool-down rest in the shade, when they feel the need to do so to protect themselves from overheating. An employee who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. Employees with symptoms must be provided appropriate first aid or emergency response.

Where it is unfeasible or unsafe (e.g., during high winds) to have a shade structure, or otherwise to have shade present on a continuous basis, the unfeasible or unsafe conditions will be documented, and the District may utilize air-conditioned vehicles. alternative procedures for providing access to shade if the alternative procedures provide equivalent protection

~~Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.~~

Identification/Weather

Procedures for Temperature Assessment for Indoor Places of Employment:

A wet-bulb globe thermometer will be used throughout the workplace to monitor temperature or heat index. The locations for the temperature measurements will be: warehouse, valve shed, and outdoor enclosed storage bins.

The temperature or heat index will be measured and recorded by Managers, Supervisors, Lead personnel and/or the District’s Safety Officer. Employees may assist in the planning, conducting, and recording of measurements of temperature or heat index. Additionally, employees will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace

Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the District offices to employees upon request. The records will include the date, time, and specific location of all measurements.

Initial temperature or heat index measurements shall be taken where employees work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.

Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work and at times during the work shift when worker exposures are expected to be the greatest.

Procedures for Monitoring the Weather for Outdoor Places of Employment:

Operations management will ~~periodically~~ check the extended weather conditions in advance. Weather forecasts will be checked with the aid of www.wunderground.com or cell phone temperature application, and remind work crews of the importance of drinking water often during a high heat event.

Prior to each workday, the Supervisor or Lead will monitor the weather at the worksite by the method described above and wWeather information will be taken into consideration, to determine when and if it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

The Supervisor or Lead will use www.wunderground.com or cell phone temperature application throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

When temperatures are forecasted to exceed 95°F the Operations management will alert work crews of the high heat condition prior to the start of work and remind them of the need to stay hydrated throughout the work day.

Procedures for Control Measures for Indoor Places of Employment:

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
 - o Wearing clothing that restricts heat removal or
 - o Working in an area with high radiant heat.

Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:

- Cooling fans or air conditioning

- Evaporative coolers
- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index

The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimated existing workers, gradually increase shift length over the first one to two weeks.
- Schedule work at cooler periods or times of day, such as early morning or late afternoon.
- Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.

The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:

- Water and/or air-cooled garments or neck wraps. The cooling source can be reusable ice packs.

High Heat Procedures for Outdoor Places of Employment:

High Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95°F.

The Supervisor or Lead personnel will ensure that effective communication by voice, observation, or electronic means is maintained, so that employees at the worksite can contact a supervisor when necessary. If the Supervisor or Lead personnel is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or ~~two-way radiotext messaging device~~, may be used for this purpose only if reception in the area is reliable. Frequent communication will be maintained with workers working by themselves or in smaller groups by cell phone or two-way radio to be on the lookout for possible symptoms of heat illness. A mandatory buddy system will be in place.

The Supervisor or Lead personnel will observe the employees for alertness and signs or symptoms of heat illness through: direct supervision or buddy system. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness.

The Supervisor or Lead personnel will closely supervise a new employee, or assign a “buddy” or more experienced coworker for the first 14 days of the employee’s employment by the ~~employer~~District, ~~unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days, for 4 or more hours per day.~~

Operations Management and/or Lead personnel will: hold pre-shift meetings to review the high-heat procedures, remind employees of their right to take a cool-down rest when necessary, provide employees with an increased number of water and rest breaks every 2 hours, supervise employees to ensure that they do stop work and take these breaks, and observe closely all employees for signs and symptoms of heat illness.

~~The Supervisor or Lead personnel will observe employees for alertness and signs and symptoms of heat illness. The Supervisor or Lead personnel will remind employees throughout the work shift to drink plenty of water.~~

~~During high heat supervisors will consider more frequent breaks for employees.~~

High Heat/Heat Wave Procedures for Outdoor Places of Employment:

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five ~~During~~ days. During a heat wave, all employees will be closely observed by a supervisor or designee. The Supervisor or Lead personnel will observe the employees for alertness and signs or symptoms of heat illness through: direct supervision or buddy system and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness.

~~or heat spike (e.g., a sudden increase in daytime temperature of 10 degrees or more), Operations Management will alert work crews of the high heat condition during the morning tailgate meeting and the need to reinforce heat illness prevention with emergency response procedures, and review the weather forecast with the worker~~employees.

~~The Supervisor or Lead personnel will assign each employee a “buddy” to be on the lookout for signs and symptoms of heat illness, and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.~~

The Supervisor or Lead personnel will closely supervise a new employee, or assign a “buddy” or more experienced coworker for the first 14 days of the employee’s employment by the District.

During a heat wave, the workday will be cut short or rescheduled (e.g., conducted at night or during cooler hours). If schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

~~Operations Management~~Management and/or Lead personnel will ~~institute alternative preventive measures such as~~ hold pre-shift meetings to review heat wave procedures, the weather forecast, and emergency response procedures. They will also remind employees of their right to take a cool-down rest when necessary, ~~provide worker~~employees with an

increased number of water and rest breaks every 2 hours, supervise ~~worker~~employees to ensure that they do stop work and take these breaks, and observe closely all ~~worker~~employees for signs and symptoms of heat illness.

Acclimatization

~~Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress, significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.~~

Procedures for Acclimatization:

~~Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to:~~

- ~~• The weather will be monitored daily. The supervisor will be on the lookout for heat waves or temperatures to which workers haven't been exposed for several weeks or longer.~~
- ~~• New workers and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for the first 14 days.~~
- ~~• The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new workers will be documented.~~
- ~~• For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.~~
- ~~• Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these District procedures address it.~~

~~Operations Management will monitor the weather and in particular be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer. A heat wave is now defined as at least 80°F~~

~~Operations Management and Lead personnel will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms. Operations Management and Lead personnel will assign new employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.~~

~~During a heat wave, the supervisory and lead personnel will observe all employees closely (or maintain frequent communication via phone or radio), and be on the lookout for possible symptoms of heat illness. For the purposes of this section only, "heat wave" means any day~~

~~in which the predicted high temperature for the day will be at least 80°F and at least 10°F higher than the average high daily temperature in the preceding five days.~~

~~The District's Heat Illness Prevention training for employees and supervisors will include the importance of acclimatization, how it is developed, and how these company procedures address it.~~

Procedures for Emergency Response: Procedures

Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by:

A. For outdoor places of employment, when a crew is assigned to a particular worksite, employees and the Supervisor or Lead will have the site address readily available to allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features, and distances to major roads) to avoid a delay of emergency medical services.

B. For indoor places of employment, employees and the managers or supervisors will have the site address readily available to allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features, and distances to major roads) to avoid a delay of emergency medical service.

Prior to assigning a crew to a particular worksite, the Supervisor or Lead personnel will ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.

All Supervisors or Lead personnel will carry cell phones ~~or other means of communication~~and/or two-way radios, to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift.

When an employee is shows ~~signs or ing~~ symptoms of ~~severe possible~~ heat illness, management, lead personnel or other available District personnel will call emergency medical services, and take immediate steps to keep the stricken employee cool and comfortable ~~once emergency service responders have been called (to prevent reduce the progression to more serious illness).~~ Under no circumstances will the affected worker be left unattended.

During a heat wave or hot temperatures, ~~worker~~employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

The District's heat prevention and response training for employees and supervisors will include a review of these written emergency procedures.

Procedures for Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, a trained first aid employee, Supervisor or Lead worker will check the sick employee, and determine whether resting in the shade or cool-down area and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker is not to be left alone in the shade or cool-down area, as he or she can take a turn for the worse.

When an employee displays possible signs or symptoms of heat illness and no trained first aid employee, Supervisor or Lead worker is available at the site, ~~call~~ emergency service providers will be immediately called by the employee at the scene.

Call emergency service providers immediately if an employee displays signs or symptoms of severe heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, loss of consciousness, incoherent speech, convulsions, red and hot face), does not look well, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the employee worker by, placing the employee in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital.

~~If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested. If an employee does not look well and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers and communicate the signs and symptoms of the victim.~~

7.6. EMPLOYEE AND SUPERVISOR TRAINING:

Training is the most important component of Walnut Valley Water District's Heat Illness Prevention Program, and shall be provided to all potentially impacted employees and supervisors working where environmental risk factors for heat illnesses are present, to help reduce the risk of heat related illness, and to assist with obtaining emergency assistance without delay.

Training Requirements

Training in the following topics will be provided to all affected supervisory and non-supervisory employees:

- Supervisors will be trained prior to being assigned to supervise other employees. Training will include the District's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- Supervisors and employees will be trained as it is Walnut Valley Water District's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the employees' right to exercise their rights under this standard without retaliation.
- Supervisors and employees will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- Supervisors will be trained on how to track the weather at the job site. Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- All employees and supervisors will be trained prior to working. Training will include all aspects of implementing the District's written procedures, including access to sufficient water and access to shade or cool-down areas, cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Employees and

supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.

- In addition to initial training, employees will be retrained annually.
- Employees will be trained on the steps for contacting emergency medical services, how clear and precise directions to the site will be provided, and how to transport ill employees to a point where they can be reached by an emergency responder.
- When the temperature is expected to exceed 80 degrees Fahrenheit, short “tailgate” meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade or cool-down areas will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a “buddy,” or experienced co-worker, to ensure that they understand the training and follow District procedures.
 1. ~~The environmental and personal risk factors for heat illness~~
 2. ~~The procedures for complying with the requirements of this standard~~
 3. ~~The importance of frequent consumption of small quantities of water, up to 4 cups per hour (32 ounces), when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties~~
 4. ~~The importance of acclimatization~~
 5. ~~The different types of heat illness and the common signs and symptoms of heat illness~~
 6. ~~The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co-workers~~
 7. ~~The procedures for responding to the symptoms if possible heat illness, including how emergency medical services will be provided if necessary~~
 8. ~~The procedures for contacting emergency medical services, and if necessary for transporting employees to a point where they can be reached by an emergency medical service provider~~
 9. ~~The procedures for ensuring that, in the event of an emergency, clear, and precise directions to the work site can and will be provided as needed, to emergency responders~~
 10. ~~Supervisors and Lead personnel will also be trained to recognize the dangers of heat illnesses. The training requirements are included, but not limited to topics listed under the training section of this program~~

Levels of Training

~~Training shall be provided for employees and supervisors working at locations where environmental risk factors for heat illness are present.~~

Employees

~~Before being assigned to a task where environmental factors are present for heat-related illnesses, employees will be trained in the following areas:~~

- ~~1. Environmental and personal risk factors for heat illness~~
- ~~2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness~~
- ~~3. The importance of pre/post work hydration and frequent consumption of small quantities of water, up to 4 cups per hour (32 ounces), under extreme conditions of work and heat~~
- ~~4. Importance of acclimatization~~
- ~~5. Different types, signs, and symptoms of heat illness~~
- ~~6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in co-workers to their supervisor~~
- ~~7. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary~~

Supervisors of Affected Employees

Supervisors or their designees are required to provide training on the following topics:

- ~~1. Information as detailed above in employee training requirements~~
- ~~2. Procedures the supervisor shall follow to implement the provisions of this program~~

~~Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures~~

HEAT ILLNESS PREVENTION PROGRAM

1. POLICY:

It is the policy of Walnut Valley Water District to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness, and applies to all outdoor places of employment, select indoor places, and other work environments, when the environmental risk factors for heat illness are present. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document, and in the Injury and Illness Prevention Program (IIPP).

2. PURPOSE:

This program is to ensure the health and safety of District employees by educating its employees, supervisors, and managers about the dangers of heat illness, and implementing and enforcing procedures that reduce the risk of heat-related illnesses in the workplace.

3. SCOPE:

Employees who work in outdoor or select indoor places of employment, or who work in other environments where environmental risk factors for heat illness are present, are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses, by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

4. RESPONSIBILITY:

Safety Officer, Managers and Supervisors:

1. Identifying all employees who are required to work outdoors, indoors or in other environments where potential heat illness could occur.
2. Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
3. Ensuring that all affected employees are trained on heat illness prevention.
4. Ensuring that the requirements in this document are followed.

Affected Employees:

1. Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
2. Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
3. Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
4. Reporting heat related illness symptoms to the supervisor.

5. PROGRAM REQUIREMENTS:

Water is a key preventative measure to minimize the risk of heat related illnesses. Water will be provided in sufficient quantity at the beginning of the work shift to provide one (1) quart per hour, per employee for drinking the entire shift. The frequent drinking of water shall be encouraged.

Water is required to be “fresh, pure, and suitably cool” and located as close as practicable to where employees are working.

Preventing heat illness is preferable to treating a victim of heat illness. It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, employees should consume at least two cups (16 ounces) of water before beginning work.

Procedures for Providing Potable Water:

Managers, Supervisors, Lead personnel and/or the District’s Safety Officer working in coordination with General Services staff will ensure the availability of drinking water to all District employees assigned to outdoor work activities, so that at least one (1) quart per hour, per employee is provided for drinking for the entire shift. Managers, Supervisors, Lead personnel and/or the District’s Safety Officer will ensure that two (2) gallon jugs, per employee are available at the start of the shift and ensure employees replenish their water jugs at lunchtime. Employees working indoors are provided water dispensers in each of the break rooms.

Managers, Supervisors, Lead personnel and/or the District’s Safety Officer will ensure the water is fresh, pure, and suitably cool by visually examining the water at the start of the shift and throughout the day as needed and pour some on their skin to ensure that the water is suitably cool. . Employees will also be reminded to drink water often during the workday in the pre-shift meeting and/or on-site reminders.

Employees working outdoors will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the District).

The Supervisors or Lead personnel will check the work site and place the water as close as possible to the employees (i.e. no more than 50 feet from the employees).

When the temperature equals or exceeds 95°F or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the Supervisors and Lead personnel will provide employees with an increased number of water and rest breaks every 2 hours.,

During employee training, the importance of frequent drinking of water will be stressed.

Procedures for Access to Cool-Down Areas for Indoor Places of Employment:

Cool-down areas will be located in each of the break rooms. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by air conditioning.

The cool-down areas will be available at the site to accommodate all of the employees who are on a break at any point in time and will be large enough so that all employees on break can sit in a normal posture fully in the cool-down areas without having to be in physical contact with each other. To ensure this, we have a limited number of employees assigned to indoor places of work 87 degrees or higher.

Employees will be informed of the location of the cool-down areas and will be encouraged and allowed to take cool-down breaks in the cool-down areas whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated. If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest

periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

Procedures for Access to Shade for Outdoor Places of Employment:

A Supervisor or Lead personnel will ensure that the shade structures are opened and placed as close as practical to the employees, when the temperature equals 80°F. When the temperature is below 80 degrees F, the shade structures will be made available upon worker(s) request. The interior of a vehicle may not be used to provide shade, unless the vehicle is air-conditioned and the air conditioner is on.

A Supervisor or Lead personnel will bring shade structures to the site, to accommodate all employees on recovery or rest periods, and those onsite taking meal periods, and either chairs, benches, sheets, towels or any other items to allow employees to sit and rest without contacting the bare ground. To ensure that the provided shade will be enough, we will rotate employees in and out of breaks, including meal periods, and recovery and rest periods, if the number of employees in the crew is higher than the number that can fit comfortably under the shade.

A Supervisor or Lead personnel will point out the daily location of the shade structures to the employees as well as allow and encourage employees to take a 5-minute cool-down rest in the shade, when they feel the need to do so to protect themselves from overheating. An employee who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. Employees with symptoms must be provided appropriate first aid or emergency response.

Where it is unfeasible or unsafe (e.g., during high winds) to have a shade structure, or otherwise to have shade present on a continuous basis, the unfeasible or unsafe conditions will be documented, and the District may utilize air-conditioned vehicles.

Procedures for Temperature Assessment for Indoor Places of Employment:

A wet-bulb globe thermometer will be used throughout the workplace to monitor temperature or heat index. The locations for the temperature measurements will be: warehouse, valve shed, and outdoor enclosed storage bins.

The temperature or heat index will be measured and recorded by Managers, Supervisors, Lead personnel and/or the District's Safety Officer. Employees may assist in the planning, conducting, and recording of measurements of temperature or heat index. Additionally, employees will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace

Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the District offices to employees upon request. The records will include the date, time, and specific location of all measurements.

Initial temperature or heat index measurements shall be taken where employees work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.

Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work and at times during the work shift when worker exposures are expected to be the greatest.

Procedures for Monitoring the Weather for Outdoor Places of Employment:

Operations management will check the extended weather conditions in advance. Weather forecasts will be checked with the aid of www.wunderground.com or cell phone temperature application.

Prior to each workday, the Supervisor or Lead will monitor the weather at the worksite by the method described above and weather information will be taken into consideration, to determine when and if it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

The Supervisor or Lead will use www.wunderground.com or cell phone temperature application throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

Procedures for Control Measures for Indoor Places of Employment:

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
 - Wearing clothing that restricts heat removal or
 - Working in an area with high radiant heat.

Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:

- Cooling fans or air conditioning
- Evaporative coolers
- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index

The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimated existing workers, gradually increase shift length over the first one to two weeks.
- Schedule work at cooler periods or times of day, such as early morning or late afternoon.
- Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.

The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:

- Water and/or air-cooled garments or neck wraps. The cooling source can be reusable ice packs.

High Heat Procedures for Outdoor Places of Employment:

High Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95°F.

The Supervisor or Lead personnel will ensure that effective communication by voice, observation, or electronic means is maintained, so that employees at the worksite can contact a supervisor when necessary. If the Supervisor or Lead personnel is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or two-way radio, may be used for this purpose only if reception in the area is reliable. Frequent communication will be maintained with workers working by themselves or in smaller groups by cell phone or two-way radio to be on the lookout for possible symptoms of heat illness.

The Supervisor or Lead personnel will observe the employees for alertness and signs or symptoms of heat illness through: direct supervision or buddy system. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness.

The Supervisor or Lead personnel will closely supervise a new employee, or assign a "buddy" or more experienced coworker for the first 14 days of the employee's employment by the District.

Operations Management and/or Lead personnel will: hold pre-shift meetings to review the high-heat procedures, remind employees of their right to take a cool-down rest when necessary, provide employees with an increased number of water and rest breaks every 2 hours, supervise employees to ensure that they do stop work and take these breaks, and observe closely all employees for signs and symptoms of heat illness.

Heat Wave Procedures for Outdoor Places of Employment:

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. During a heat wave, all employees will be closely observed by a supervisor or designee. The Supervisor or Lead personnel will observe the employees for alertness and signs or symptoms of heat illness through: direct supervision or buddy system and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness.

employees.

The Supervisor or Lead personnel will closely supervise a new employee, or assign a “buddy” or more experienced coworker for the first 14 days of the employee’s employment by the District.

During a heat wave, the workday will be cut short or rescheduled (e.g., conducted at night or during cooler hours). If schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

Operations Management and/or Lead personnel will hold pre-shift meetings to review heat wave procedures, the weather forecast, and emergency response procedures. They will also remind employees of their right to take a cool-down rest when necessary, provide employees with an increased number of water and rest breaks every 2 hours, supervise employees to ensure that they do stop work and take these breaks, and observe closely all employees for signs and symptoms of heat illness.

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker’s body hasn’t yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to:

- The weather will be monitored daily. The supervisor will be on the lookout for heat waves or temperatures to which workers haven’t been exposed for several weeks or longer.
- New workers and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for the first 14 days.

- The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new workers will be documented.
- For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.
- Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these District procedures address it.

Procedures for Emergency Response:

Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by:

- For outdoor places of employment, when a crew is assigned to a particular worksite, employees and the Supervisor or Lead will have the site address readily available to allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features, and distances to major roads) to avoid a delay of emergency medical services.
- For indoor places of employment, employees and the managers or supervisors will have the site address readily available to allow them to give clear and precise directions to the worksite (e.g., street or road names, distinguishing features, and distances to major roads) to avoid a delay of emergency medical service.

Prior to assigning a crew to a particular worksite, the Supervisor or Lead personnel will ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.

All Supervisors or Lead personnel will carry cell phones and/or two-way radios, to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift.

When an employee shows signs or symptoms of severe heat illness, management, lead personnel or other available District personnel will call emergency medical services, and take immediate steps to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.

During a heat wave or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

The District's heat prevention and response training for employees and supervisors will include a review of these written emergency procedures.

Procedures for Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, a trained first aid employee, Supervisor or Lead worker will check the sick employee, and determine whether resting in the shade or cool-down area and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker is not to be left alone in the shade or cool-down area, as he or she can take a turn for the worse.

When an employee displays possible signs or symptoms of heat illness and no trained first aid employee, Supervisor or Lead worker is available at the site, emergency service providers will be immediately called by the employee at the scene

Call emergency service providers immediately if an employee displays signs or symptoms of severe heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look well, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the employee by placing the employee in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital.

If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

6. **EMPLOYEE AND SUPERVISOR TRAINING:**

Training is the most important component of Walnut Valley Water District's Heat Illness Prevention Program, and shall be provided to all potentially impacted employees and supervisors working where environmental risk factors for heat illnesses are present, to help reduce the risk of heat related illness, and to assist with obtaining emergency assistance without delay.

Training Requirements

Training in the following topics will be provided to all affected supervisory and non-supervisory employees:

- Supervisors will be trained prior to being assigned to supervise other employees. Training will include the District's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- Supervisors and employees will be trained as it is Walnut Valley Water District's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the employees' right to exercise their rights under this standard without retaliation.
- Supervisors and employees will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- Supervisors will be trained on how to track the weather at the job site. Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- All employees and supervisors will be trained prior to working. Training will include all aspects of implementing the District's written procedures, including access to sufficient water and access to shade or cool-down areas, cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion,

clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.

- In addition to initial training, employees will be retrained annually.
- Employees will be trained on the steps for contacting emergency medical services, how clear and precise directions to the site will be provided, and how to transport ill employees to a point where they can be reached by an emergency responder.
- When the temperature is expected to exceed 80 degrees Fahrenheit, short “tailgate” meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade or cool-down areas will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a “buddy,” or experienced co-worker, to ensure that they understand the training and follow District procedures.



WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
SUBMITTED BY: Director of Administrative Services
DATE: September 16, 2024
SUBJECT: 2025 ACWA JPIA Health Plan Renewals

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

Information only.

Background Information

The District has received the ACWA JPIA medical, dental, and vision insurance premium rates for calendar year 2025 (effective January 1, 2025). The District continues to be eligible for the “Incentive” premium pricing for the medical plans, which is 4% less than the “Standard” pricing, due to our continued compliance with all of the ACWA JPIA plan requirements.

The following is a description of the premium changes for all of the plans.

Medical

Anthem Blue Cross Plan Premiums

PPO Plans

- A rate increase of 10%.

HMO Plans

- A rate increase of 4.93%.

Kaiser Plan Premium

- A rate increase of 5.41%.

Dental

The Delta Dental PPO plan will have a 0% increase for 2025. The administrative fee of \$4.50 per month/per employee will remain the same.

The Delta Care HMO plan will have a 0% increase for 2025. The administrative fee of \$4.50 per month/per employee will remain the same.

Vision

The Vision Service Plan (VSP) will have a 0% increase for 2025. The composite rate premium will remain at \$24.40 per month. The vision premium administrative fee of \$2.00 per person will remain the same.

Employee Assistance Program (EAP)

The EAP enables employees and members of their immediate families an avenue to receive private, professional counseling services to assist them with personal problems that may affect an employee's life and work. It also includes access to free legal and financial consultations, dependent care and daily living assistance.

The plan will have a 0% increase for 2025. The administrative fee of \$2.48 per month/per employee will remain the same.

Summary

The total impact to the District for the combined medical, dental, and vision premiums are estimated to increase \$18,538 per month, or a total of \$111,227 for the fiscal year. As established in the 2023-2027 Terms and Conditions of Employment, the District pays the lowest premium for family coverage, excluding the CDHP. The 2025 allocation amount is \$2,078.05 per month, per employee, which provides funding for medical, dental, and vision coverage for each employee.

Attachments:

- Medical, Dental, and Vision Insurance Rate History

**WALNUT VALLEY WATER DISTRICT
MEDICAL INSURANCE RATES HISTORY**

Anthem Blue Cross Classic PPO									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	810.70	7.15	0.89%	1,651.56	14.67	0.90%	2,132.06	(68.34)	-3.11%
2020	811.33	0.63	0.08%	1,622.67	(28.89)	-1.75%	2,150.03	17.97	0.84%
2021	809.69	(1.64)	-0.20%	1,619.37	(3.30)	-0.20%	2,145.67	(4.36)	-0.20%
2022	769.20	(40.49)	-5.00%	1,538.41	(80.96)	-5.00%	2,038.39	(107.28)	-5.00%
2023	692.28	(76.92)	-10.00%	1,384.56	(153.85)	-10.00%	1,834.54	(203.85)	-10.00%
2024	775.36	83.08	12.00%	1,550.72	166.16	12.00%	2,054.70	220.16	12.00%
2025	852.90	77.54	10.00%	1,705.80	155.08	10.00%	2,260.19	205.49	10.00%

Anthem Blue Cross Advantage PPO									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	\$ 682.57			\$ 1,388.89			\$ 1,792.51		
2020	697.75	15.18	2.22%	1,395.49	6.60	0.48%	1,849.03	56.52	3.15%
2021	712.52	14.77	2.12%	1,425.05	29.56	2.12%	1,888.19	39.16	2.12%
2022	676.90	(35.62)	-5.00%	1,353.80	(71.25)	-5.00%	1,793.78	(94.41)	-5.00%
2023	609.21	(67.69)	-10.00%	1,218.42	(135.38)	-10.00%	1,614.41	(179.37)	-10.00%
2024	682.31	73.10	12.00%	1,364.62	146.20	12.00%	1,808.12	193.71	12.00%
2025	750.54	68.23	10.00%	1,501.08	136.46	10.00%	1,988.93	180.81	10.00%

Anthem California Care HMO									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	703.42	-	0.00%	1,396.98	-	0.00%	1,873.37	-	0.00%
2020	765.21	61.79	8.78%	1,530.41	133.43	9.55%	2,027.79	154.42	8.24%
2021	823.38	58.17	7.60%	1,646.76	116.35	7.60%	2,181.96	154.17	7.60%
2022	857.83	34.45	4.18%	1,715.65	68.89	4.18%	2,273.24	91.28	4.18%
2023	905.15	47.32	5.52%	1,810.30	94.65	5.52%	2,398.65	125.41	5.52%
2024	954.71	49.56	5.48%	1,909.42	99.12	5.48%	2,529.98	131.33	5.48%
2025	1,001.76	47.05	4.93%	2,003.52	94.10	4.93%	2,654.66	124.68	4.93%

Kaiser									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	623.16	15.34	2.52%	1,236.43	31.47	2.61%	1,745.45	44.55	2.62%
2020	640.65	17.49	2.81%	1,264.30	27.87	2.25%	1,781.93	36.48	2.09%
2021	697.92	57.27	8.94%	1,378.84	114.54	9.06%	1,944.00	162.07	9.10%
2022	681.82	(16.10)	-2.31%	1,346.64	(32.20)	-2.34%	1,898.45	(45.55)	-2.34%
2023	673.19	(8.63)	-1.27%	1,346.38	(0.26)	-0.02%	1,871.47	(26.98)	-1.42%
2024	740.13	66.94	9.94%	1,480.26	133.88	9.94%	2,057.56	186.09	9.94%
2025	780.19	40.06	5.41%	1,560.38	80.12	5.41%	2,168.93	111.37	5.41%

Anthem Value HMO									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	647.94			1,286.01			1,724.29		
2020	704.82	56.88	8.78%	1,409.64	123.63	9.61%	1,867.77	143.48	8.32%
2021	758.41	53.59	7.60%	1,516.81	107.17	7.60%	2,009.77	142.00	7.60%
2022	790.13	31.72	4.18%	1,580.26	63.45	4.18%	2,093.85	84.08	4.18%
2023	833.72	43.59	5.52%	1,667.44	87.18	5.52%	2,209.36	115.51	5.52%
2024	879.38	45.66	5.48%	1,758.76	91.32	5.48%	2,330.35	120.99	5.48%
2025	922.71	43.33	4.93%	1,845.42	86.66	4.93%	2,445.18	114.83	4.93%

Anthem CDHP									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	650.54			1,323.23			1,707.62		
2020	649.07	(1.47)	-0.23%	1,298.13	(25.10)	-1.90%	1,720.03	12.41	0.73%
2021	647.75	(1.32)	-0.20%	1,295.50	(2.63)	-0.20%	1,716.54	(3.49)	-0.20%
2022	615.36	(32.39)	-5.00%	1,230.72	(64.78)	-5.00%	1,630.71	(85.83)	-5.00%
2023	553.82	(61.54)	-10.00%	1,107.64	(123.08)	-10.00%	1,467.62	(163.09)	-10.00%
2024	620.28	66.46	12.00%	1,240.56	132.92	12.00%	1,643.74	176.12	12.00%
2025	682.31	62.03	10.00%	1,364.62	124.06	10.00%	1,808.12	164.38	10.00%

**WALNUT VALLEY WATER DISTRICT
MEDICAL INSURANCE RATES HISTORY
RETIREE MEDICARE PLANS**

United Healthcare Medicare Advantage PPO									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2022	\$ 392.49	\$ -	\$ -	\$ 784.98	\$ -	\$ -	\$ 1,160.47	\$ -	\$ -
2023	404.70	12.21	3.11%	809.40	24.42	3.11%	1,214.10	53.63	4.62%
2024	412.45	7.75	1.91%	824.90	15.50	1.91%	1,237.35	23.25	1.91%
2025	512.45	100.00	24.25%	1,024.90	200.00	24.25%	1,537.35	300.00	24.25%

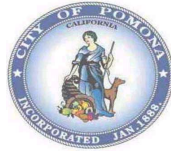
Kaiser Retired w/Medicare									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	Percent of Increase3	Family	Monthly Increase4	Percent of Increase5
2019	195.05	4.46	2.34%	380.21	8.92	2.40%	na		
2020	206.04	10.99	5.63%	395.08	14.87	3.91%	912.71		
2021	193.74	(12.30)	-5.97%	370.48	(24.60)	-6.23%	935.64	22.93	2.51%
2022	180.98	(12.76)	-6.59%	344.96	(25.52)	-6.89%	896.77	(38.87)	0.00%
2023	160.97	(20.01)	-11.06%	321.94	(23.02)	-6.67%	894.29	(2.48)	-4.42%
2024	184.04	23.07	14.33%	368.08	46.14	14.33%	1,007.76	113.47	12.38%
2025	198.45	14.41	7.83%	396.90	28.82	7.83%	1,086.67	78.91	21.51%

**WALNUT VALLEY WATER DISTRICT
DENTAL & VISION INSURANCE RATES HISTORY**

Delta Dental									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	of Increase3	Family	Monthly Increase4	of Increase5
2019	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%
2020	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%
2021	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%
2022	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%
2023	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%
2024	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%
2025	46.23	-	0.00%	94.11	-	0.00%	164.17	-	0.00%

Delta PMI									
Year	Single	Monthly Increase	Percent of Increase	Couple	Monthly Increase2	of Increase3	Family	Monthly Increase4	of Increase5
2019	26.93	-	0.00%	43.10	-	0.00%	62.46	-	0.00%
2020	29.19	2.26	8.39%	45.36	2.26	5.24%	64.72	2.26	3.62%
2021	29.19	-	0.00%	45.36	-	0.00%	64.72	-	0.00%
2022	29.19	-	0.00%	45.36	-	0.00%	64.72	-	0.00%
2023	29.19	-	0.00%	45.36	-	0.00%	64.72	-	0.00%
2024	29.19	-	0.00%	45.36	-	0.00%	64.72	-	0.00%
2025	29.19	-	0.00%	45.36	-	0.00%	64.72	-	0.00%

Vision			
Year	Rate	Monthly Increase	Percent of Increase
1997	139.31		
2019	24.40	-	0.00%
2020	24.40	-	0.00%
2021	24.40	-	0.00%
2022	24.40	-	0.00%
2023	24.40	-	0.00%
2024	24.40	-	0.00%
2025	24.40	-	0.00%



POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION

WATER USE DISTRIBUTION & BILLING

JULY 2024

CONSUMPTION PER AGENCY (Per PWR Meter Reads)		
	Water Consumption (Acre-feet)	Allocation %
Pomona	333.563	20.144%
Walnut	797.862	48.183%
Rowland	524.394	31.668%
LaVerne	0.074	0.004%
TOTAL	1,655.893	100.000%

WATER PRODUCTION (ACTUAL)		
	Water Consumption (Acre-feet)	Allocation %
MWD	709.90	42.522%
TVMWD	959.60	57.478%
LaVerne	-	0.000%
Total	1,669.500	100.000%
PWR	1,655.893	
Difference	13.607	

CALCULATION OF AGENCY WATER CONSUMPTION (Water consumption billed to each agency based on amount of water purchased from MWD & TVMWD)							
Connection / Description	Billing Difference Allocation (Acre-feet)	Adj. Agency Consumption (Acre-Feet)	Adj. Agency Consumption for Billing (Rounded)	Water Purchased - MWD	Water Purchased - TVMWD	Water Purchased - LaVERNE WELL	Total Water Purchased (Acre-feet)
				42.522%	57.478%	0.000%	100.000%
Pomona	333.563	2.741	336.304	336.3	143.0	193.3	336.3
Walnut	797.862	6.556	804.418	804.4	342.1	462.4	804.4
Rowland	524.394	4.309	528.703	528.7	224.8	303.9	528.7
LaVerne	0.074	0.001	0.075	0.1	0.0	0.0	0.1
TOTAL	1,655.893	13.607	1,669.500	1,669.5	709.9	959.6	1,669.5

BILLING CHARGES PER AGENCY											
		MWD PM-15	TVMWD PM-21	MWD Capacity Reservation	TVMWD Connected Capacity	TVMWD Water Use Charge	Depreciation	Replacement	Admin Budget Assessment	MWD LRP Rebate Program	Billing Total
City of Pomona	Cons. (AF)	143.0	193.3								
	Allocation %			30.43%	52.00%	22.40%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 180,754.81	\$ 244,333.44	\$ 7,469.60	\$ 3,949.19	\$ 1,672.55	\$ -	\$ -	\$ -	\$ -	\$ 438,179.59
Walnut Valley Water District	Cons. (AF)	342.1	462.4								
	Allocation %			43.48%	28.00%	47.69%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 432,354.28	\$ 584,430.43	\$ 10,672.96	\$ 2,126.49	\$ 3,560.89	\$ -	\$ -	\$ -	\$ -	\$ 1,033,145.05
Rowland Water District	Cons. (AF)	224.8	303.9								
	Allocation %			26.09%	20.00%	29.91%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 284,164.42	\$ 384,116.31	\$ 6,404.27	\$ 1,518.92	\$ 2,233.30	\$ -	\$ -	\$ -	\$ -	\$ 678,437.22
City of LaVerne	Cons. (AF)	0.0	0.0								
	Allocation %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	Total	\$ 40.10	\$ 54.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94.30
Total (A.F.)		709.9	959.6								1,669.5
Total (\$)		\$ 897,313.61	\$ 1,212,934.38	\$ 24,546.83	\$ 7,594.60	\$ 7,466.74	\$ -	\$ -	\$ -	\$ -	\$ 2,149,856.16



October 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 6:30PM Diamond Bar City Council Meeting	2 8AM TVMWD Board Meeting	3 8AM PBWA Meeting	4	5
6	7	8	9 7PM Walnut City Council Meeting	10 4PM PWR Meeting	11	12
13	14 4PM Public Info Committee 4:30 PM Finance Committee	15 4PM Engineering Committee 4:30 PM Personnel Committee 6:30PM Diamond Bar City Council Meeting	16 8AM TVMWD Board Meeting	17	18	19
20	21 5PM WVWD Board Meeting	22	23 7PM Walnut City Council Meeting	24 4PM WVWD Workshop Meeting	25	26
27	28	29	30	31	1	2
3	4	Notes				



November 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	3:30PM SPADRA Executive Committee 4PM Public Info Committee 4:30 PM Finance Committee	4PM Engineering Committee 4:30 PM Personnel Committee 6:30PM Diamond Bar City Council	8AM TVMWD Board Meeting	7	8	9
10	 Veteran's Day Observed-District Closed	5PM WVWD Board Meeting	7PM Walnut City Council Meeting	14	15	16
17	18	6:30PM Diamond Bar City Council Meeting	8AM TVMWD Board Meeting	21	22	23
24	25	26	27	 Thanksgiving Day-District Closed	 District Closed	30
1	2	Notes				

December 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 6:30PM Diamond Bar City Council Meeting	4 8AM TVMWD Board Meeting	5 8AM PBWA Meeting	6	7
8	9 4PM Public Info Committee 4:30 PM Finance Committee	10 4PM Engineering Committee 4:30 PM Personnel Committee	11 7PM Walnut City Council Meeting	12	13	14
15	16 5PM WVWD Board Meeting	17 6:30PM Diamond Bar City Council Meeting	18 8AM TVMWD Board Meeting	19	20	21
22	23	24  Christmas Eve-District Closed	25  Christmas Day-District Closed	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

**WALNUT VALLEY WATER DISTRICT
WATER SUPPLY AND CONSERVATION UPDATE
September 16, 2024**

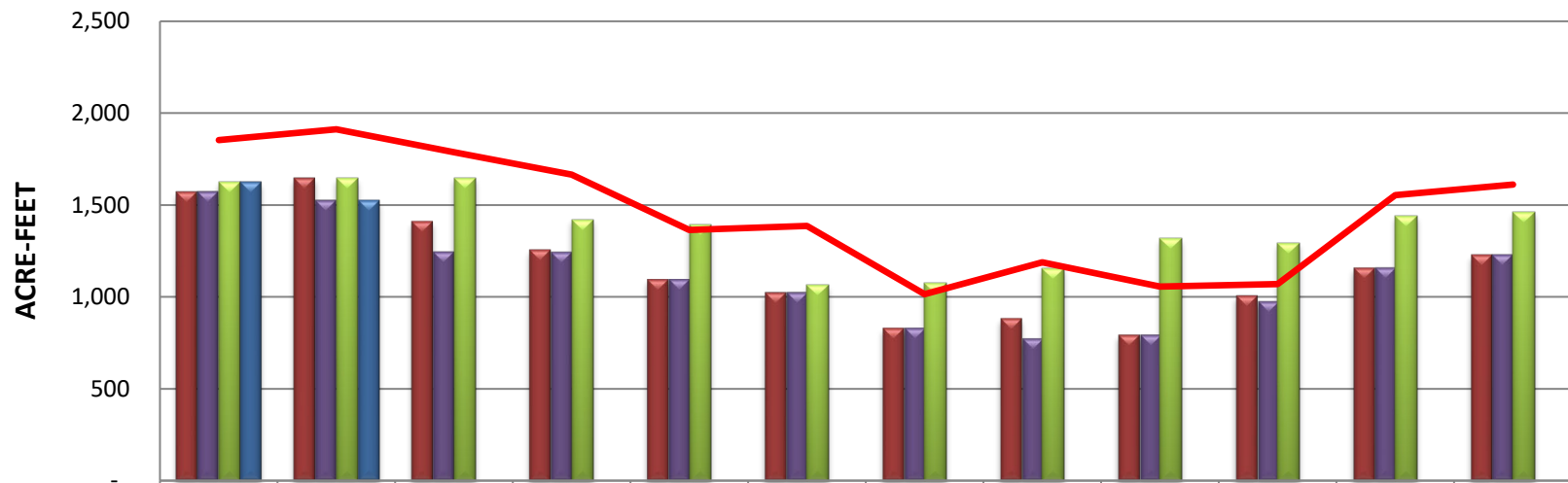


<p>A</p> <p>B</p> <p>C</p>	<p><u>Water Use</u> – Water usage for August 2024 was 1,526 acre-feet, a decrease of 20.21% compared to August 2020 and a decrease of 33.92% from August 2013. The average inflow into the system during the month was approximately 27.52 cfs (12,352.29 gallons per minute).</p> <p><u>Recycled Water Use</u> – Data was not received in time for Board Packet Publication</p> <p><u>Production Report</u> – attached are:</p> <ul style="list-style-type: none"> ▪ Purchased Water Projections (Two total) ▪ Climate Summary <p>▪ Monthly Consumption Versus the 2013 and 2020 Baseline Years (Two total)</p>	<p>Exhibits</p>
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WALNUT VALLEY WATER DISTRICT
Fiscal Year 2024-2025 Purchased Water Estimate

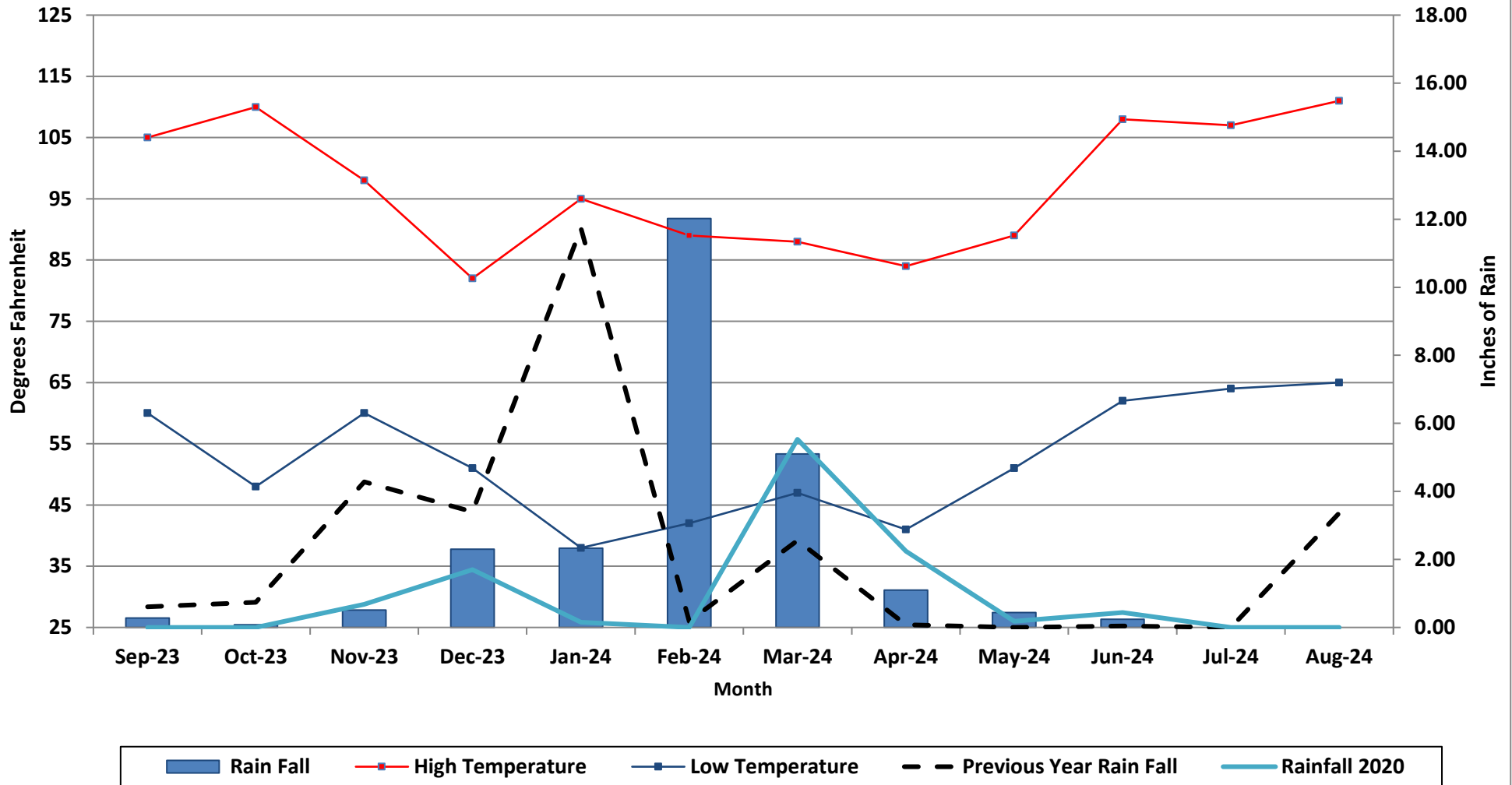
Actual Purchases (AF)		Projected Purchases (AF)				Baseline Year Purchases	
Month	Total	Budget	Low	High	Average	2013	2020
July	1,624	1,573	1,573	1,624	1,596	2,149	1,854
August	1,526	1,647	1,526	1,647	1,569	2,309	1,912
September	-	1,412	1,245	1,649	1,435	2,064	1,787
October	-	1,258	1,245	1,420	1,308	1,858	1,665
November	-	1,097	1,097	1,394	1,211	1,569	1,364
December	-	1,025	1,025	1,066	1,043	1,401	1,387
January	-	832	832	1,077	946	1,156	1,015
February	-	886	776	1,156	939	1,123	1,188
March	-	795	795	1,316	985	1,496	1,056
April	-	1,008	976	1,293	1,092	1,700	1,070
May	-	1,159	1,159	1,442	1,266	1,904	1,554
June	-	1,230	1,230	1,463	1,349	2,082	1,611
Total	3,150	13,921	13,478	16,544	14,739	20,810	17,461
Remaining Projected Purchases		10,701	10,380	13,273	11,574		
Total Projected Purchases		13,851	13,530	16,423	14,724		

Fiscal Year 2024-2025 Purchased Water



	July	August	September	October	November	December	January	February	March	April	May	June
█ Budget	1,573	1,647	1,412	1,258	1,097	1,025	832	886	795	1,008	1,159	1,230
█ Low	1,573	1,526	1,245	1,245	1,097	1,025	832	776	795	976	1,159	1,230
█ High	1,624	1,647	1,649	1,420	1,394	1,066	1,077	1,156	1,316	1,293	1,442	1,463
█ FY 24-25	1,624	1,526	-	-	-	-	-	-	-	-	-	-
— 2020	1,854	1,912	1,787	1,665	1,364	1,387	1,015	1,188	1,056	1,070	1,554	1,611

Walnut Valley Water District Climate Summary



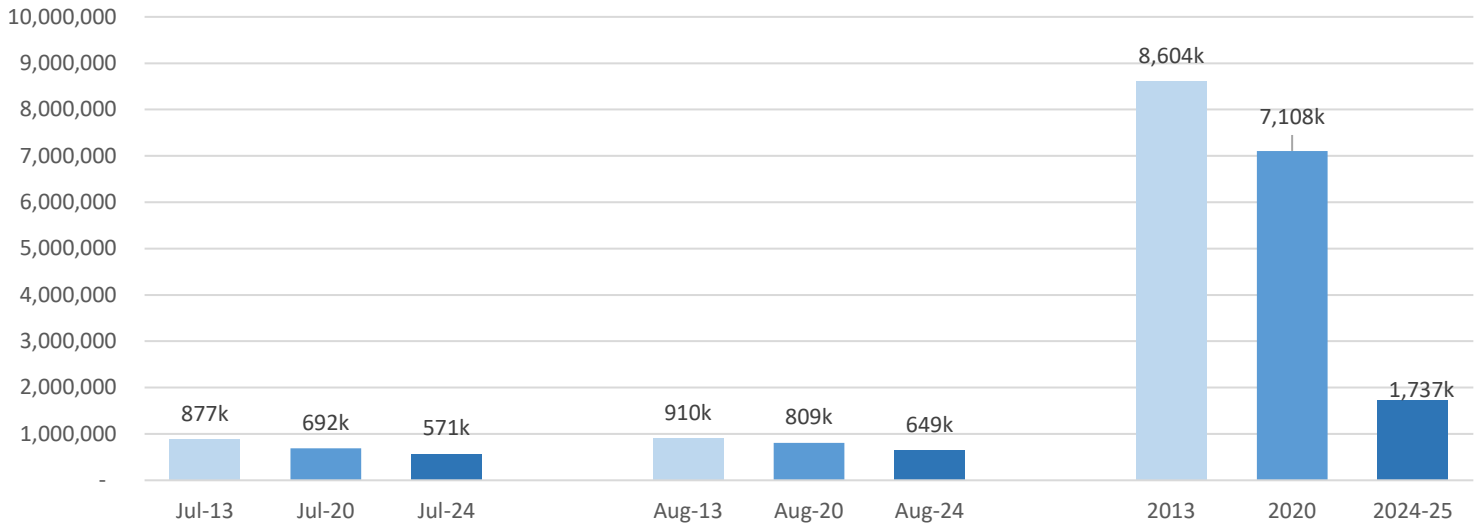
Walnut Valley Water District
 Monthly Consumption Versus 2013 and 2020 Baseline Years

Consumption/Water Sales															
User Class	July					August					YTD (FY 23-24)				
	Jul-13	Jul-20	Jul-24	% Change 2013	% Change 2020	Aug-13	Aug-20	Aug-24	% Change 2013	% Change 2020	2013 YTD	2020 YTD	FY 23-24	% Change 2013	% Change 2020
COG	49,565	33,898	27,686	-44%	-18%	53,435	39,559	40,303	-25%	2%	103,000	73,457	67,989	-34%	-7%
COM	95,283	63,924	61,511	-35%	-4%	99,903	72,723	70,500	-29%	-3%	195,186	136,647	132,011	-32%	-3%
IND	13,038	9,433	6,850	-47%	-27%	13,123	10,277	8,402	-36%	-18%	26,161	19,710	15,252	-42%	-23%
MUL	82,038	71,993	62,388	-24%	-13%	81,050	79,211	69,775	-14%	-12%	163,088	151,204	132,163	-19%	-13%
RES	637,352	512,618	412,797	-35%	-19%	662,005	607,146	460,028	-31%	-24%	1,299,357	1,119,764	872,825	-33%	-22%
	877,276	691,866	571,232	-35%	-17%	909,516	808,916	649,008	-29%	-20%	1,786,792	1,500,782	1,220,240	-32%	-19%
	IRRIGATION					IRRIGATION					YTD IRRIGATION				
User Class	Jul-13	Jul-20	Jul-24	% Change 2013	% Change 2020	Aug-13	Aug-20	Aug-24	% Change 2013	% Change 2020	2013 YTD	2020 YTD	FY 23-24	% Change 2013	% Change 2020
COG	32,727	25,224	18,680	-43%	-26%	35,845	28,580	26,673	-26%	-7%	68,572	53,804	45,353	-34%	-16%
COM	30,288	25,447	18,659	-38%	-27%	31,470	30,663	23,052	-27%	-25%	61,758	56,110	41,711	-32%	-26%
IND	2,001	1,283	1,080	-46%	-16%	2,318	1,689	1,034	-55%	-39%	4,319	2,972	2,114	-51%	-29%
RES	281	171	73	-74%	-57%	322	166	103	-68%	-38%	603	337	176	-71%	-48%
	65,297	52,125	38,492	-41%	-26%	69,955	61,098	50,862	-27%	-17%	135,252	113,223	89,354	-34%	-21%
	RESIDENTIAL					RESIDENTIAL					YTD RESIDENTIAL				
Residential	Tier I	Tier II	Tier III	Total		Tier I	Tier II	Tier III	Total		Tier I	Tier II	Tier III	Total	
2013	277,522	274,324	85,506	637,352		278,209	284,325	99,471	662,005		555,731	558,649	184,977	1,299,357	
2020	209,156	255,409	48,053	512,618		213,223	316,022	77,901	607,146		422,379	571,431	125,954	1,119,764	
FY 24-25	197,007	185,949	29,841	412,797		201,090	216,082	42,856	460,028		398,097	402,031	72,697	872,825	
% Change 2013	-29%	-32%	-65%	-35%		-28%	-24%	-57%	-31%		-28%	-28%	-61%	-33%	
% Change 2020	-6%	-27%	-38%	-19%		-6%	-32%	-45%	-24%		-6%	-30%	-42%	-22%	

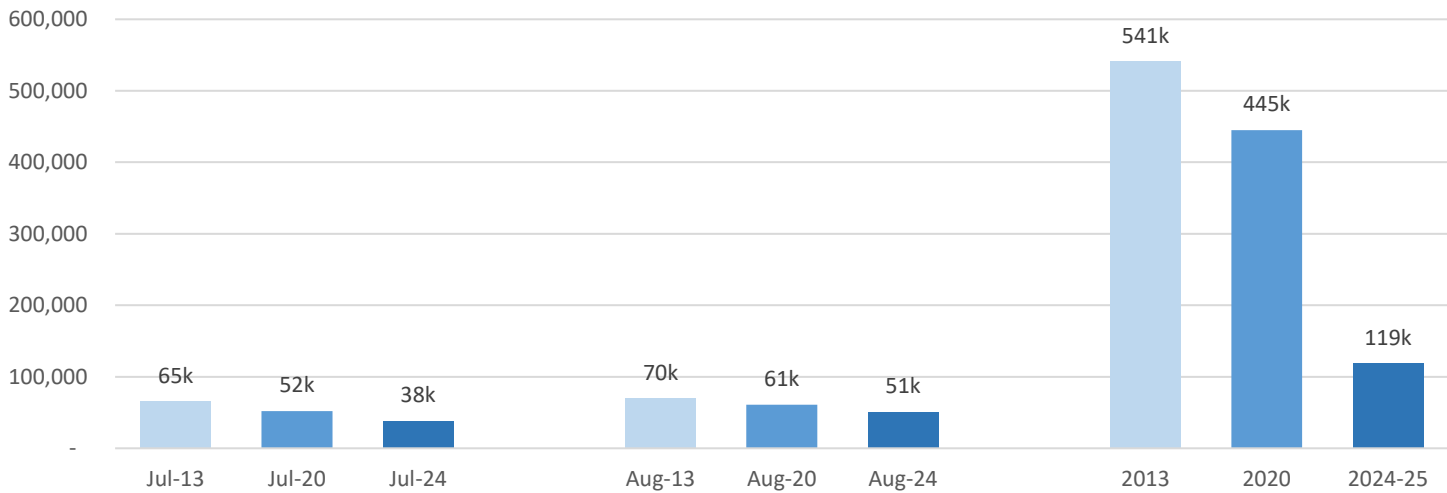
Water Purchases			
	July	August	Total
2013	2,148.67	2,308.73	4,457.40
2020	1,853.69	1,912.15	3,765.84
FY 24-25	1,624.37	1,525.67	3,150.04
% Change 2013	-24%	-34%	(0.58)
% Change 2020	-12%	-20%	(2.00)

WALNUT VALLEY WATER DISTRICT
CONSUMPTION DATA - CURRENT YEAR VERSUS 2013 & 2020 BASELINE

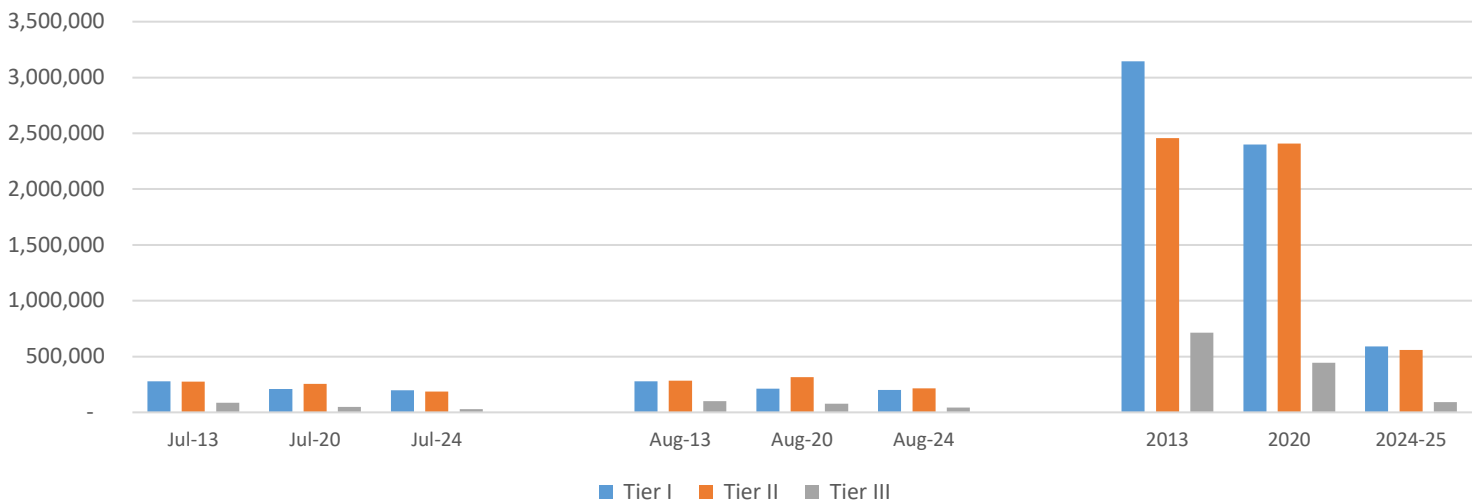
YTD Consumption Versus 2013 & 2020 Baseline



Irrigation Consumption Versus 2013 & 2020 Baseline



Residential Tiers Versus 2013 & 2020 Baseline



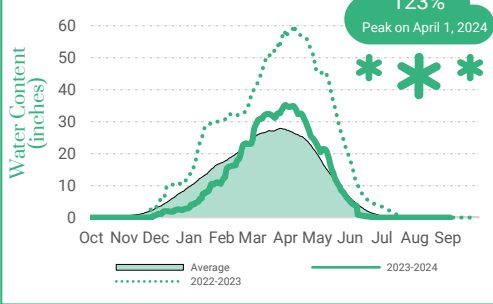


The Metropolitan Water District of Southern California's Water Supply Conditions Report (WSCR)

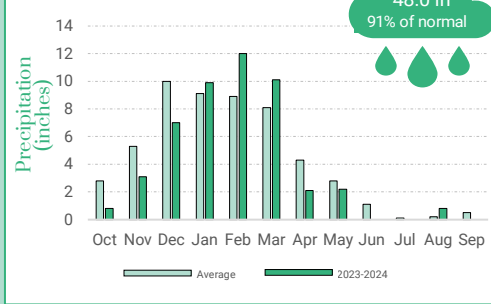
Water Year 2023-2024
As of: 09/03/2024

State Water Project

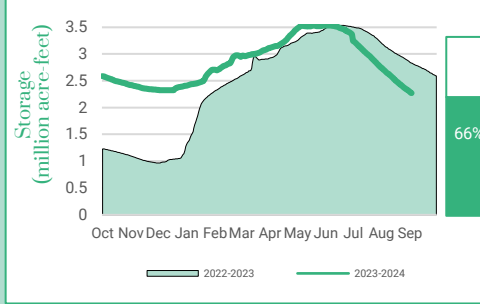
Northern Sierra Snow



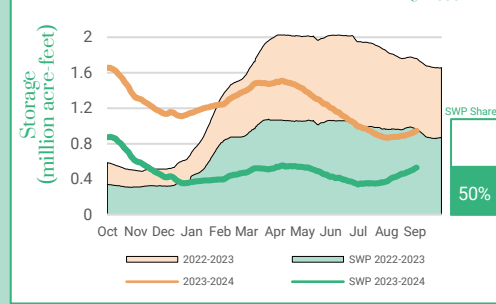
8 Station Index Rain



Lake Oroville

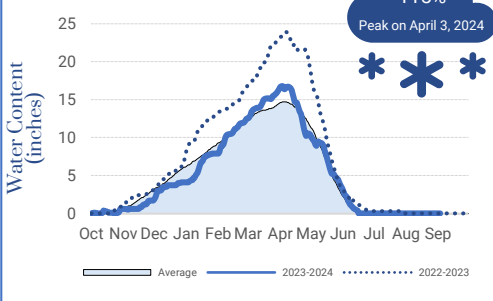


San Luis Reservoir

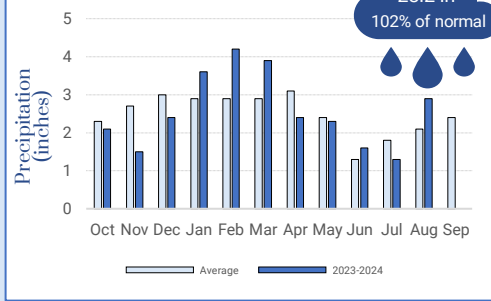


Colorado River

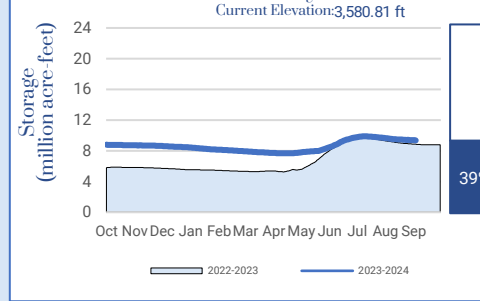
Colorado River Basin Snow



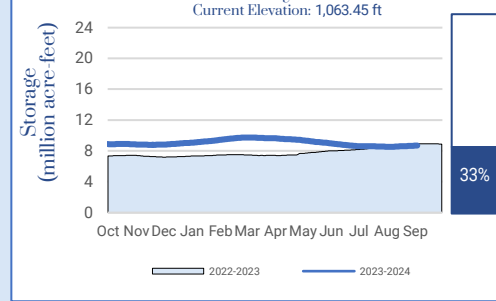
Colorado River Basin Rain



Lake Powell

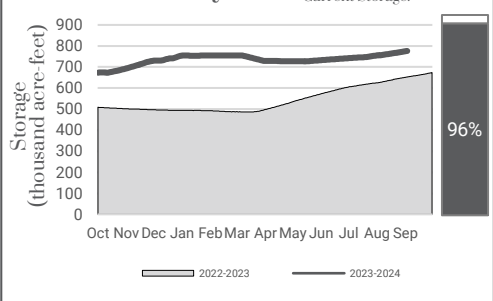


Lake Mead

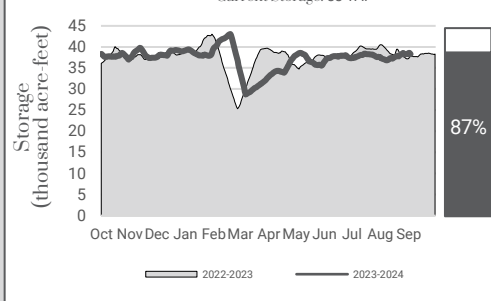


Metropolitan

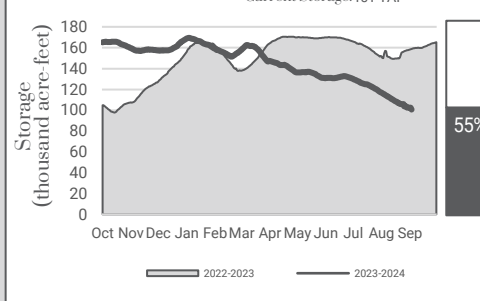
Diamond Valley Lake



Lake Skinner



Lake Mathews



Lake Mead – Operating Condition (August 2024 CRMMS ESP Projections)

		2025	2026	2027*	2028*	2029*
Surplus (above 1,145 ft)		0%	0%	0%	0%	3%
Normal Year (between 1,075 and 1,145 ft)		0%	7%	17%	20%	23%
Shortage	1st Level (between 1,050 and 1,075 ft)	100%	93%	57%	53%	50%
	2nd Level (between 1,025 and 1,050 ft)	0%	0%	27%	13%	13%
	3rd Level (below 1,025 ft)	0%	0%	0%	13%	10%

* Years beyond 2026 assume continuation of 2007 Interim Guidelines. Click on table for Reclamation page explaining the modeling and assumptions.

This report is produced by the Imported Supply Unit staff and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information.



CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - September 10, 2024

CURRENT CONDITIONS

