

CRESCENTA VALLEY WATER DISTRICT

2700 Foothill Boulevard
La Crescenta, California

Agenda for the
Regular Meeting of the Board of Directors
of the Crescenta Valley Water District

to be *held* on Tuesday, August 26, 2025, at 7:00 p.m.

This meeting will be conducted in person at the address listed above. Members of the public may also participate virtually by using a touchtone phone. You may select any of the following phone numbers (there are more than one for increased reliability during this time of increased phone traffic)

(669) 900-6833

(346) 248-7799

(929) 205-6099

(253) 215-8782

(301) 715-8592

(312) 626-6799

Then, enter Access Code: 625 360 3648

Those members of the public who are able to and would like to additionally participate through computer may access the Zoom audio & video conferencing tool available at the following link:

<https://us02web.zoom.us/j/6253603648?omn=84070382015>

If there is a disruption of service, this meeting will continue without remote participation. The remote participation option is provided as a convenience to the public and is not required.

Public comment may be made either by emailing comments ahead of the meeting or by speaking over the phone. Emailed comments will be sent to the Board of Directors prior to the meeting and posted on the District's website. Comments may be sent to customer service, at (818) 248-3925 or customerservice@cvwd.com by 3pm on August 26, 2025.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by contacting the District by phone or in writing at the above email address. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

Any written materials distributed to the Board in connection with this agenda will be made available at the same time for public inspection at the District office located at the above address and posted on the District's website.

Call to Order and Determination of Quorum

Pledge of Allegiance

Adoption of Agenda

Public Comments

At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the subject matter jurisdiction of the Board. This opportunity is non-transferable, and speakers are limited to one three-minute (3) comment. Under the provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda, except under certain circumstances.

Foothill Municipal Water District Report

1. Report on activities at Foothill Municipal Water District.

Consent Calendar

2. Consideration and approval of the Minutes of the Special Board Meeting on July 22, 2025 and the Regular Board Meeting on July 22, 2025.

Action Calendar

The public shall have an opportunity to comment on any action item as each item is considered by the Board. This opportunity is non-transferable, and speakers are limited to one two-minute (2) comment.

1. **AB 2561 – Public Hearing and Reporting on Vacancies, Recruitment and Retention Efforts** – Conduct a public hearing pursuant to AB 2561 and receive the status update report on vacancies.
2. **Zone 1 and 2 Mixing Station – Staff Presentation Forms** – Staff to provide a presentation on the completion of the Zone 1 and 2 Mixing Station.
3. **In-House Pipeline, Year 1: Initial Update** – Discussion regarding initial operational updates associated with Year 1 of the District's In-House Pipeline Program.
4. **District's Rules & Regulations, Appendix C – Miscellaneous Charges And District Forms** – Consideration and possible motion to adopt changes to the District's Rules and Regulations, Appendix C – Miscellaneous Charges And District Forms.
5. **OPEB Prefunding and Buyouts** – Discussion and possible motion to approve a contribution to the District's CERBT Fund, and development of an OPEB Prefunding Policy and OPEB Buyout Policy.
6. **Code of Conduct Policy** – Consider and provide direction on a Code of Conduct policy for the Board of Directors.

Information Items

Written Communications to District/Board of Directors

General Manager's Report

Attorney Report

Reports of Committees

- Community Relations & Emergency Planning Committee
- Employee Relations Committee
- Engineering, Operations, & Technology Committee
- Executive Committee
- Finance & Policy Committee
- Ad Hoc Committee – PFAS
- Ad Hoc Committee – Cyber Security
- Ad Hoc Committee - Consolidation

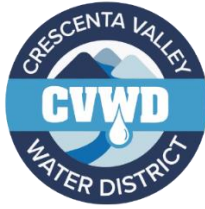
Directors' Oral Reports – Reports on issues, meetings, or activities attended by Directors

Members' Request for Future Agenda Items

Closed Session

1. Public Employee Performance Evaluation pursuant to Government Code Section 54957
Title: General Manager
2. Conference with Labor Negotiator pursuant to Government Code Section 54957.6
District Designated Representatives: Legal Counsel
Unrepresented Employee: General Manager

Adjournment



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

July 22, 2025

Pursuant to the order of the Board of Directors of the Crescenta Valley Water District, a Regular Meeting was held on July 22, 2025, at 6:00 p.m. at the District office located at 2700 Foothill Blvd., La Crescenta California, and through audio and video conferencing. A call-in number was clearly noted on the meeting Agenda, posted in accordance with the Brown Act, with Jefferey W. Johnson presiding.

At roll call, the following Directors and staff members were present or online:

Directors:

**Jeffery W. Johnson
James D. Bodnar
Kerry D. Erickson
Sharon S. Raghavachary
Jennifer T. Valdez (absent)**

Attorney:

Ryan Guiboa

General Manager:

James Lee

**Director of Engineering
and Operations:**

Carla Dillon

**Interim Director of Finance and
Administration:**

Arturo Montes

Staff Members:

**Gabriel Gomez III, Systems Ops. & Telemetry Manager
Pam Leddy, Administrative Assistant
Armine Sargsyan, Water Resources & Ext. Affairs Spec.
Adam Sutphin, Senior Management Analyst
Darlene Telles, Operations and Maintenance Manager**

Guests:

Jan Floranczyk

ADOPTION OF AGENDA

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 4-0 vote that the Agenda for the Regular Board Meeting of July 22, 2025, be adopted.

PUBLIC COMMENTS – Mr. Colcord thanked staff for the tour of Crescenta Valley Water District with the Crescenta Valley Historical Society.

FOOTHILL MUNICIPAL WATER DISTRICT REPORT – Mr. Colcord thanked staff for participating in the joint meeting held at Foothill Municipal Water District, discussing the consolidation of water agencies. Mr. Colcord stated that Crescenta Valley Water District, Valley Water Company, Las Flores Water District, and Foothill Municipal Water District will be continuing to participate in future consolidation working group meetings. Mr. Colcord invited staff to participate in an online meeting on July 30, 2025, presented by the California State Water Control Board of the State's consolidation assessment process.

CONSENT CALENDAR – It was moved by Director Raghavachary, seconded by Director Erickson, and carried by a 4-0 vote to approve the Minutes of the Regular Board Meeting held on July 8, 2025.

ACTION CALENDAR

Resolution No. 799 – Adopting the Report for Collection of the Fiscal Year 2025-2026 Capital Charges on the Property Tax Roll and Directing Staff to Take All Actions Necessary For Collection of Such Capital Charges on the Property Tax Roll – Mr. Montes stated that there was no majority protest of the annual report detailing the capital charges during the Public Hearing held on July 22, 2025. Mr. Montes presented Resolution No. 799 to the Board recommending the adoption of the report and directing staff to take all necessary actions for the collection of such capital charges on the property tax roll.

Following discussion:

It was moved by Director Raghavachary, seconded by Director Erickson, and carried by a 4-0 roll call vote to adopt the report for the collection of the fiscal year 2025-2026 capital charges on the property tax roll and directing staff to take all actions necessary for collection of such capital charges on the property tax roll.

AYES: Director Bodnar
Director Erickson
Director Johnson
Director Raghavachary

NOES: None

ABSENT: Director Valdez

Request to Award a Contract for PFAS Treatment Evaluation – Ms. Dillon stated that with the detection of PFAS in several CVWD groundwater wells, the District has been blending groundwater with imported water to dilute the water delivered to customers to a level below the State notification level. Ms. Dillon said staff recommends providing treatment of the groundwater using RSSCT to provide higher quality of water for customers. Ms. Dillon provided a proposal from CDM Smith (CDM) for PFAS Treatment Techniques Evaluation for consideration of the Board.

Following discussion:

It was moved by Director Raghavachary, seconded by Director Bodnar, and carried by a 4-0 vote to authorize the General Manager to award a contract for the testing of CVWD's groundwater using RSSCT and recommendation of a PFAS treatment strategy for CVWD at a cost not to exceed \$210,000, including contingency.

Annual Supervisory Control and Data Acquisition (SCADA) System Support Services – Mr. Gomez announced that Mr. Helvy from Apex has worked with the district as the primary SCADA integrator for several years at a level that meets and exceeds standards. Mr. Gomez stated that the proposal for remote services includes continuous work on the District's PLCs, local HMI, historian, server, alarm notification, and other software and hardware support. Mr. Gomez added that site trips to the district for service repairs and maintenance would also be included.

Following discussion:

It was moved by Director Bodnar, seconded by Director Raghavachary, and carried by a 4-0 vote to authorize the General Manager to award a contract for SCADA Support Services for up to \$83,840 for FY 2025-26.

Consideration and possible motion to schedule a Board governance seminar – Mr. Lee shared that at the May 29, 2025 Executive Committee Meeting the possibility of considering a Special District Governance Seminar offered by The California Special Districts Association (CSDA) on was introduced. Mr. Lee stated that a significantly reduced cost was negotiated and presented a "Building a Foundation for Good Governance" Seminar outline for consideration by the Board.

Following discussion:

The Board proposed that an introductory and advanced class be held at the CVWD district office at the reduced cost, presented by a CSDA facilitator and scheduled in the next 2-3 months.

Recertification of CVWD's 2025 updated Sewer System Management Plan (SSMP) – Ms. Dillon stated that the State Water Resources Control Board (SWRCB) adopted Order No. 2006-003 which established the General Waste Discharge Requirements (WDRs) for all publicly owned or operated sewer systems within California. Ms. Dillon said that the SWRCB issued Order No. WQ 2022-0103-DWQ on December 6, 2022, and replaced the prior order. Ms. Dillon presented a copy of the updated "Sewer System Management Plan" which is required by the WDRs for review and possible certification by the Board.

Following discussion:

It was moved by Director Erickson, seconded by Director Bodnar, and carried by a 4-0 vote to certify CVWD's updated Sewer System Management Plan, pursuant to the new Order, WQ 2022-0103-DWQ to ensure full compliance with the Statewide General Waste Discharge Requirements (WDR).

Request Authorization to Apply for a Seismic Vulnerability Grant – Ms. Dillon shared that the district submitted a preliminary application for the Hazard Mitigation Grant Program (HMGP) for assessing the vulnerability of reservoirs and subsequent construction of potential remedial improvements. Ms. Dillon said that following the preliminary application, California Governor’s Office of Emergency Services (CalOES) recommended that CVWD proceed with submitting the full application if desired, and increasing the requested amount based on their experience with successful grantees. Ms. Dillon added that the grant, if awarded, would provide 70% reimbursement after completion of the project.

Following discussion:

It was moved by Director Bodnar, seconded by Director Erickson, and carried by a 4-0 vote to authorize the General Manager to submit an application for funding of a seismic vulnerability assessment for the District’s 17 reservoirs.

INFORMATION ITEMS – Email blast – “Important Announcement to Transition to Monthly Billing”, Email blast – “Budget-Based Rates Explained”, and National Night Out 2025 flyer.

WRITTEN COMMUNICATIONS TO DISTRICT – letter received from Foothill Municipal Water District

GENERAL MANAGER – Mr. Lee announced that staff attended National Incident Management System (NIMS) training and provided details of the CVWD tour given to the Crescenta Valley Historical Society. Mr. Lee explained the onboarding process for new customers. Mr. Lee announced Omar Verduzco as the Employee Spotlight of the month. Mr. Lee presented the latest video, “Your Water’s Journey”, highlighted on the CVWD website and can also be viewed in CVWD’s main lobby.

ATTORNEY REPORT – Mr. Guiboa reported on California Assembly Bill AB 532 to establish a statutorily water rate assistance program. Mr. Guiboa stated that the bill aims to provide water rate assistance to eligible ratepayers, including those with low incomes, and to give urban retail water suppliers more flexibility in establishing and funding these programs.

REPORTS OF COMMITTEES

Community Relations & Emergency Planning Committee – Director Erickson, on behalf of Director Valdez, reported that the Committee had not met; however, a meeting will be scheduled as needed.

Employee Relations Committee – Director Bodnar reported that the Committee had not met; however, a meeting will be scheduled as needed.

Engineering, Operations & Technology Committee – Director Erickson, on behalf of Director Valdez, reported that the Committee had met on July 9, 2025. A meeting is scheduled for August 13, 2025.

Executive Committee – Director Johnson reported that the Committee had not met; however, a meeting is scheduled for July 24, 2025. Director Raghavachary will attend as an alternate in Director Johnson's absence.

Finance & Policy Committee – Director Raghavachary reported that the Committee had not met; however, a meeting is scheduled for August 21, 2025.

Ad Hoc PFAS Committee – Director Johnson reported that the Committee had not met; however, a meeting will be scheduled as needed.

Ad Hoc Cyber Security Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled as needed.

AdHoc Consolidation Committee – Director Raghavachary reported that the Committee had not met; however, a meeting will be scheduled during the month of July.

DIRECTORS' ORAL REPORTS

Director Bodnar – Attended the Crescenta Valley Historical Society Tour of CVWD District facilities on July 22, 2025.

Director Erickson – No report

Director Johnson – Visited the CVWD booth at the Montrose Farmers Market.

Director Raghavachary – No report

Director Valdez – No report

BOARD MEMBERS REQUESTS FOR FUTURE AGENDA ITEMS – Discussion of future consolidation meetings.

CLOSED SESSION – None

ADJOURNMENT

There being no other business to come before the Board, at 8:07 p.m., the meeting was adjourned.

APPROVED

Jeffery W. Johnson

Arturo Montes

Board President

Board Secretary

Unapproved Minutes

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 1
August 26, 2025

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: **AB 2561 – Public Hearing and Reporting on Vacancies, Recruitment and Retention Efforts**

ACTION ITEM:

Conduct a public hearing pursuant to AB 2561 and receive the status update report on vacancies.

BACKGROUND:

California State Assembly Bill (AB) 2561 passed on September 22, 2024, and added Section 3502.3 to the Government Code. This law requires public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year.

AB 2561 also provides that if vacancy rates in any recognized employee bargaining unit exceed 20 percent of positions, agencies must provide further specified information if requested by the bargaining unit. Further, AB 2561 requires agencies to provide an opportunity to bargaining units and the public to present their perspectives.

DISCUSSION:

The following are reporting and compliance categories for AB 2561:

Vacancies

Position vacancies may occur for various reasons throughout any given year, including internal promotion or transfer of staff, retirements, resignations, terminations, or new positions being approved. When vacancies occur, the District's General Manager and Director of Finance and Administration work with the affected department to fill the position(s) to maintain operations efficiently and well.

There are currently three vacancies:

1. Water Quality Specialist – Prior staff left in August, and a current recruitment ends in August, with an anticipation to fill the role imminently.
2. Director of Finance and Administration – The role is being served on an interim basis. A recruitment began in August and will end in September.
3. Part-time Administrative Assistant – Management is seeking an internal transfer for the role.

Recruitment and Retention of Staff

The District employs various recruitment strategies, including posting vacancies on the District's website and recruitment portal as well as industry-specific job boards; reaching out to known potential candidates in the area; and advertising open positions on the District's social media platforms and government jobs websites. In FY 2025, the District recruited for 9 positions.

The District also employs various strategies for retaining existing staff, including investing in staff training and development; counseling staff on promotional avenues available at the District, and regular engagement with and recognition of staff.

The District's retention rate for 2024 was approximately 91%.

Public Notification

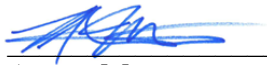
The agenda was posted in accordance with the Brown Act. The District's recognized bargaining group was notified of this hearing and informed that they may provide a presentation up to 10 minutes at the conclusion of this report.

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Conduct a Public Hearing pursuant to AB 2561; and
2. Receive the status update report on vacancies.

Prepared and Submitted by:



Arturo Montes

Interim Director of Finance and Administration

Attachment:

1. n/a

g:\management\board meeting staff reports\2025\08-26-25 - Board Memo – AB 2561 Public Hearing

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 2
August 26, 2025

To: Honorable President and Members of the Board of Directors
From: James Lee – General Manager
Subject: **Zone 1 and 2 Mixing Station – Staff Presentation**

ACTION ITEM:

Staff to provide a presentation on the completion of the Zone 1 and 2 Mixing Station.

BACKGROUND:

The Zone 1 and 2 Mixing Station rehabilitation project was completed in June 2025. It represents one of the most critical junctures in the District's distribution system, and it was completed with in-house resources.

This item is a placeholder for a staff presentation reviewing the background of the project, how it was made possible, how it was completed, the cost savings it yielded, and the criticality of its impact.

RECOMMENDATION

NA.

Prepared and Submitted by:



James Lee
General Manager

Attachment(s): none

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CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 3
August 26, 2025

To: Honorable President and Members of the Board of Directors
From: Darlene Telles – Operations & Maintenance Manager
Subject: **In-House Pipeline, Year 1: Initial Update**

ACTION ITEM:

Discussion regarding initial operational updates associated with Year 1 of the District's In-House Pipeline Program.

BACKGROUND:

During the July 8, 2022, Board meeting, staff was directed to initiate the first year of a three-year in-house pipeline program. Staff committed to completing a range of 0.60 miles (~3,200 LF) to 0.93 miles (~4,900 LF) during FY 2025-26.

PIPELINE – The first two projects – 1) Upper Terrace; and 2) Henrietta – combine for 0.54 miles (~5,300 LF), which represents the lower range of commitment for the year. The following summarizes steps taken for the in-house pipeline program (IHP) to date:

1. Upper Terrace (*in progress*)
 - a. Pipe delivered
 - b. Permit received
 - c. Broke ground on August 18th (225 LF completed as of Aug 20th)
2. Henrietta
 - a. Pipe delivered
 - b. Design at 50% completion (permit submitted)
 - c. Variance to Department of Drinking Water submitted.
3. Supplies – Primary supplies – Pipeline and materials for service lateral connections – have been ordered for virtually the full year. This is the District's largest materials order by a wide margin, and the order was made to secure favorable pricing and to minimize delays associated with supply shortages or backups.
 - a. 4,000' of 8" pipe ordered (delivery expected by mid-October)
 - b. 2,000' of 12" pipe ordered
 - c. 500' of 6" pipe ordered
 - d. 120 service set ups ordered (enough for IHP projects #3 and #4, and possibly #5 and #6 as well)
4. Equipment – A learning lesson from last year was to consider backup equipment to minimize delays and re-mobilization time/cost. The cost of additional equipment is negligible compared to the savings lost from de-mobilizing due to equipment needing replacement or repair.
 - a. Additional breaker bar module ordered (used to break boulders)
 - b. Additional trench plates ordered (to be used if jobs are run concurrently)
5. Planning
 - a. 1 of 2 limited-term employees (LTEs) has been recruited and hired.

- b. Staff is considering whether it is possible to run job concurrently or overlap the beginning and end of each job. To this end, additional trench plates have been ordered, and design/permits will be timed for approval before the end of subsequent jobs.
- c. Staff is considering opportunities for accelerated or compressed job execution to allow time for future considerations, including:
 - i. Acceleration of asset maintenance (e.g. valves, hydrants, sewer)
 - ii. Feasibility of assuming associated activities such as paving

ASSET MAINTENANCE – Staff is also committed to meeting annual asset maintenance targets– e.g. exercising valves, maintaining hydrants, inspecting and cleaning sewer lines, etc. There is a direct relationship between capacity for IHP and asset maintenance. The following are considerations for meeting asset maintenance goals:

- 1. Develop and/or update work flows for various maintenance activities
- 2. Consider implementation of a centralized work order system for drastically improved work order management
- 3. Front-load asset maintenance in order to: 1) refine baseline expectations; or 2) catch up on asset maintenance; or 3) shift capacity to IHP.

This item has been agendaized for discussion because this is the first update for a significant District initiative that is intended to continue for many years. Future updates are anticipated to be incorporated either into the General Manager's Report or the cash disbursements.

RECOMMENDATION

NA.

Prepared and Submitted by:



Darlene Telles
Operations & Maintenance Manager

Attachment(s): FY 2025-26 IHP Work Schedule

Project Schedule
Crescsenta Valley Water District
Design of FY 25/26 In-house Pipeline Replacement Project
Schedule

DRAFT

ID	Location	Task Name	Duration	Start	Finish	6/22	July	7/6	7/13	7/20	7/27	August	8/3	8/10	8/17	8/24	September	8/31	9/7	9/14	9/21	October	9/28	10/5	10/12	10/19	10/26	November	11/2	11/9	11/16	11/23	December	11/30	12/7	12/14
1		FY 25/26 PIPELINE REPLACEMENT PROJECTS, IN-HOUSE CAPITAL PROJECTS 4,649 L.F (0.88 miles)	267 days	Mon 6/23/25	Tue 6/30/26																															
2	Upper Terrace	IHP CIP Upper Terrace Project I-1095	76 days?	Mon 6/9/25	Mon 9/22/25																															
1		Upper Terrace- Installation of 1,138 L.F of 8-inch cmlxcmc Steel Water Main (0.22 miles)	75 days	Mon 6/9/25	Fri 9/19/25																															
2		1 Scope	1 day?	Mon 6/9/25	Mon 6/9/25																															
8		2 Project Charter	2 days?	Mon 6/9/25	Tue 6/10/25																															
17		3 Design	7 days?	Tue 6/10/25	Wed 6/18/25																															
25		4 Field Survey	7 days?	Wed 6/18/25	Thu 6/26/25																															
32		5 Design/Drawing Approval	28 days?	Wed 7/9/25	Fri 8/15/25																															
51		7 Mobilization	1 day?	Mon 8/18/25	Mon 8/18/25																															
60		8 Construction	20 days?	Mon 8/18/25	Fri 9/12/25																															
71		9 Disinfection and Sample Testing	4 days?	Thu 9/11/25	Tue 9/16/25																															
77		10 Connection	7 days?	Fri 9/12/25	Mon 9/22/25																															
93		11 Pavement Restoration	2 days?	Mon 9/15/25	Tue 9/16/25																															
99		12 Post -Construction Review	1 day?	Wed 9/17/25	Wed 9/17/25																															
104		13 Closing	1 day?	Thu 9/18/25	Thu 9/18/25																															
3	Henrietta Ave	IHP CIP 2700-2800 Henrietta , Project I-1096	148 days?	Mon 6/9/25	Wed 12/31/25																															
1		I-1096 Henrietta Ave. - Installation of 1,700 L.F of 8-inch cmlxcmc Steel Water Main (0.32 miles)	148 days	Mon 6/9/25	Wed 12/31/25																															
2		1 Scope	1 day?	Mon 6/9/25	Mon 6/9/25																															
8		2 Project Charter	2 days?	Mon 6/9/25	Tue 6/10/25																															
17		3 Design	30 days?	Tue 6/10/25	Mon 7/21/25																															
25		4 Field Survey	7 days?	Mon 7/14/25	Tue 7/22/25																															
32		5 Design/Drawing Approval	50 days?	Tue 7/22/25	Mon 9/29/25																															
51		7 Mobilization	1 day?	Mon 9/29/25	Mon 9/29/25																															
59		8 Construction	45 days?	Mon 9/29/25	Fri 11/28/25																															
69		9 Disinfection and Sample Testing	7 days?	Mon 11/10/25	Tue 11/18/25																															
75		10 Connection	17 days?	Tue 11/18/25	Wed 12/10/25																															
91		11 Pavement Restoration	2 days?	Tue 12/9/25	Wed 12/10/25																															
97		12 Post -Construction Review	1 day?	Mon 12/15/25	Mon 12/15/25																															
102		13 Closing	1 day?	Tue 12/16/25	Tue 12/16/25																															
4	Parkhaven	IHP CIP Parkhaven Pl. Project I-1097	190 days?	Tue 7/29/25	Mon 4/20/26																															
1		I-1097 Parkhaven Ave. - Installation of 240 L.F of 8-inch cmlxcmc Steel Water Main (0.05 miles)	121 days	Fri 10/31/25	Fri 4/17/26																															
2		1 Scope	1 day?	Fri 10/31/25	Fri 10/31/25																															
8		2 Project Charter	2 days?	Fri 11/7/25	Mon 11/10/25																															
17		3 Design	30 days?	Tue 11/11/25	Mon 12/22/25																															
25		4 Field Survey	7 days?	Mon 12/22/25	Tue 12/30/25																															
32		5 Design/Drawing Approval	50 days?	Tue 12/30/25	Mon 3/9/26																															
51		7 Mobilization	1 day?	Wed 2/25/26	Wed 2/25/26																															
59		8 Construction	15 days	Wed 2/25/26	Tue 3/17/26																															
69		9 Disinfection and Sample Testing	7 days?	Wed 3/18/26	Thu 3/26/26																															
75		10 Connection	17 days?	Fri 3/27/26	Mon 4/20/26																															
91		11 Pavement Restoration	2 days?	Thu 4/16/26	Fri 4/17/26																															
97		12 Post -Construction Review	1 day?	Fri 4/17/26	Fri 4/17/26																															
102		13 Closing	1 day?	Fri 4/17/26	Fri 4/17/26																															
5	Two Strike Park	IHP CIP Two Strike Park Project I-1098	122 days?	Thu 12/11/25	Thu 5/28/26																															
1		I-1098 Two Strike Park Easement - Installation of 875.24 L.F of 8-inch cmlxcmc Steel Water Main (0.16	122 days	Thu 12/11/25	Thu 5/28/26																															
2		1 Scope	1 day?	Thu 12/11/25	Thu 12/11/25																															

Project: IHP CIP Project Schedule
Date: Thu 7/3/25

Task

Split

Milestone

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◆

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

◆

◆

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

↓

Manual Progress

Project Schedule
Crescsenta Valley Water District
Design of FY 25/26 In-house Pipeline Replacement Project
Schedule

DRAFT

ID	Location	Task Name	Duration	Start	Finish	6/22	July 6/29	7/6	7/13	7/20	7/27	August 8/3	8/10	8/17	8/24	September 8/31	9/7	9/14	9/21	9/28	October 10/5	10/12	10/19	10/26	November 11/2	11/9	11/16	11/23	December 11/30	12/7	12/14
8		2 Project Charter	1 day?	Thu 12/11/25	Thu 12/11/25																										
17		3 Design	43 days	Thu 12/11/25	Mon 2/9/26																										
25		4 Field Survey	3 days?	Tue 2/10/26	Thu 2/12/26																										
32		5 Design/Drawing Approval	51 days?	Tue 2/10/26	Mon 4/20/26																										
51		7 Mobilization	1 day?	Tue 4/21/26	Tue 4/21/26																										
59		8 Construction	20 days	Wed 4/22/26	Tue 5/19/26																										
69		9 Disinfection and Sample Testing	7 days?	Tue 4/28/26	Wed 5/6/26																										
75		10 Connection	20 days?	Wed 4/29/26	Tue 5/26/26																										
91		11 Pavement Restoration	2 days?	Wed 5/27/26	Thu 5/28/26																										
97		12 Post -Construction Review	1 day?	Thu 5/28/26	Thu 5/28/26																										
102		13 Closing	1 day?	Thu 5/28/26	Thu 5/28/26																										
6	5000 Rosemont Ave	IHP CIP 5000 Rosemont (Henrietta Pl) Project I-1099	87 days?	Wed 3/25/26	Wed 7/22/26																										
1		I-1099 5000 blk. Of Rosemont Ave. (Henrietta Pl. PVT.) Easement - Installation of 348.02 L.F of 8-inch cmixcmc Steel Water Main (0.06	70 days	Wed 3/25/26	Mon 6/29/26																										
2		1 Scope	1 day?	Wed 3/25/26	Wed 3/25/26																										
8		2 Project Charter	1 day?	Wed 3/25/26	Wed 3/25/26																										
17		3 Design	15 days	Wed 3/25/26	Tue 4/14/26																										
25		4 Field Survey	3 days?	Tue 3/31/26	Thu 4/2/26																										
32		5 Design/Drawing Approval	44 days?	Thu 4/2/26	Mon 6/1/26																										
51		7 Mobilization	1 day?	Tue 6/2/26	Tue 6/2/26																										
59		8 Construction	15 days	Tue 6/2/26	Mon 6/22/26																										
69		9 Disinfection and Sample Testing	7 days?	Mon 6/22/26	Tue 6/30/26																										
75		10 Connection	20 days?	Thu 6/25/26	Wed 7/22/26																										
91		11 Pavement Restoration	3 days?	Wed 7/1/26	Fri 7/3/26																										
97		12 Post -Construction Review	1 day?	Wed 7/1/26	Wed 7/1/26																										
102		13 Closing	1 day?	Wed 7/1/26	Wed 7/1/26																										

Project: IHP CIP Project Schedule
Date: Thu 7/3/25

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

Manual Progress

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Project: IHP CIP Project Schedule
Date: Thu 7/3/25

Task	Summary	External Milestone	Inactive Summary	Manual Summary Rollup	Finish-only	Manual Progress
Split	Project Summary	Inactive Task	Manual Task	Manual Summary	Deadline	
Milestone	External Tasks	Inactive Milestone	Duration-only	Start-only	Progress	

Project Schedule
Crescsenta Valley Water District
Design of FY 25/26 In-house Pipeline Replacement Project
Schedule

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ID	Location	Task Name	Duration	Start	January			February			March			April			May			June			July										
					12/21	12/28	1/4	1/11	1/18	1/25	2/1	2/8	2/15	2/22	3/1	3/8	3/15	3/22	3/29	4/5	4/12	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	
8		2 Project Charter	1 day?	Thu 12/11/25																													
17		3 Design	43 days	Thu 12/11/25																													
25		4 Field Survey	3 days?	Tue 2/10/26																													
32		5 Design/Drawing Approval	51 days?	Tue 2/10/26																													
51		7 Mobilization	1 day?	Tue 4/21/26																													
59		8 Construction	20 days	Wed 4/22/26																													
69		9 Disinfection and Sample Testing	7 days?	Tue 4/28/26																													
75		10 Connection	20 days?	Wed 4/29/26																													
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Project: IHP CIP Project Schedule
Date: Thu 7/3/25

Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only		Manual Progress	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline			
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress			

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 4
August 26, 2025

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: **District's Rules & Regulations, Appendix C – Miscellaneous Charges And District Forms**

ACTION ITEM:

Consideration and possible motion to adopt changes to the District's Rules and Regulations, Appendix C – Miscellaneous Charges and District Forms.

BACKGROUND:

The District's Appendix C of the Rules & Regulations outlines charges for non-rate fees. As the cost of providing services continues to rise, the District should also evaluate fees to ensure proper cost recovery. Also, there are new fees for new services that need to be included in the fee schedule. These are: 1) the monthly meter read needed if a customer opts out of AMI; and 2) the cross-connection fee for the program newly required by regulations.

DISCUSSION:

Staff has reviewed current fees and performed a cost-of-service analysis to determine the appropriate costs to recover. The fees are as shown in the attached Appendix C.

RECOMMENDATION:

Adopt the proposed changes to the District's Rules and Regulations, Appendix C – Miscellaneous Charges and District Forms

Prepared and Submitted by:



Arturo Montes
Interim Director of Finance and Administration

Attachment:
Appendix C – Miscellaneous Charges And District Forms

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APPENDIX C

CRESCENTA VALLEY WATER

DISTRICT

MISCELLANEOUS CHARGES AND

DISTRICT FORMS

CRESCENTA VALLEY WATER DISTRICT

APPENDIX C

MISCELLANEOUS CHARGES AND DISTRICT FORMS

New Account Fee	\$40.00 – during office hours \$60.00 – after office hours or weekends
Deposit Fee [Per Article 7.02.C]	\$100.00
Automatic Payment Fee	\$0.25/Transaction
Late Charge [Per Article 8.04.D]	\$25.00
Reconnection Charge [Per Article 8.03.F(1)]	\$50.00 - during office hours \$125.00 - after office hours or weekends \$50.00 - plus cost of new lock and District labor and materials to repair damage for unauthorized turn-on.
<u>Monthly Meter Read (AMI Opt Out)</u>	<u>\$25.00</u>
Returned Check Charge [Per Article 8.03.F(2)]	\$35.00
Meter Test Charge [Per Article 8.03.F(3)]	\$50.00
Pulled Meter Charge [Per article 8.03.F(4)]	\$50.00
Unauthorized Water Use [Per Article 8.03.F(5)]	\$1,000.00
Turn off at Main [Per Article 8.03.F(6)]	Actual cost to District
Plan Check Fees [Per Article 11.01.D]	Parcel Maps \$100.00 Subdivisions of 1 to 9 \$200.00 Parcels or dwelling units 10 - 19 units \$300.00 20 or more units \$400.00
D-job Administrative Fee [Per Article 11.01.E]	
	Tier 1 \$515.00 400
	Tier 2 \$2,415.00 2,300
	Tier 3 \$5,715.00 5,600
Fire Hydrant Test Fee [Per Article 11.13.C]	\$380.00 300.00
<u>Cross-Connection Program Fee [Per Article TBD]</u>	<u>\$100.00</u>

Installation of Water Services [Per Article 7.05A]:

The applicant will be charged an amount estimated to be the actual costs to the District of the installation and material for a service connection. An initial deposit will be required with a final payment or credit due upon completion.

Damaged Water Service Lateral Replacement [Per Article 8.02 I]

Prorated to remaining 50-year service life

Minimum Charge:

\$500.00

Copies of District Records [Per Article 11.01]

\$0.15/page after first ten pages*

*Members of the public are entitled to a maximum of ten (10) pages copied within any 60-day period at no charge.

Other Charges:

Where the District determines that a charge is appropriate for a particular service provided, which charge is not specified herein, the General Manager shall determine the amount to be charged the Customer.

APPENDIX C
CRESCENTA VALLEY WATER
DISTRICT
MISCELLANEOUS CHARGES AND
DISTRICT FORMS

CRESCENTA VALLEY WATER DISTRICT

APPENDIX C

MISCELLANEOUS CHARGES AND DISTRICT FORMS

New Account Fee	\$40.00 – during office hours \$60.00 – after office hours or weekends
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<i>Monthly Meter Read (AMI Opt Out)</i>	\$25.00
<i>Returned Check Charge</i> [Per Article 8.03.F(2)]	\$35.00
Meter Test Charge [Per Article 8.03.F(3)]	\$50.00
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D-job Administrative Fee [Per Article 11.01.E]	
	Tier 1 \$515.00 Tier 2 \$2,415.00 Tier 3 \$5,715.00
Fire Hydrant Test Fee [Per Article 11.13.C]	\$380.00
Cross-Connection Program Fee [Per Article TBD]	\$100.00
Installation of Water Services [Per Article 7.05A]:	
The applicant will be charged an amount estimated to be the actual costs to the District of the installation and material for a service connection. An initial deposit will be required with a final payment or credit due upon completion.	
Damaged Water Service Lateral Replacement [Per Article 8.02 I]	
Prorated to remaining 50-year service life	
Minimum Charge:	\$500.00
Copies of District Records [Per Article 11.01]	\$0.15/page after first ten pages*

*Members of the public are entitled to a maximum of ten (10) pages copied within any 60-day period at no charge.

Other Charges:

Where the District determines that a charge is appropriate for a particular service provided, which charge is not specified herein, the General Manager shall determine the amount to be charged the Customer.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 5
August 26, 2025

To: Honorable President and Members of the Board of Directors
From: Arturo Montes – Interim Director of Finance and Administration
Subject: OPEB Prefunding and Buyouts

ACTION ITEM:

Discussion and possible motion to approve a contribution to the District's CERBT Fund, and development of an OPEB Prefunding Policy and OPEB Buyout Policy.

BACKGROUND:

At the July 8, 2025, Board Meeting, staff presented the District's future Other Post-Employment Benefits (OPEB) liability that exists from retirement health coverage offered to employees hired before July 1, 2019. Figure 1 below shows the estimate payments for the next 60 years. The Board directed staff to present a long-term funding policy to address the liability at the upcoming Finance and Policy Committee Meeting before bringing it back to the full board. Staff presented the funding options below to the Finance and Policy committee held August 21, 2025.

DISCUSSION:

Funding Strategy

The District utilizes Actuarial Consulting Group (ACG) to assess its OPEB liability based on key assumptions such as retirement age, life expectancy, healthcare cost trends, and inflation. As of June 30, 2024, the District's total OPEB liability was \$7.4M with a CERBT funded status of 11 percent.

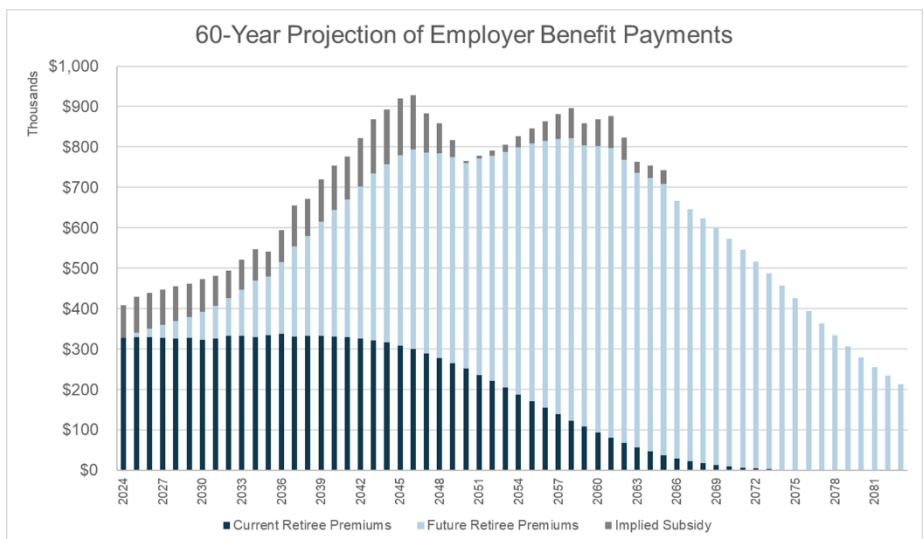


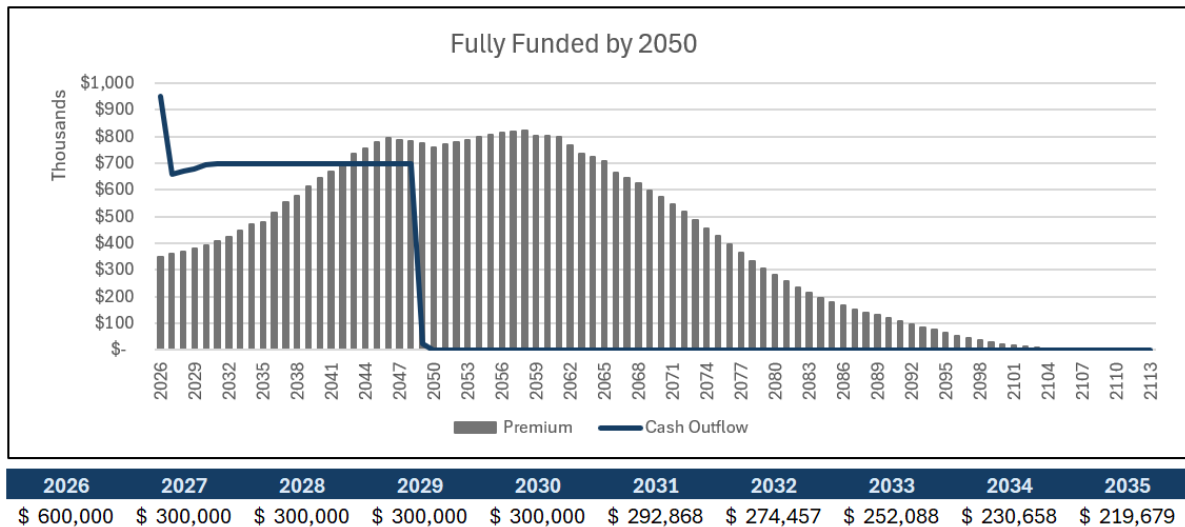
Figure 1. 60-Year Projection of Employer Benefit Payments

Staff estimates the liability to have increased to an estimated \$8.0M by July 30, 2025. This means that the District would need to invest \$8.0M into the CERBT fund for all future payments to be covered by the fund. This strategy is not feasible, and at the direction of the Finance and Policy Committee, staff is presenting three concepts for developing a funding strategy and possible buy-out options.

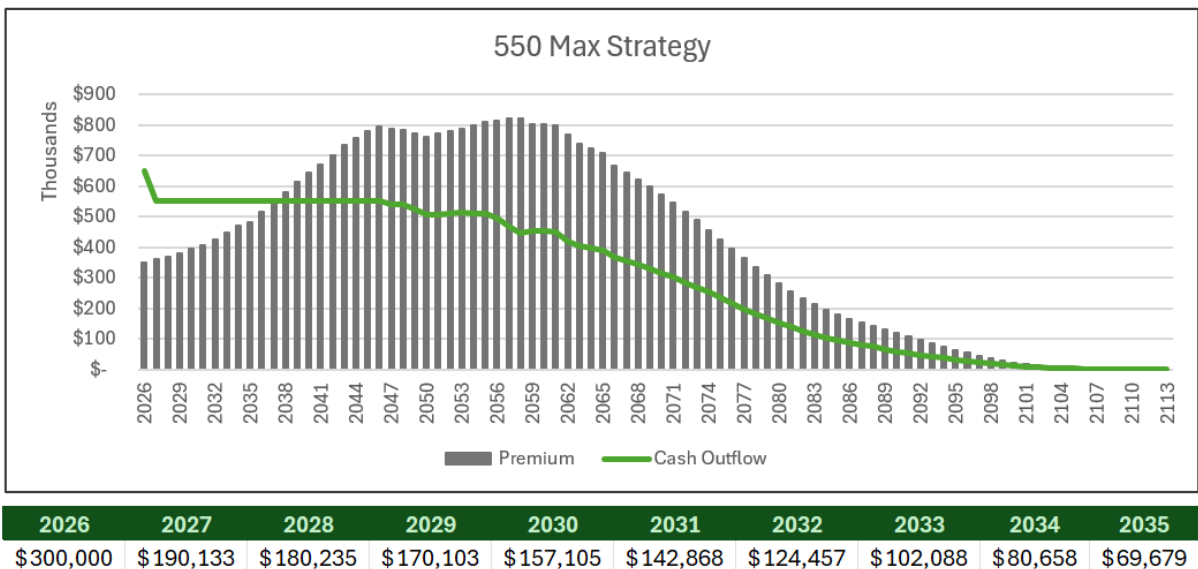
1. The first is based on percent funding, which can be set at the Board's discretion. The example below illustrates accomplishing 100 percent within a 15-year period.
2. The second sets an annual cap of outflows. The example shows a cap of \$550K annual outflows.
3. The final strategy is based on leveling out the outflows for the life of the fund. Parameters to consider for each funding strategy include level of contribution, level of future expense funding, cash outflow and termination of fund. Each strategy below is accompanied by a projection of cash outflows and contributions for the next 10 years.

Long-Term Funding Strategies

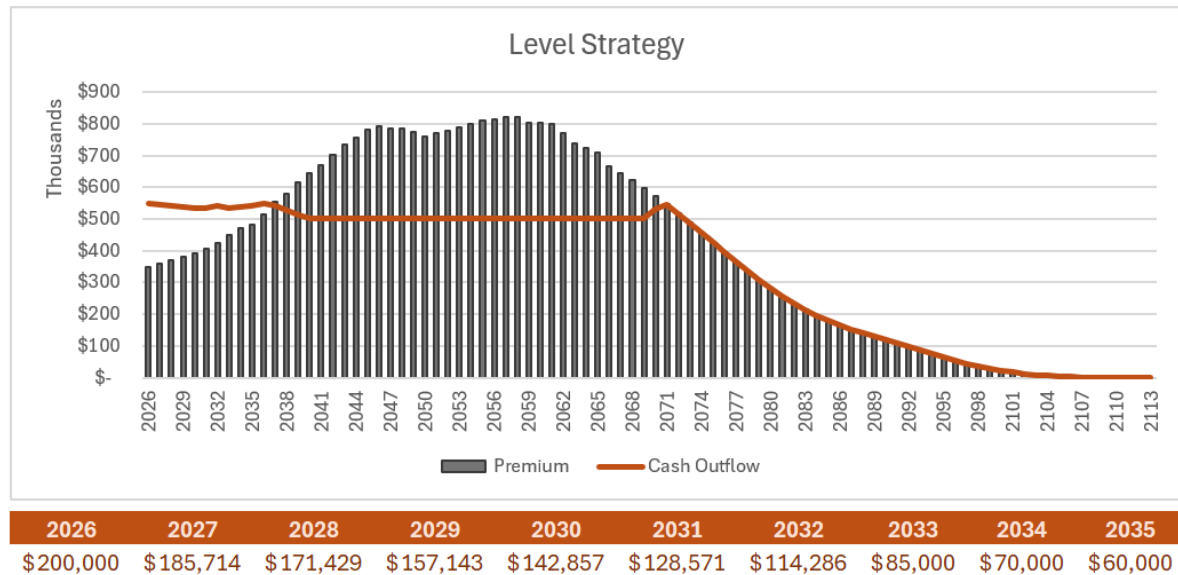
1. **Fully Funded by 2050** – This strategy is an example of a percent funding strategy and shows funding at 100%. It takes advantage of the additional revenue collected in Fiscal Year 2025 making a one-time contribution of \$600K with 15 additional declining contribution beginning at \$300K. The District could then start drawing funds in 2050 to cover 100 percent of the OPEB liability.



2. **550 Max Strategy** – This strategy is an example of a cap on outflows strategy. It aims to keep all future outflows for OPEB expenses under \$550K. It makes balanced contributions through 2036 and then starts drawing from the fund to keep expenses at or below \$550K. It continues to draw through 2112 to minimize the expense in future years. Total contribution to the fund would be \$1.55M and the estimated cash outflow is projected to be \$26.5M



3. **Level Strategy** – This strategy balances contributions and use of funds to smooth out expenses through 2074. This strategy also uses all CEBRT funds by 2074, limiting the risk of sequestered funds. Total contribution to the fund would be \$1.45M, and the estimated cash outflow is projected to be \$30.3M



These funding strategies should serve as a guide and adjusted annually as year-end financial information becomes available. The following levers may be incorporated into the funding policy:

1. Cashflow availability – The District must ensure sufficient available resources to fund any contribution without negatively impacting operations. Contributions may be increased or decreased based on cashflow.
2. Updating of long-term projections – The long-term projections should be updated at minimum every two years to account for actual rate of return for CERBT and updated liability information.

OPEB Buyouts

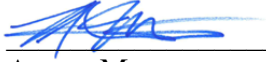
In addition to funding the OPEB trust, the liability can be reduced through voluntary OPEB buyouts. This strategy allows employees to waive their future District-paid retiree medical benefits in exchange for a one-time incentive. When considering buyouts, there are several factors to consider:

1. Eligibility – Include only employees who are eligible for OPEB and meet current plan eligibility requirements or include those who have not yet vested as well.
2. Payout Calculation – A set tiered buyout for eligible employees based on years of service or percentage of actuarial present value of future benefit.
3. Payment options – Payment can be made into a Health Reimbursement Arrangement (HRA) or Voluntary Employee's Beneficiary Association (VEBA) both tax-free options or a cash payout subject to payroll tax.

RECOMMENDATION:

Discuss and consider any contributions to the CERBT Fund and provide direction to staff for developing a formal funding policy.

Prepared and Submitted by:



Arturo Montes
Interim Director of Finance and Administration

Attachment:

1. Draft OPEB prefunding policy
2. Draft OPEB buyout policy

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Crescenta Valley Water District OPEB Prefunding Policy

I. Purpose

The purpose of this policy is to establish a sustainable prefunding strategy for CVWD's Other Post-Employment Benefits (OPEB) plan in alignment with Government Finance Officers Association (GFOA) best practices while reflecting CVWD's unique circumstances:

1. The plan is closed to new participants and will gradually decline.
2. Prefunding must balance sustainability, affordability, and avoidance of stranded assets under the District's Section 115 Trust, California Employers' Retiree Benefit Trust (CERBT).

II. Funding Objectives

1. Actuarially Determined Contribution (ADC): CVWD will use biennial actuarial valuations to establish an ADC that complies with GASB 75 and actuarial standards.
2. Funding Target: Because the plan is closed, the District's goal is not necessarily 100% prefunding, but rather to (Insert approved Target).
3. Annual Contributions: The District intends to contribute pay-as-you-go amounts annually to the CERBT in accordance with the funding strategy, as resources permit.
4. Overfunding: If assets exceed (Update)% of the actuarial liability, the Board will evaluate reducing contributions to avoid long-term stranded assets.

III. Governance and Oversight

1. The OPEB trust will be administered in accordance with Section 115 trust requirements.

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2. CVWD's Finance and Policy Committee will review actuarial reports annually and recommend adjustments.
3. Investment allocation will follow CERBT Strategy 1, unless modified by Board action.

IV. Transparency and Communication

1. The District will publish summary results from actuarial valuations and trust performance annually.
2. All communications will align with formal plan documents to avoid creating unintended obligations.

V. Policy Review

This policy will be reviewed every 3 years, or sooner if:

1. Significant actuarial changes occur (e.g., discount rate, trend assumptions).
2. Plan membership declines significantly.
3. GASB, IRS, or GFOA guidance is updated.

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Crescenta Valley Water District OPEB Buyout Policy

A. Purpose

The purpose of this policy is to provide a structured, voluntary buyout program for participants in CVWD's OPEB plan. The program is designed to reduce long-term liabilities, provide flexibility to employees and retirees, and ensure fairness through actuarially determined lump-sum offers.

B. Eligibility Categories

1. Employees Under Age 50 or Fewer than 10 Years of Service
 - a) Eligible for a lump-sum payout equal to (X%) of the present value of accrued benefits (based on vesting).
 - b) Acceptance requires irrevocable forfeiture of future OPEB benefits.
 - c) Must be accepted within 90 days of policy approval.
2. Employees Age 50+ with 10+ Years of Service
 - a) (update with approved calculations)
 - b) Must waive ongoing medical coverage through CVWD.
3. Recent Retirees (within 1 year of retirement)
 - a) (update with approved calculations)
 - b) Must waive ongoing medical coverage through CVWD.

C. General Conditions

1. Buyouts are voluntary and subject to Board approval.
2. Amounts will be reviewed annually by the District's actuary to ensure equity and liability reduction.

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3. Participants must sign an irrevocable waiver of further OPEB eligibility.
4. The Buyout policy will be reviewed at a minimum every 3 years to ensure actuarial soundness.

D. Communication and Transparency

1. Participants will receive clear explanations of options and tradeoffs.
2. The District will provide education sessions prior to buyout windows.
3. All communications will align with formal plan documents to avoid creating unintended obligations.

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Action Item No. 6
August 26, 2025

To: Honorable President and Members of the Board of Directors
From: Ryan Guiboa – General Counsel
Subject: Code of Conduct Policy

ACTION ITEM:

Consider and provide direction on a Code of Conduct policy for the Board of Directors.

BACKGROUND:

In keeping with the policies declared by the state legislature in enacting codes of ethics for state and local officials, it is recognized that high moral and ethical standards among public officials are essential to the conduct of local government. A code of ethics is necessary for the guidance of District officials in order to prevent conflicts of interest in public office, improve standards of public service, and promote and strengthen the faith and confidence of the residents of the District in their governing body.

In support of these objectives, a code of conduct may also be adopted by the Board. A code of conduct policy exemplifies the District's commitment to maintaining a positive and mutually respectful environment for Board members, staff, visitors, members of the public, and all other parties who conduct business or interact with the District.

DISCUSSION:

The promotion of a climate of civility and trust is a shared responsibility of the District's Board of Directors. To further promote a positive environment of mutual respect, the Board may establish a code of conduct that sets the minimum requirements for elected officials of the District. The purpose of a code of conduct is often used to:

- A. Describe the standards of behavior expected of District elected officials;
- B. Promote and maintain an environment that fosters the public's trust and confidence in the District;
- C. Provide an ongoing source of guidance to District elected officials in their day-to-day service as members of the Board; and
- D. Establish complaint handling procedures for any alleged violations.

Sample policies on conduct standards and procedures of the governing bodies of various public agencies are attached. These policies are provided merely as examples of what other public agencies have adopted. The Board may identify provisions of these policies that it may wish to include as part of a potential Board Code of Conduct.

RECOMMENDATION:

Staff recommends that the Board consider and provide direction as to the potential creation of a Code of Conduct for Board Directors.

Prepared and Submitted by:

Ryan Guiboa
General Counsel

Attachment:

1. West Basin Water District Code of Conduct
2. Twenty-Nine Palms Water District Code of Conduct
3. Rancho California Water District Code of Conduct

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WEST BASIN MUNICIPAL WATER DISTRICT ADMINISTRATIVE CODE

Excerpt

Part 2. Administration

Code of Conduct

TABLE OF CONTENTS

PART 2. ADMINISTRATION	2-1
Chapter 1. Board Of Directors	2-1
ARTICLE 3. POWERS AND DUTIES	2-1
2-1.306 CODE OF CONDUCT	2-1
List of Changes to Part 2, Chapter 1. Board of Directors	2-29

Part 2. ADMINISTRATION
CHAPTER 1. BOARD OF DIRECTORS
ARTICLE 3. POWERS AND DUTIES

2-1.306 CODE OF CONDUCT ^{7,8,9,10,11,12,13,24,25,26}

The West Basin Municipal Water District is committed to upholding the highest ethical standards in all our business and professional operations and relationships. We will carry out our mission with unquestionable ethics and integrity, the cornerstone of achieving and maintaining credibility and ensuring public trust. We owe this, and no less, to the public we serve.

The ability of the District to achieve their mission is directly dependent on the day-to-day choices we make and our actions while representing the District. We are accountable for creating and maintaining credibility and trust with our customers, dealing fairly and honestly with our suppliers, contractors and consultants, and avoiding actual or perceived conflicts of interest that may arise due to outside activities, employment, and gifts.

In addition to the standards set forth above, all employees and directors are expected to treat District directors, employees, and third parties with respect, dignity, and courtesy. Rude behavior, outbursts, and discourteousness will not be tolerated, and will be considered conduct unbecoming a District representative.

(a) Ethics Committee

- (1) The Ethics Committee of the West Basin Municipal Water District ("District") shall be a standing committee and shall meet at an annual regular meeting on the first Monday in October, and have special meetings when needed, to address compliance issues related to this policy. Any violations of this Code, real or perceived, are to be immediately reported to the General Manager or an Ethics Committee member. Any suspected potential violations will be agendaized at the next scheduled Ethics Committee meeting. On an annual basis, this Code will be reviewed by District Counsel to ensure

compliance with statutory requirements.

(2) The District encourages reporting all good faith suspected violations of this Code of Conduct. Until the Ethics Committee determines that an actual violation of this Code has occurred, the alleged violator is presumed to be innocent of the violation. There shall be no adverse consequences suffered by anyone making a good faith report of a suspected violation nor shall there be any adverse consequences suffered by anyone accused of violating these standards and subsequently found not to have violated this Code of Conduct. The identity of any persons reporting violations of this Code of Conduct shall be kept confidential to the extent permitted by law.

(3) The Ethics Committee shall be comprised of the following four members: Two West Basin Municipal Water District Directors, and two *ex-officio* members – the District's General Manager and District Legal Counsel.

(b) Ethics Training. Each Director shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service every two (2) years. [Per Government Code Section 53235.1.]

The District shall inform the Directors annually of ethics training opportunities. Group study or self-study ethics curricula developed by the District must be approved by the Fair Political Practices Commission and the Attorney General and may include local ethics policies.

A local agency or an association of local agencies may offer one or more training courses, or sets of self-study materials with tests, which may be taken at home, in-person, or online.

All providers of ethics training courses shall provide the Directors with proof of participation forms, indicating the date of the training and the entity that provided the training. The District shall maintain these records for five (5) years.

(c) Board/Staff Relationship. District staff report to the Board through the office of the General Manager. Board communications to employees shall be

made through the office of the General Manager.

The Board of Directors sets policy for the District and provides direction to the General Manager. It is the job of the General Manager to implement the Board's policies and priorities.

- (d) District Property/ Equipment and Director's Mail. A Director can be assigned selected District equipment for use on District business. No Director shall use or permit the use of District equipment, telephones, materials or property for personal gain or profit. No Director shall request a District employee to perform services for their personal gain or profit. Each Director must protect and properly use any District asset within his or her own control, including information recorded on paper or in electronic form.

Directors of the District shall not use the District logo, stationery, or other facsimile thereof, for any solicitation or other political activity including, but not limited to, political contributions.

The office of the General Manager is directed to open all mail addressed to an individual Director as a member of the West Basin Municipal Water District Board of Directors, unless marked personal or confidential. If such mail is relevant to District operations, and not just the individual director addressee, it will be distributed to all five Directors.

- (e) Employment. Employment decisions such as hiring, promoting, evaluating, compensation and terminating employees are based on qualifications for the position, ability and performance. The District attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions and reserves the right to take action in such situations.

Hiring of new employees is the responsibility of the General Manager. All contacts or communications with individuals interested in employment with the District should be referred to the Human Resources Department.

- (f) Confidential Information. From time to time, Directors have access to confidential information. Medical information, hiring information, and

information discussed in Closed Session meetings of the Board are examples of this type of information. With regard to this information:

- (1) A Director shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
- (2) A Director shall not intentionally, knowingly or recklessly disclose confidential information concerning the property, operations, policies, employees or affairs of the District. This rule does not prohibit any disclosure that is no longer confidential by law, or the confidential reporting of illegal or unethical conduct to authorities designated by law.

(g) Conflict of Interest

- (1) A Director shall not make, participate in making or in any way attempt to use his/her official position to influence a District decision in which he/she has a financial interest.
- (2) A Director shall disclose to the Board, at a public meeting, all affiliations to businesses, institutions, or organizations that participate in any District programs. A Director shall not make, participate in making, or use his/her official position to influence any District decision directly relating to any contract where the Board member knows or has reason to know that any party to the contract is a person or entity with whom the Board member, or any member of his/her immediate family, has engaged in any business transaction or transactions on terms not available to the public.
- (3) A conflict of interest can exist anytime a Director's position or decisions provide financial benefit or improper advantage. Directors will comply with the Political Reform Act, Government Code section 1090, *et seq.*, and all other applicable statutes and regulations.
- (4) A Director shall not, directly or indirectly, induce or attempt to induce any District employee to do any of the following:
 - (i) To participate in an election campaign, contribute to a

candidate or political committee, or engage in any other political activity relating to a particular party, candidate or issues; or

(ii) To refrain from engaging in any lawful political activity.

(5) A former Director shall not represent any person, group, or entity other than himself or herself or his/her spouse or minor children for a period of one year after the termination of his or her official duties as follows:

(i) Before the Board; or

(ii) Before District employees having responsibility for making recommendations to, or taking any action on behalf of the District.

(h) Ex-Parte Communications

(1) The District strives to ensure the protection of due process and fairness in its decision-making process. The District promotes transparency in its decision-making process and strives to ensure that all District decisions are made on the basis of information available to all District Board members and to the public. When making any contact with District employees or Directors all parties must exercise sound judgment and caution to prevent an actual or implied impression that such contacts will result in preferential treatment of the prospective contractor.

(2) All communications received by District Directors regarding contractual matters pending before the Board shall be reported to the General Manager. District Directors who are contacted shall make no representations regarding the pending contractual matter other than the communication will be forwarded to the General Manager.

All such communications requesting clarification of further information concerning the pending contractual matter shall be responded to by a District employee in a manner that ensures all other bidders, proposers, vendors, or contractors receive identical

responses.

All communications that are not handled as described above, are ex-parte communications which are prohibited. Board action that was the subject of the ex-parte communication may be revoked.

(i) Participation in Political Activities

(1) Definitions. For purposes of this section, the following definitions shall apply:

(i) "Contribution" means a payment, a loan, an extension of credit, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment, except to the extent that full and adequate consideration is received, unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure made at the behest of a candidate, committee, or elected officer is a contribution to the candidate, committee, or elected officer, unless full and adequate consideration is received for making the expenditure.

The term "Contribution" includes the purchase of tickets for events such as dinners, luncheons, rallies, and similar fund-raising events; the granting of discounts or rebates not extended to the public generally or the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and the payment of compensation by any person for the personal services or expenses of any other person if such services are rendered or expenses incurred on behalf of a candidate or committee without the payment of full and adequate consideration.

The term "contribution" further includes any transfer of anything of value received by a committee from another committee.

The term "contribution" does not include amounts received pursuant to an enforceable promise to the extent such amounts have been previously reported as a contribution. However, the fact that such amounts have been received shall be indicated in the appropriate campaign statement.

The term "contribution" does not include volunteer personal services or payments made by any individual for his/her own travel expenses if such payments are made voluntarily without any understanding or agreement that they shall be directly or indirectly repaid to him/her.

A loan or extension of credit shall be considered a contribution from the maker and guarantor of the loan and shall be subject to the contribution limitations of this policy except that such limitations shall not apply to loans or extensions of credit made to the candidate by a commercial lending institution in the lender's regular course of business on terms available to members of the general public for which the candidate is personally liable.

- (ii) "Candidate" - For the purposes of this section, a person shall be considered a "candidate" when the filing of a statement of intention to be a candidate is filed with the Los Angeles County Registrar Recorder. All limitations on contributions shall apply from that date.
- (iii) "Person" - For the purposes of this section, "person" shall mean an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, or any other organization or group of persons acting in concert.
- (iv) "Pending" means the time period between the District issuing a Request for Proposal or other formalized solicitation for the

provision of contracting, management, or professional services, or for the furnishing of any material supplies, equipment, or real estate, and the approval date by the Board.

- (2) Contributions Made on Behalf of Another. No person shall make a contribution on behalf of another, or while acting as the intermediary or agent of another, without disclosing to the recipient of the contribution both the person's, intermediary's, or agent's own full name and street address, occupation and the name of the person's, intermediary's or agent's employer, if any, or the person's, intermediary's or agent's principal place of business if the person, intermediary, or agent is self-employed; the recipient of the contribution shall also be made aware of the full name and street address and occupation and the name of the employer, if any, or principal place of business, if self-employed, of the actual contributor.
- (3) Assumed Name Contributions. No contribution shall be made, directly or indirectly, by any person or combination of persons acting jointly in a name other than the name by which they are identified for legal purposes, nor in the name of another person or combination of persons. No person shall make a contribution in his/her or its name of anything belonging to another person or received from another person on the condition that it is used as a contribution.
- (4) Political Contributions. No person who has a potential new contract with the District, either for professional services or for the furnishing of any material, supplies, equipment or real estate to the District shall contribute directly or indirectly to a Director while that matter is pending before the District.

(j) Installation Ceremonies

Installation ceremonies for all newly elected Board members shall take place at a time and location accessible to the public. If more than one director is to be installed, one joint ceremony shall be conducted. Staff will

use their best efforts to defray costs by soliciting private contributions to fund these ceremonies.

(k) Review of Contracts. All contracts entered into by the General Manager under his authority pursuant to the Administrative Code shall be submitted to the District Board on a quarterly basis.

(l) Expense Reimbursement. Payment for travel and other expenses shall be allowed when reasonably necessary to represent the interest of the District. Business expenses shall normally be paid as set forth below.

(1) At least annually, the District will continue to publish the individual Director travel expenses whether paid by the District or reimbursed to the Director.

(2) The District will conduct a survey at least every 3 years to assess per diem, allowances, and other expenses from comparable agencies.

Expenditures for lodging, meals, transportation and other activities should provide for a reasonable level of comfort and convenience, but sound judgment shall be exercised to ensure the lowest overall reasonable cost to the District. All travel arrangements, including airfare, lodging, and car rental, should be made through a District employee, with pre-payment, whenever possible, especially for conference fees. District employees will work to ensure that travel is conducted at the lowest reasonably available cost to the District. When reimbursement is permitted, members will be reimbursed only up to the actual and necessary expenses incurred in performance of their official duties.

A Director may request the District to pay for conference registration, commercial transportation (airline, or car rental) and hotel accommodations (room, tax, and hotel parking only). A District Director may incur other incidental costs and may seek reimbursement from the District with appropriate documentation. Incidental costs include business meals, parking, gas charges for car rentals and other allowable business travel expenses.

(m) Expense Limits. An annual travel budget of \$15,000.00 per director per

fiscal year shall be established and shall incorporate conference registration, lodging/overnight travel, business meals, and transportation. This budgeted amount shall not include any expenses incurred for travel to Sacramento, California and Washington, D.C. to meet with District's legislative representatives.

Any amounts spent above the allowable limits for which the Director is seeking reimbursement shall be brought to the full Board for consideration.

(n) Travel Authorization

- (1) Actual and necessary travel expenses may be incurred in connection with official representation of the District in order to:
 - (i) Attend seminars, conferences, hearings, or other meetings directly related to the business of the District;
 - (ii) Interview persons, inspect facilities, or exchange professional information; or
 - (iii) Participate in other activities, as approved by the Board, requiring expenditures for travel, meals, and lodging that are necessary and in the best interests of the District.
- (2) Attendance at Conferences/Business Meetings – Out of State/Out of Country. Directors shall be entitled to reasonable expenses (which can include lodging and business meals) incurred for traveling to approved conferences, beginning one day prior to the start of the conference/business meetings and no later than one day following the conclusion of the conference, for travel outside the state and the United States.
- (3) Attendance at Conference/Business Meetings – In State but Outside of Tax Home. For travel in state, but outside of West Basin's Tax Home (50-mile radius of District Headquarters), Directors shall be entitled to lodging for each night of the conference/meeting, plus one night's lodging for either one day prior or one day after the conference/meeting.

- (4) Attendance at Conference/Business Meetings – In State and Within Tax Home. For travel in state and within West Basin’s Tax Home (50-mile radius of District Headquarters), Directors shall be entitled to lodging for each night of the conference/meeting, plus one night’s lodging for either one day prior or one day after the conference/meeting. Such entitlement shall be subject to the imputed income provisions of the INTERNAL REVENUE CODE. Directors shall receive reimbursement for business meals incurred on the days spent traveling to the conference/meeting. Such reimbursement shall be subject to be imputed income provisions of the INTERNAL REVENUE CODE.

(o) Authorized Expenses

Expenses in General. Authorized expenses normally include lodging/hotel accommodations, business meals, transportation (common carrier fares, rental of automobiles and parking fees) and conference registration. A Director may not submit a claim to the District for reimbursement of an expense reimbursed by another party. Any non-budgeted special event must receive prior Board approval and documentation shall be supplied to demonstrate the business purpose

- (1) Lodging/Hotel Accommodations. Lodging shall be obtained at the most economical rate reasonably available. Government rates should be utilized, if available. Use of conference headquarters hotels is encouraged. Lodging in connection with a conference or organized educational activity shall not exceed the maximum group rate published by the group or activity sponsor, provided that lodging at a group rate is available.

Whenever possible, arrangements for hotel charges should be placed on the District credit card. If a Director uses their personal credit card, the charges will be reimbursed. It is the responsibility of the individual traveling to pay for personal incidentals (movies, snack bar fees, etc.) prior to check out of the hotel. Business

center charges such as faxes, email, etc. are reimbursable if necessary to the performance of official duties and the business purpose is documented. Business calls to District facilities will be paid in full.

For events, meetings, and conferences that begin and conclude on the same day, the District will not pay or reimburse lodging/hotel accommodations that are within a 50 mile radius of the District Headquarters.

- (2) Business Meals. District Directors may recover expenses for meals that further the interests of the District ("Business Meals") consistent with the below. Business Meal expenses include the cost of meals, non-alcoholic beverages, applicable tax and reasonable tip.
- (i) Business Meals for Directors When There is No Overnight Travel. Except as provided below in Section (v) related to solo meals that are not reimbursable, for Business Meals when no overnight travel is involved, Directors have limits of \$75 per meal and \$75 per meal per guest.
 - (ii) Business Meals for Directors When There is Overnight Travel. When overnight travel is involved, Directors have a total meal limit of \$110.00 per day for solo meals (Director Only). When Directors have Business Meals with third parties or pay for a guest, the limit is \$75 per Director and \$75 per guest. The \$75 for each Director for Business Meals with others is in addition to the \$110 per day authorized in this section.
 - (iii) Documentation / Travel Companions. The Director shall indicate the business purpose and how the expenditure is necessary to promote District policies and programs. A meal receipt must be accompanied by an itemized account of charges. If the restaurant does not provide a computerized itemized receipt, a handwritten itemized receipt may be used. The meal receipt must include a description of the business

purpose of the meal. The meal receipt must also include the name, the affiliation and position of each guest, when claiming reimbursement for the Business Meal. To the extent that spouses or other travel companions accompany a Director on District related travel or to a District related event, the portion related to that person's attendance shall not be compensable by the District and must be paid for by the Director or promptly reimbursed to the District.

- (iv) No Reimbursement When Meal Is Provided. Directors are not entitled to meal reimbursement for attendance at a meeting or conference at which a meal is provided, unless approved by the Board.
 - (v) No Reimbursement for Solo Director Meals When There is No Overnight Travel. Expenses for a solo meal (Director only), incurred when there is no overnight travel, will not be reimbursable. (Section IRC§ 119.) Reimbursement will be paid for a Business Meal furnished by a Director to another person, even where there is no overnight travel. If overnight travel is involved, all Business Meals are reimbursable, regardless of whether Director is solo or with a guest.
 - (vi) Director Obligation to Reimburse for Unauthorized Meal Expenses. If a Director requests meal reimbursement in a manner that does not comply with the requirements of this policy and receives reimbursement from the District, the Director must reimburse the District any amounts received within thirty days of notice.
- (3) Transportation. Use of air, train, rental car, or private car shall be selected on the basis of the most reasonable and appropriate method, taking into consideration distance, time and total costs to the District. The following types of travel expenditures while on District business are allowable:

- (i) Travel by Private Automobile. The driver must possess a valid California driver's license and carry automobile insurance. Any damage to the vehicle or service repairs are of a personal nature, and will not be reimbursed by the District.

Expenses incurred for use of personal vehicles are covered by the District's car allowance policy as set forth below, in Section 18. All automobile travel within Los Angeles County and within a fifty-mile radius of the District Headquarters is covered by the Director's car allowance policy in Section 18 below. Mileage incurred for travel beyond these limitations is reimbursable at the standard IRS mileage reimbursement rate. Mileage incurred for travel within these limitations is not reimbursable and rental vehicles are prohibited from being used for such travel.

- (ii) Air Travel. Travel shall be in coach class or equivalent service unless the Board determines some physical problem or exceptional circumstance warrants travel in a higher class. Airline baggage fees, excluding excess weight fees, are allowable travel expenditures.

- (iii) Rental Vehicles.

- a. Rental vehicles must be limited to "mid-sized, intermediate, or standard" vehicles. If a District credit card is used to rent such vehicles, Directors shall not purchase additional automobile insurance offered or provided by the rental car company. Rental vehicles are prohibited from being used for travel within a fifty-mile radius of the District headquarters. Use of rental vehicles shall be strictly limited for official District business, and not for personal purposes.
- b. Rental vehicles shall only be used when such use is economical. Accordingly, reimbursement for use of a

rental vehicle will not exceed the amount payable for mileage reimbursement (at the standard IRS mileage reimbursement rate) to the location of the conference, meeting, or event ("Event Location"). When travel includes air travel, rental vehicles shall not be used if the Event Location is in the same city as the destination airport. If travel to the Event Location includes travel outside of the city where the destination airport is located, use of a rental vehicle is appropriate, subject to the reimbursement limits set forth above in subsection a.

- (iv) Miscellaneous Travel. Taxi services, parking fees, and toll charges are reimbursable when reasonably necessary to accommodate travel needs.
- (4) Receipts. All requests for reimbursement must be accompanied by itemized receipts. If itemized receipts are lost or otherwise not available, a Director may request a waiver of this requirement by documenting the amount and purpose of the charge, and submitting the waiver request to the Board for consideration.
- (5) Conference Registration. Directors shall, whenever possible, register for conferences by using the District's credit card. Directors must be registered participants at any conference for which a director seeks expense reimbursement or per diem compensation.
- (6) Authorized Expenses for Metropolitan Representatives. All transportation costs incurred by the District's Metropolitan Water District of Southern California ("Metropolitan") representatives, for travel done on behalf of Metropolitan, shall be reimbursed by Metropolitan.

The District's Metropolitan representatives, who are not District Directors, are entitled to an automobile allowance from the District or to receive mileage reimbursement from Metropolitan.

Before an automobile allowance from the District is paid, the District shall deduct the amount of reimbursement for mileage received from the Metropolitan Water District.

- (7) Incoming Directors. Directors who have been elected but have not been sworn in shall be reimbursed for reasonable and prudent travel and conference expenses incurred while on District business, under the same requirements as sworn directors.
- (8) Authorized Expenses. The General Manager may authorize the purchasing of tickets for directors to attend certain community events related to District activities. Such events can include those sponsored by local chambers of commerce, water associations, community based organizations, and environmental organizations. The use of tickets received by the District for approved non-district sponsored events shall first be offered to District Directors and then to District staff. If District Directors and District staff are not available to use event tickets, they may be distributed at the general manager's discretion.
- (p) Unauthorized Expenses. Items of a personal nature are not reimbursable including: movies, entertainment, premium television services, alcoholic beverages, dry-cleaning, spas, gyms, barber, magazines, shoeshine, travel insurance, purchase of clothing or toiletries, loss of tickets, fines or traffic violations, excess baggage, spouse and/or guest accommodations, office equipment or other items of a personal nature.

If unauthorized expenses have been paid by the District, Directors will reimburse the District. If a Director does not reimburse District within 30 days of notice from District, reimbursement will be through expense reimbursement deductions by District staff.
- (q) Reimbursement Of Expenses – Procedure. All claims shall be submitted to the District for review within ninety (90) days after the subject event. Claims submitted after ninety (90) days, must be approved by the Board of Directors.

- (1) Claims shall be submitted on forms supplied by the District. Such forms must include a description of the expense, name(s) of each guest, the affiliation and position of each guest, date incurred, and a description of the business purpose of the expense.
 - (2) Expenses incurred by a District Director but prepaid by the District or charged on a District credit card must be listed on the expense claim form and noted as paid by the District.
 - (3) Fully documented and approved expenses will require at least 10 business days for processing, to allow time to verify compliance with expense procedures and to prevent errors.
- (r) Director Allowances
- (1) District Directors may receive a monthly car allowance in the performance of their official duties in an amount established by the Board.
 - (2) Board members and the West Basin Municipal Water District's Metropolitan representatives may receive a communications allowance in the performance of their official duties in an amount established by the Board. That monthly amount may cover the following equipment and services:
 - (i) Cellular Phone
 - (ii) Cellular Service
 - (iii) Fax Machine
 - (iv) Computer and Monitor
 - (v) Software
 - (vi) All-in-one printer, copier and scanner
 - (vii) Internet service
 - (viii) Dedicated phone line
 - (ix) Printer and fax machine

Board Members may elect to receive a flat monthly communications allowance. The monthly payment shall be in-lieu of the payment or reimbursement for any telephone calls, internet fees,

equipment or media. Board Members who do not receive this monthly allowance are entitled to reimbursement of any communications related expenses in connection with District business in accordance with the reimbursement procedures set forth above.

- (s) Compensation to Directors for Attendance at Meetings. It is the policy of the West Basin Municipal Water District to compensate its Directors for the time they dedicate to advancing the projects and activities of the District. Each Director is authorized to be compensated for up to 10 meetings per month. "Meetings" are defined as meetings of the Board, committee meetings, and such other meetings and events as reasonably necessary to further the interests of the District, subject to Board approval. Directors who attend a conference are expected to attend a reasonable and substantial portion of the lectures, seminars and presentations offered at the conference.

- (1) Approved Meetings. The District will pay each Director a "per diem" amount established by Ordinance No. 93-26 for each day's attendance at approved meetings as set forth in attached Exhibit "1." Meetings which are supported or sponsored by the District are determined to be "approved meetings."

The Ethics Committee will annually review and update, if necessary, Exhibit 1 "West Basin Approved Meetings" and bring a recommendation to the full Board for their consideration.

- (2) Reports. For all conferences and meetings (except meetings of the West Basin Municipal Water District, West Basin Financing Corporation, and West Basin Committees), Directors who attend such conferences and meetings at the expense of the District at the next regular meeting of the Board of Directors shall provide brief oral or written reports.
- (3) Metropolitan Water District Representatives Approved Meetings. The West Basin District Metropolitan representatives, who are not District Directors, are authorized to attend the meetings and events listed

below on behalf of the District and for which compensation (a per diem) will be paid by the District unless otherwise compensated by Metropolitan:

- (i) Board and Committee Meetings of the Metropolitan Water District
 - (ii) Board Meetings of the West Basin Municipal Water District
 - (iii) Board Meetings of the West Basin Financing Corporation
 - (iv) Metropolitan Water District inspection trips
 - (v) Conferences, meetings, and presentations as approved by Metropolitan Water District (with Metropolitan paying cost of travel, hotel and conference registration)
 - (vi) Association of California Water Agencies – Semi-Annual Conference
 - (vii) Colorado River Water Users Association – Annual Conference
 - (viii) Southern California Water Committee Meetings
 - (ix) West Basin Municipal Water District Annual Water Harvest
- (4) Non-Compensable Meetings. The following are examples of non-compensable meetings that are not necessary to represent the interests of the District. Such non-compensable meetings include, but are not limited to the following:
- (i) Service club meetings where a Director is not making a presentation on behalf of the District;
 - (ii) Meetings a Director has with other elected officials or their representatives, which are not reasonably necessary to represent District interests;
 - (iii) Informal or non-scheduled meetings with District staff. A meeting will be considered to be “scheduled” when it is scheduled by District staff at least one day prior to the meeting.
 - (iv) Meetings with other West Basin Directors;
 - (v) Meetings with vendors/contractors;

- (vi) Informal or non-scheduled meetings with staff of the Metropolitan Water District of Southern California;
- (vii) Purely social or ceremonial events not pre-approved by the Board;
- (viii) Parades, festivals, holiday events, retirement dinners, not preapproved by the Board; and
- (ix) Meetings of a partisan political organization.

(5) Number of Meetings

- (i) Each Director shall be compensated (a per diem) in the amount established by Ordinance 93-26 for each day's attendance at approved meetings of the West Basin Municipal Water District and conferences as described above, not exceeding a total of 10 meetings in each calendar month. Directors are prohibited from receiving compensation for more than one meeting in the same day.
- (ii) Each Representative of the Metropolitan Water District of Southern California ("Metropolitan") appointed by the West Basin Municipal Water District, and who is not a West Basin Director shall be compensated (a per diem) in the amount established by Ordinance 93-26 for no more than 10 Metropolitan meetings or conferences in each calendar month, as described above.
- (iii) Each West Basin Director who is also appointed by its respective Board as a Metropolitan Representative shall be compensated (a per diem) in the amount established by Ordinance 93-26 for each day's attendance at approved meetings of the West Basin Board and the Metropolitan Board and conferences as described above, not exceeding a total of 20 days in each calendar month. However, no more than per 10 meetings per month for any one District are allowed. Each person who represents West Basin on the Metropolitan Board

shall attend Metropolitan committee and Board meetings, and such other meetings as are reasonably necessary to adequately represent the interests of West Basin or the Metropolitan Board.

- (iv) Each West Basin Director who is also appointed as a Metropolitan Representative shall not receive more than the amount established by Ordinance 93-26 per day for attendance at meetings, even when such Director attends a Metropolitan committee or Board meeting on the same day.
- (6) Extraordinary or Emergency Meetings. If a need arises for a Director to attend or participate in a meeting not covered by this policy, and for which timely approval by the West Basin Board or West Basin Finance Committee is not practical, the Director must seek review and recommendation from the Finance Committee, or followed by Board approval at the next scheduled Board meeting.
- (7) Travel To and From Approved Meetings
 - (i) Travel to Conferences/Business Meetings – Out of State/Out of Country. Directors are entitled to compensation for traveling to approved meetings, beginning one day prior to the start of the meeting and no later than one day following the conclusion of the meeting, for travel outside the state of California and the United States.
 - (ii) Travel to Conference/Business Meetings – In State. Directors are not entitled to receive compensation for time spent traveling to approved meetings within the State of California.
- (8) Compensation Submittal Requirements. All requests for compensation shall be submitted to the District for review within ninety (90) days of meeting attendance. Requests submitted after ninety (90) days must be approved by the Board of Directors.
- (t) Submittal and Review of Per Diem and Expense Claims
 - (1) Per Diem Compensation Forms. At the end of each month, claims

for per diem compensation are to be listed on the form provided by the District. The entries on this form shall be completed by the director and must clearly document each Director's attendance of the meeting, the purpose of each meeting, the location, and the names and affiliations of other parties who were in attendance.

- (2) Expense Reimbursement Forms. All claims for expense reimbursement, including travel expenses, must be included on the form provided by the District and must be completed by the director.
- (3) Administration. Each form is to be submitted to the District for processing. Upon receipt of the form, it will be reviewed to ensure that the claims adhere to the policies outlined above. Any claims submitted that do not fall under this policy's guidelines will be forwarded to the Finance Committee for review prior to payment. The Finance Committee will review all Directors' expenses monthly, during its regularly scheduled Committee meeting.
 - (i) Director's per diem and other expenses (2 separate checks) should be submitted to the District on the Fridays indicated on the monthly calendars by 12:00 noon and will be processed for reimbursement.
 - (ii) Fully documented and approved expenses will require at least 10 business days for processing to allow time to verify compliance with expense procedures and to prevent errors.
 - (iii) Payment may be mailed, direct deposited or will be available for pick up at the District offices.

(u) Public Awareness Guidelines

- (1) Introduction and Purpose. An important goal of the District's public outreach strategy is the promotion of water conservation, water education, and District programs. To achieve this public outreach goal, the District supports certain organizations and events on an annual basis through its budgetary process. In addition, the District also organizes and produces various events ("District Events")

designed to promote water conservation, water education, and District programs. The District recognizes there are other organizations that organize, produce, or host events which offer opportunities for the District to promote water conservation, water education, and District programs. Such public events are considered “Community Outreach Events.”

- (2) Budgeted, Pre-Approved Events, Conferences, and Programs. The District approves on an annual basis, through its budgetary process, participation and sponsorship in certain water related events, conferences, and programs, which bear a direct relationship to the District’s operations and activities.
- (3) District Events
 - (i) The District may organize or produce District Events to promote water conservation, water education, and District programs, provided that such events are non-political or non-partisan.
 - (ii) Any District Event conducted within six months before any election of the District’s board may not specially feature or call attention to any individual director. In the event that any board member is featured in any promotional material involving a District Event, all board members must be featured equally.
 - (iii) All Directors may attend any District Event.
- (4) Community Outreach Events.
 - (i) Requirements for Sponsorship. Upon request, the Board may decide to authorize participation in Community Outreach Events provided that such events: (1) provide the opportunity to promote water conservation, water education, or District awareness; and (2) are non-political or non-partisan.

The requesting party must complete the District’s Public Outreach Expenditure Application (“Application”) and provide clearly defined reasons for District participation in the

Community Outreach Event, including details about how the Community Outreach Event promotes water conservation, water education and District programs.

The General Manager shall present the completed Application to the Board. Any request for expenditures for a Community Outreach Event must be approved by a majority of the Board at least 10 business days prior to the date of the event.

In the event a majority of the Board approves the requested expenditures, the District shall issue payment through credit cards and checks paid directly to the host organization. No cash disbursements shall be made to the Director or to the host(s) or organizer(s) of the Community Outreach Event.

The Community Outreach Event must include at least one of the following:

- a. A speaking opportunity for a District representative,
- b. A District booth or table at the event to distribute District information, or
- c. Advertisement to promote District programs. Advertisements shall not promote or include photographs of individual Directors, or in the alternative, shall include photographs of all Directors. Mere use of the District's logo shall not constitute an "advertisement" for these purposes; at a minimum, any advertisement must include water conservation or education messaging.

Verification of a speaking event, booth or advertisement at the Community Outreach Event, including supporting documentation, must be obtained from the host(s) or organizer(s) of the Community Outreach Event and

submitted to the General Manager at the time of the Application, but not later than 10 days after the Community Outreach Event.

- (ii) Proposed Expenditures. A pre-determined amount approved in every fiscal year budget is available to pay sponsorship or participation fees for designated Community Outreach Events. Any expenditure made for Community Outreach Events must be related to the promotion of water conservation, water education, and District programs.
- (iii) Limitations. Directors are prohibited from requesting District participation in or sponsorship of Community Outreach Events which: are scheduled to occur within a District division that is subject to an election; and which are scheduled to occur during the period beginning on the last date by which the subject director must file election papers with Los Angeles County, until the date of certification of the results of any such election. This restriction does not apply to District divisions in which a Director is unopposed in the election.

Directors who are defeated in any District election are prohibited from requesting participation in or sponsorship of a Community Outreach Event after the date the results of the subject director's election is certified.

Directors shall not receive any gifts, free memberships, or any other fringe benefit from a recipient of District sponsorship, or support of a Community Outreach Event.

“EXHIBIT “1”¹⁴¹⁵West Basin Approved Per Diem Meetings

- (a) West Basin Municipal Water District Board Meetings
- (b) West Basin Financing Corporation
- (c) West Basin Committee Meetings
- (d) City Council and other community meetings within the District where the Director is requested to attend, or is making a presentation on District projects
- (e) Meetings with local, state or federal elected officials or their staff
- (f) District sponsored education or conservation events
- (g) West Basin Water Association Meetings
- (h) Water Replenishment District of Southern California – Board Meetings and Committee Meetings
- (i) Water Research Foundation and WaterReuse Foundation
- (j) American Water Works Association conferences and subcommittee meetings
- (k) Association of California Water Agencies – semi-annual conferences
- (l) Association of California Water Agencies Region 8 Board and Committee Meetings
- (m) California Association of Sanitation Agencies
- (n) California Contract Cities Association – Conferences
- (o) California Special Districts Association
- (p) Chambers of Commerce (includes meetings of the chambers and meetings with board members and chamber staff):
 - Carson Harbor City/Harbor
 - Culver City Gateway
 - El Segundo Lomita
 - Gardena Los Angeles Area
 - Greater Los Angeles Malibu
 - African American Manhattan Beach

Palos Verdes Peninsula	South Bay Latino
Redondo Beach	Topanga
Hawthorne/Lawndale	Torrance
Hermosa Beach	West Hollywood
Inglewood/Airport Area	South Bay Association of
LAX Coastal	Chambers of Commerce
Beverly Hills	

- (q) Colorado River Water Users Association
- (r) Heal the Bay
- (s) Independent Cities Association Conferences
- (t) League of California Cities – Conferences
- (u) County of Los Angeles Local Agency Formation Commission (LAFCO) and California Association of Local Agency Formation Commission (CALAFCO) – when on District business
- (v) Metropolitan Water District of Southern California – Board Meetings, Committee Meetings, and Inspection Trips
- (w) National League of Cities
- (x) National Water Research Institute
- (y) South Bay Cities Council of Governments (include meetings of the Council and General Assembly)
- (z) Southern California Water Coalition Meetings
- (aa) Urban Water Institute, Inc.
- (bb) Water Education Foundation
- (cc) WaterReuse Association
- (dd) Congressional Black Caucus Foundation
- (ee) Water Environment Federation Technical Exhibition & Conference
- (ff) Bay Delta Stewardship Council
- (gg) Cal Desal
- (hh) Santa Monica Bay Restoration Commission
- (ii) Scheduled meetings with West Basin or Metropolitan Water District staff

- (jj) American Public Works Association
- (kk) California African American Water Education Foundation
- (ll) Los Angeles County Business Federation (BizFed)

LIST OF CHANGES TO PART 2, CHAPTER 1. BOARD OF DIRECTORS

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- ¹ Section 2-1.102 amended by Resolution 7-16-1042 on July 25, 2016.
 - ² Section 2-1.103 amended by Resolution 7-16-1042 on July 25, 2016.
 - ³ Section 2-1.303 amended by Resolution 7-16-1042 on July 25, 2016.
 - ⁴ Section 2-1303 amended by Resolution 06-21-1134 on June 28, 2021.
 - ⁵ Section 2-1.303 amended by Resolution 10-22-1177.
 - ⁶ Section 2-1.305 amended by Resolution 7-16-1042 on July 25, 2016.
 - ⁷ Section 2-1.306 (Code of Conduct) amended by Resolution 3-16-1029 on March 29, 2016.
 - ⁸ Section 2-1.306 (Code of Conduct) amended by Resolution 9-16-1050 on September 30, 2016.
 - ⁹ Section 2-1.306(n) (Code of Conduct) amended by Resolution 11-17-1077 on November 27, 2017.
 - ¹⁰ Section 2-1.306(a) (1) amended by Resolution 5-19-1100 on May 29, 2019.
 - ¹¹ Section 2-11.306 amended by Resolution 10-20-1119 on October 26, 2020.
 - ¹² Section 2-1.306 amended by Resolution 06-21-1134 on June 28, 2021.
 - ¹³ Section 2-1.306 amended by Resolution 10-22-1177.
 - ¹⁴ Section 2-1.306 amended by Resolution 04-20-1110 on April 27, 2020.
 - ¹⁵ Section 2-1.306 amended by Resolution 07-20-1116 on July 27, 2020.
 - ¹⁶ Section 2-1.401 amended by Resolution 7-16-1042 on July 25, 2016.
 - ¹⁷ Section 2-1.402 amended by Resolution 7-16-1042 on July 25, 2016.
 - ¹⁸ Section 2-1.403 amended by Resolution 7-16-1042 on July 25, 2016.
 - ¹⁹ Section 2-1.404 amended by Resolution 7-16-1042 on July 25, 2016.
 - ²⁰ Section 2-1.404 amended by Resolution 3-17-1066 on March 30, 2021.
 - ²¹ Section 2-1.405 amended by Resolution 7-16-1042 on July 25, 2016.
 - ²² Section 2-1.406 amended by Resolution 7-16-1042 on July 25, 2016.
 - ²³ Sections 2-1.501 through 2-1.510 amended by Resolution 12-21-1149 on December 22, 2021.
 - ²⁴ Section 2-1.306(a)(1) amended by Resolution 10-21-1140 on October 25, 2021.²⁵ Section 2-1.306 amended by Resolution 10-22-1177 on October 24, 2022.
 - ²⁶ Section 2-1.306(n), 2-1.306(o), and Exhibit 1 amended by Resolution 10-23-1198 on November 27, 2023

Chapter 1.13

CODE OF CONDUCT FOR MEMBERS OF THE BOARD OF DIRECTORS

Sections:

- 1.13.010 Adoption.
- 1.13.020 Intent.
- 1.13.030 Purpose.
- 1.13.040 Key principles.
- 1.13.050 Conduct of directors.
- 1.13.060 Complaint handling procedures and sanctions.
- 1.13.070 Oath.

1.13.010 Adoption.

The district hereby adopts the code of conduct for members of the board of directors as set forth in this chapter. [Res. 10-20 § 1]

1.13.020 Intent.

It is the intent of the district that the code of conduct be implemented in conjunction with, and pursuant to, any and all other district policies, laws, and regulations which pertain to the rights and obligations of directors as members of the board of directors and as elected officials. [Res. 10-20 § 2]

1.13.030 Purpose.

The Twentynine Palms Water District (district) wants to ensure its customers, residents, employees and those conducting business with the district that the district is a public agency that emphasizes values in public service, leadership and decision-making. The purposes of this code are to: (1) provide guidance for dealing with ethical issues; (2) heighten awareness of ethics and values as critical elements in a director's conduct; and (3) improve ethical decision-making.

Members of the board of directors (directors) are subject to the provisions of this code of conduct (code) in addition to any and all other district policies, laws, and regulations which apply to directors. Such laws govern, but are not limited to, disclosure of personal economic interests; receipt of loans, gifts, travel payments and honoraria; campaign contributions; conflict of interest; dual office-holding and incompatible offices; and criminal misconduct in office. If a director has a question regarding interpretation or compliance with this code, or any other laws and regulations, the director shall refer the matter to the general man-

ager who shall provide the director with information and/or may refer the matter to legal counsel for further guidance. [Res. 10-20 § 1 (Exh. A(1))]

1.13.040 Key principles.

(1) Integrity. A director must not place himself/herself under any financial or other obligation to any individual or organization that might reasonably be thought to influence the director's performance of his/her duties.

(2) Leadership. A director has a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the district.

(3) Selflessness. A director has a duty to make decisions solely in the public interest. A director must not act in order to gain financial or other benefits for himself/herself, his/her family, friends or business interests. This means making decisions because they benefit the district, not because they benefit the decision-maker.

(4) Objectivity. A director must make decisions solely on merit and in accordance with the director's statutory obligations when carrying out public business.

(5) Accountability. A director is accountable to the public for his/her decisions and actions and must consider issues on their merits, taking into account the views of others.

(6) Openness. A director has a duty to be as open as possible about his/her decisions and actions and give reasons for decisions.

(7) Honesty. A director has a duty to act honestly. A director must declare any private interests relating to his/her public duties and take steps to resolve any conflicts arising in such a way that protects the public interest and/or recuse/disqualify himself/herself from taking any action which would constitute a conflict of interest.

(8) Respect. A director must treat others with respect at all times and observe the rights of other people. A director must treat fellow directors, officials, staff, customers and the public with courtesy and civility. [Res. 10-20 § 1 (Exh. A(2))]

1.13.050 Conduct of directors.

(1) Ethics Training. Directors shall complete two hours of state-mandated ethics training for local agency officials to meet the specific require-

ments of AB 1234. This requirement also mandates two hours of training within one year of initially taking office.

(2) Relationship between Board Members. Directors shall strive to work collaboratively and assist each other in conducting the affairs of the district. Directors shall function as a part of a whole. Directors should bring all issues to the attention of the board as a whole, rather than to select individual directors.

(3) Relationship with the Public. Directors shall refer all complaints from customers, residents, and members of the public to the general manager. A director shall not make representations or promises to any third party regarding the future action of the district or of the board, unless such representation or promise has been duly authorized by the board. When making public utterances, a director shall make it clear whether he/she is authorized to speak on behalf of the board, or whether he/she is presenting their own views. When representing the board, a director's comments should reflect approved board policies. In areas where no policy has yet been developed, the director's comments shall make this fact clear.

(4) Presentation and Appearance to the Public. In order to present a positive image to the public, customers and residents, directors should strive to maintain a professional appearance while performing their duties as directors. For example, and not by way of limitation, directors should attend meetings and events in neat and clean attire and should strive to maintain a good personal appearance appropriate to the role of an elected official of a public agency.

(5) Relationship with General Manager and Staff.

(a) The board sets the policy of the district. The general manager is responsible for implementing the policy as formulated by the board. Directors shall not engage in actions which would constitute day-to-day management. The general manager is the highest-ranking nonelected officer of the district. The general manager is appointed by and serves at the pleasure of the board and performs such duties as may be imposed by the board. Therefore, the board will provide policy direction and instructions to the general manager on matters within the authority of the board by majority vote of the board during a duly convened board meeting. Directors will deal with matters within the

authority of the general manager through the general manager, and not through other district employees.

(b) A director will not make requests directly to other district staff to undertake analyses, perform other work assignments, or change the priority of work assignments. A director's contact with district staff should be kept to a minimum and should be made only when direct personal contact is required. A director, when approached by district personnel concerning specific district policy, shall direct inquiries to the general manager.

(6) Relationship with Other Public Agencies. When a director appears before another governmental agency or organization, the director shall make it clear whether his/her statement reflects personal opinion or is the official stance of the district. When representing the district, a director shall support and advocate the official district position on an issue, not a personal viewpoint. When representing the board, a director's comments should reflect approved board policies. In areas where no policy has yet been developed, the director's comments shall make this fact clear.

(7) Proper Use and Safeguarding of Director Property and Resources. Directors will only use district-owned equipment, telephones, electronic devices, email, materials or property for the execution of district business. A director will not ask a district employee to perform services for the personal benefit or profit of a director. Each director must protect and properly use any district asset within his or her control. Directors will safeguard district property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

(8) Use of Confidential Information. Under the Brown Act, all meetings of the board are open to the public, with only certain specific exceptions prescribed by law. The Brown Act sets forth provisions that require public officials to maintain the confidentiality of certain information. A director is not authorized, without the approval of the board, to disclose information that qualifies as confidential information under the applicable provisions of law to a person not authorized to receive it, that: (a) has been received for, or during, a closed session meeting of the board; (b) is protected from disclosure under the attorney/client or other evidentiary privilege; or (c) is not required to be disclosed under the California Public Records Act. A direc-

tor shall not take it upon themselves to waive the attorney/client privilege of the district by disclosing the legal opinions or advice of legal counsel to a third party.

(9) Information Requests.

(a) A director shall request all documents through the general manager. All requested public documents shall be provided to the director making the request within a reasonable period of time. All other directors will be notified of the requests and said documents shall be made available to them upon request. A director shall not request copies of information otherwise accessible by any other member of the public or for the use of any member of the public in order to impede payment of copy fees outlined in the Public Records Act.

(b) A director shall not request legal research or legal opinions from legal counsel without board approval. A director shall not request legal assistance or legal advice of a personal or business nature from legal counsel at district expense. [Res. 10-20 § 1 (Exh. A(3))]

1.13.060 Complaint handling procedures and sanctions.

(1) Disciplinary Action. The alleged violation by a director of this code or the policies, laws, and regulations referenced in this code should be referred to the general manager for further action as set forth below in regard to a potential admonishment or censure. The procedures for imposition of an admonishment or censure, as set forth below, may be subject to revision by the board, in consultation with legal counsel, for any particular case based on the facts and circumstances of a particular case. Any such revision must be made by the board prior to the initiation of any part of the applicable procedure as set forth below. Any action taken by the board to impose an admonishment or censure shall be taken by way of a written resolution.

(2) Admonishment. An admonishment is less severe than a censure and may be directed to a director reminding him/her that a particular type of behavior is in violation of this code, district policy, law or regulation and that, if it occurs or is found to have occurred, could make a director subject to a subsequent censure. However, an admonishment is not required prior to imposing censure as set forth below. An admonishment must be based upon the board's review and consideration of a written complaint which shall be filed with the general man-

ager by any individual who claims to be aware of, or to have been impacted by, the alleged behavior. The director accused of such a violation shall be entitled to notice of the allegation and will have an opportunity to provide a written response to the allegation prior to any board action. Since an admonishment is not punishment or discipline, it will not require an investigation.

(3) Censure. Before the imposition of a censure, the director accused of a violation shall be entitled to notice of the allegation, the right to provide a written response to the allegation, and an opportunity to respond in writing to the results of an investigation.

(a) Investigative Process. A written complaint shall be filed with the general manager by any individual who claims to be aware of, or to have been impacted by, the alleged behavior. Once the complaint is filed, the general manager shall bring the matter before the board in consultation with the district's legal counsel. The director named in a complaint shall be given an opportunity to respond to the complaint in writing. If the board determines, in consultation with the district's legal counsel, that an investigation is warranted, the board shall initiate an investigation by the appropriate investigator, entity or authority, as determined in the reasonable discretion of the board. In the event of such an investigation, a report of the findings of said investigation, along with the accused director's written response to the report, shall be presented to the board for majority action. If there is no merit, the matter shall be disposed of with no further action. When the board decides, based upon findings and the accused director's defense, that a violation has occurred, it may impose either of the following punishments:

(b) Censure. This is the most severe form of action. Censure is a formal statement of the board officially reprimanding one of the directors. It is a punitive action, which serves as a penalty imposed for wrongdoing, but it carries no fine or suspension of the rights of the director as an elected official. Censure should be used for cases in which the board determines that the violation of this code, district policy, law or regulation is a serious offense. In order to protect the overriding principle of freedom of speech, the board shall not impose censure on a director for the exercise of his/her First Amendment rights, no matter how distasteful the expression was to the board and the district.

However, nothing herein shall be construed to prohibit the board from collectively condemning and expressing their strong dislike of such remarks.

(c) Admonishment. If the board decides that a violation did occur but that it does not rise to the level of censure, the board may elect to impose an admonishment as set forth in subsection (2) of this section. [Res. 10-20 § 1 (Exh. A(4))]

1.13.070 Oath.

OATH

By signing below, the Director hereby acknowledges and agrees that the Director:

(a) has read this Code and understands its expectations;

(b) agrees that compliance with all local, state and federal laws and regulations is an inherent quality of ethical behavior;

(c) pledges to uphold a standard of integrity and competence beyond that required by the law;

(d) will treat all persons, claims and transactions in a fair and equitable manner;

(e) fully understands that he/she is subject to the Board's admonishment and censure, depending upon his/her ability to exemplify the ethical behavior promoted by this Code.

Print Name

Signature

Date

[Res. 10-20 § 1 (Exh. A(5))]



RANCHO CALIFORNIA WATER DISTRICT CODE OF CONDUCT FOR BOARD MEMBERS

1. INTRODUCTION

It is the responsibility of the Board of Directors (Board) of the Rancho California Water District (District) to ensure that the District is well managed and responsive to the needs and interests of its constituents, to comply with the law and use its powers and privileges honorably and fairly and in accordance with law, to safeguard the assets of the District, to employ and appoint such officers and employees as may be required to carry out the public service of the District, and to establish the policies and objectives of the District. The members of the Board are committed to carrying out their duties with integrity and respect, emphasizing the highest values and ethical behavior in public service, leadership, and decision-making. The Board adopts this Code of Conduct to ensure that all Board members, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the District.

2. PURPOSE

This Code of Conduct serves as a guide for Board members in the performance of their duties. The purpose of this Code of Conduct is to:

- A. Describe the standards of behavior expected of Board members;
- B. Provide an ongoing source of guidance to Board members in their day-to-day service as members of the Board; and
- C. Promote and maintain an environment that fosters the public's trust and confidence in the District.

The principles and standards set forth below are intended to ensure effective communications and ethical practices by and among the members of the Board. Members who ignore or violate these principles and standards may be subject to censure by the Board or removal from representing the Board at any activities where they might be designated by the Board as a representative of the District.

3. VISION & MISSION

The vision of the District is to continue to be an innovative, responsive, and prudent steward of the water and water recycling service responsibility entrusted to it. The District's mission is to deliver reliable, high-quality water, and reclamation services to its customers and communities in a prudent and sustainable manner. The Board is committed to the following guiding principles to achieve the District's vision and mission:

- **Reliability** - The Board is committed to providing a level of water reliability that ensures customers' water needs are met.
- **Quality** - The Board is committed to providing safe water and high-quality services to its customers.
- **Stewardship** - The Board is committed to exercising good stewardship of financial and operating assets through use of sound, cost-effective business judgment.
- **Sustainability** - The Board is committed to addressing, adopting, and implementing policies that support the social, economic, and environmental values of the service area.
- **Customer & Community** - The Board is committed to informing and engaging its customers and community leaders as it pursues reliable, high quality, and sustainable water supply.

4. ORGANIZATIONAL VALUES

The Board is committed to maintaining the core organizational values of Professionalism, Responsibility, Integrity & Ethics, Dedication, and Equality & Fairness ("PRIDE") and incorporates these principles into this Code of Conduct:

- **Professionalism** - Reflected in the attitude and abilities displayed in dealing with our employees, customers, vendors, and community.
- **Responsibility** - Over financial operating assets through sound business judgement.
- **Integrity & Ethics** - Uphold an adherence to moral and ethical principles, and to remain accountable for our actions.
- **Dedication** - In providing professional, quality services to our partners, customers, and community.
- **Equality & Fairness** - Commit to maintaining a balanced workplace, by utilizing open communication, diversity, skills, and aspirations of all District employees.

5. BOARD MEMBER COMMITMENTS

Board members recognize that their professional and personal conduct while exercising their office must be above reproach and that they should avoid even the appearance of impropriety. The following commitments serve as a guide for Board members as to how they should conduct themselves while representing the District.

5.1 Ethical Responsibility

(a) Board members shall abide by and defend all applicable laws and policies, especially the political campaign, lobbying, and conflict of interest laws enforced by the Fair Political Practice Commission (FPPC), state laws, and the District's policies and procedures manual.

(b) In order to ensure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, Board members should use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions.

(c) Board members should not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias. Board members who have a potential conflict of interest regarding a particular decision should disclose the matter to the General Counsel and reasonably cooperate with the General Counsel to analyze the potential conflict. If advised by the General Counsel to seek advice from the FPPC or other appropriate state agency, a Board member should not participate in a decision unless and until he or she has requested and received advice allowing them to participate. Board members should diligently pursue obtaining such advice and shall provide the General Manager and General Counsel with a copy of any written request or advice, and conform his or her participation to the advice given.

(d) Board members should maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Board members should not disclose confidential information without prior legal authorization, or use such information to advance their personal, financial, or other private interests.

(e) Board members should not use District resources that are not available to the public in general (e.g., staff time, equipment, supplies, or facilities) for private gain or for personal purposes not otherwise authorized by law.

(f) Board members are required to complete two (2) hours of state-mandated ethics training for local agency officials within one (1) year of taking office. Thereafter, training is required every two (2) years to meet the specific requirements of Assembly Bill 1234.

5.2 Meeting Decorum

(a) The members of the Board agree that differing viewpoints are healthy in the decision-making process and that all meetings of the Board and its standing committees shall be held in conformance with the provisions of the Ralph M. Brown Act, Government Code Section 54950 *et seq.*

(b) Board members should perform their duties in accordance with the processes and rules of order established by the District and cooperate with the Board President in the orderly conducting of public meetings.

(c) Board members should diligently prepare for meetings by understanding the background, purpose, and arguments for and against items of business before a meeting.

(d) If necessary, Board members should seek background information about agenda items and operational matters by contacting the District's General Manager prior to a Board meeting. If the General Manager is unavailable, contact the General Manager's designee or the Board Secretary.

(e) Board members should treat everyone with respect by actively listening to other viewpoints, and do not interrupt, ignore, or belittle the contributions of others. Members of the Board will use professional language.

(f) Board members should endeavor to state their views concisely and clearly during meetings of the Board and refrain from discussing items not on the agenda.

(g) Board members should provide fair and equal treatment of all persons and matters coming before the Board.

(h) Board members should reflect professional standards in attire and conduct in public meetings, conferences, and events when representing the District.

5.3 Relationship with Other Board Members

(a) The Board recognizes and acknowledges that the work of the District is a team effort and that they should work together in the collaborative process, assisting each other in conducting the affairs of the District.

(b) Board members should strive to bring issues of interest to the Board, to the attention of the Board as a whole, rather than to select individual members.

(c) Board members recognize and acknowledge that as individual members, except as authorized by the Board, they have no power to act for or on behalf of the District or the Board, or to direct the staff of the District. Board members are not precluded from making requests for information and any information provided to one Board member shall also be made available to other members of the Board upon request.

5.4 Relationship with the Public

(a) The Board recognizes that public participation is an important part of the democratic process and the importance of avoiding impartiality, prejudice, or disrespect toward any individual participating in a public forum.

(b) Board members should not make representations or promises regarding future actions of the Board or District to any third party, or to an organization of which they are a member.

(c) When making public statements, Board members should make clear whether they are authorized to speak and are speaking on behalf of the District, or whether they are making the statement in their unofficial capacity, or simply presenting their own views.

(d) Board members shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independent judgment or action, or give the appearance of being compromised.

(e) When representing the District, Board members should accurately and honestly represent the official policies and positions of the District. In areas where no policy has yet been developed, Board member comments shall state that there is no official policy.

(f) Board members shall refer all complaints from residents and property owners within the District to the General Manager.

5.5 Relationship with Other Public Agencies

(a) The Board recognizes the value of public outreach and engaging with other public agencies on water policy issues.

(b) When a Board member appears before or attends another governmental agency or organization, the Board member shall make it clear (1) whether his or her presence is in an official or unofficial capacity, (2) whether his or her statement reflects personal opinion or is the official position of the District, (3) whether his or her statement is the majority or minority opinion of the Board.

(c) When representing the District, Board members shall support and advocate the official District position.

(d) When representing the District, Board members should accurately and honestly represent the official policies and positions of the District.

5.6 Relationship with General Manager and Staff

(a) The Board has delegated to the General Manager the power and authority to control the administration, maintenance, operation, and construction of the waterworks and sewer systems of the District in an efficient manner and to employ and discharge all employees, to prescribe their duties, and to promulgate specific rules and regulations for such employees subject to the policies approved by the Board.

(b) The Board recognizes that its primary responsibility is to formulate and evaluate policy and make financial decisions for the District.

(c) Board members shall refrain from getting involved in routine administrative and operational matters within the authority of the General Manager, and shall deal directly with the General Manager on such matters. The following procedures are intended to provide for effective channels of communication and a clear division of responsibility between Board members and the General Manager.

(i) Board members should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

(ii) In seeking clarification on informational items, Board members shall approach the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve their legislative roll. Board

members should not attempt to obtain such information directly from staff without the knowledge or involvement of the General Manager.

(iii) When approached by residents and property owners of the District with complaints, Board members should refer such complaints directly to the General Manager.

(iv) Board members should report matters related to safety, concerns for safety, or hazards to the General Manager.

(v) When seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming; Board members should refer such concerns directly to the General Manager or General Counsel.

(vi) When approached by District staff concerning specific District policy or operations, Board members should direct the District staff to the General Manager. Board Members may confer with the General Manager or General Counsel about such issues.

(vii) When responding to constituent requests and concerns, Board members should refer the requests or concerns to the General Manager or General Counsel. Board members may directly consult with the General Manager or the General Counsel about such issues.

(viii) When approached by vendors or contractors concerning the availability of work or contracts at the District, Board members should direct such inquiries to the General Manager.

(d) Board members are encouraged to schedule an appointment with staff members, such as the General Manager, Assistant General Managers, or District Secretary, if a matter is anticipated to require lengthy discussion. Contacts between Board members and the General Manager are not limited.

(e) Board member contact with District staff regarding matters pertaining to the District should be kept to a minimum. When direct personal contact is required, Board members should initiate contact in the same manner as a customer, who is not a Board member, would. Contact with staff members should not be excessive.

(f) Per California Government Code, Sections 3201-3209, Board members should not solicit financial contributions from District staff or use promises or

threats regarding future employment. Although staff may, as private citizens with constitutional rights, support political candidates, such activities cannot take place during work hours, at the workplace, or in District uniform.

5.7 Information Requests

(a) The Board recognizes that all Board members should have the same information with which to make decisions and that information requested by or made available to one Board member should generally be provided to all members of the Board.

(b) Board members should request all documents through the District Secretary. In addition, any information provided to an individual Board member should be made available to any other member upon request.

(c) Board members should not request copies of information on behalf of the public which is otherwise accessible by members of the public or for the use of any member of the public in order to avoid payment of copy fees outlined in Administrative Code Part I, Chapter 6 District Records Policy, or procedures outlined in the Public Records Act.

(d) Board members recognize and acknowledge that General Counsel represents the District and does not represent individual Board members. Board members should not request legal research or legal opinions from General Counsel without Board consensus, unless matters are of ethical or conflict of interest concern. Board members shall not request legal assistance or legal advice of a personal or business nature from General Counsel. As a professional courtesy, legal opinions or advice on matters of District business solicited by individual Board members from outside legal counsel should be provided to General Counsel for review and comment.

(e) Board members recognize and acknowledge that the Attorney-Client Privilege, as applied to the District and that as individual Board members, they cannot waive the attorney client privilege of the District and, as such, they shall not disclose legal opinions or advice provided to the District to any third party without the approval of the Board.

6. ENFORCEMENT

This Code of Conduct Policy establishes guiding principles for appropriate conduct and behavior and sets forth the expectations of Board members. The purpose of this section is to establish a process and procedure that: (1) allows the public, members of

the Board, and employees to report Code of Conduct policy violations or other misconduct; and (2) provides guidelines to evaluate Code of Conduct policy violations or other misconduct and implement appropriate disciplinary action when necessary. The following sections outline the process for reporting violations of this Code of Conduct Policy or other misconduct by members of the Board.

6.1 Reporting Complaints

Any complaints made by members of the public to the General Manager or District staff should be reported to the Board President and General Counsel. Any complaints made by one Board member against another should be reported to the General Manager and General Counsel to adhere to Brown Act requirements. Any complaints by employees should be made to the General Manager, who will in turn direct them to the Board President and General Counsel. In the event a complaint involves the Board President, the Senior Vice President shall be informed instead of the Board President.

(a) Notice of Complaint. Within seventy-two (72) hours of receipt of the complaint, General Counsel shall notify the Board member in question of the complaint. The notification shall include a copy of the complaint and any supporting documentation.

(b) Evaluation of Complaints Alleging Violations. Upon receipt of a complaint, General Counsel shall conduct an initial review and determine the merits of the complaint and, if appropriate, shall present the complaint to the remainder of the members of the Board, absent the Board member in question, for consideration.

(c) Minor Violations. If a simple majority of the Board agrees that the reported violation is without substance, no further action will be taken. If the reported violation is deemed valid but minor in nature, the Board President and General Counsel shall advise and, if appropriate, admonish the Board member privately to resolve the matter. Admonishment is considered to be a reproof or warning directed to a Board member about a particular type of behavior that violates this policy.

(d) Serious Violations. If the reported violation is considered to be serious in nature, the matter shall be referred to legal counsel for investigation.

(e) Investigations. The investigation process should include, but is not limited to, the ascertainment of facts relevant to the complaint through interviews and the examination of any documented materials. At the conclusion of the investigation, legal counsel shall report his/her findings to the remainder of the Board in writing. The report

shall either (1) recommend that the Board member be exonerated based on a finding that the investigation did not reveal evidence of a serious violation of the Code of Conduct, or (2) recommend disciplinary proceedings based on findings that one or more provisions of the Code of Conduct or other policies have been violated. In the latter event, the report shall specify the provisions violated along with the facts and evidence supporting each finding.

(f) Board Review. The Board shall review the report and its recommendations. If the consensus of the Board is to accept the report and recommendations, the Board shall implement the recommendations. Where the recommendation is exoneration, no further action shall be taken. Where disciplinary action is recommended, the Board shall notify the subject Board member of the proposed recommendation. If the Board member in question accepts the report and the proposed recommendations, the Board shall implement the recommendations. If the Board member in question contests the report and the recommendation, and desire an appeal, the Board shall schedule a public hearing before the Board to present his/her case.

(g) Public Hearing. A public hearing should be set far enough in advance to allow the Board member in question reasonably sufficient time to prepare a response. At the hearing, the investigative findings shall be presented to the Board at a public hearing. The rules of evidence do not apply to the public hearing. It shall not be conducted as an adversarial proceeding.

7. DISCIPLINARY ACTION

Disciplinary action may be taken by the Board against any Board member who violates this Code of Conduct Policy. In taking such disciplinary action, the Board may consider the following factors: (a) nature of the violation; (b) prior violations by the same individual; and (c) other factors which bear upon the seriousness of the violation. The Board may, at its discretion, impose one or more of the following sanctions upon a Board member for violating the Code of Conduct:

- Public Admonishment — A reproof or warning directed to the Board member for the behavior that violates this Policy.

- **Revocation of Special Privileges** — A revocation of a Board member's Committee assignments, including standing and ad hoc committees, regional boards and commissions, and community-generated board/committee appointments. Other revocations may include temporary suspension of official travel, conference participation, and ceremonial titles.
- **Censure** — A formal statement or resolution by the Board officially reprimanding a Board member for the behavior that violates this Policy.

BOARD MEMBER ACKNOWLEDGEMENT

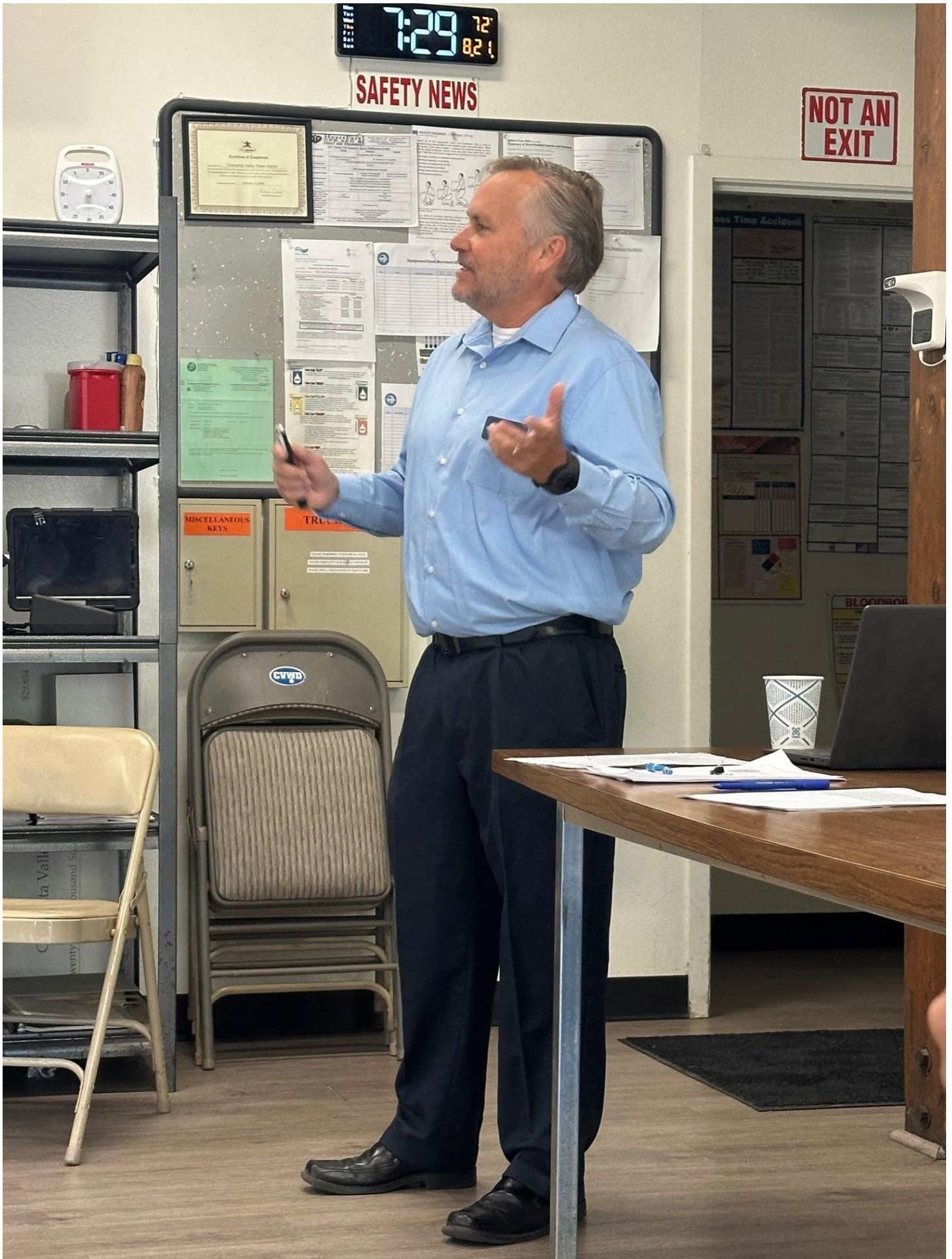
Rancho California Water District is committed to upholding the highest ethical standards in all our business and professional operations and relationships. While the personal values of each Board member may vary, it is necessary that all Directors align and support the District's approved Mission Statement, Vision, and Values that have been implemented, as the basis for organizational decisions.

As a member of the Rancho California Water District Board, I have read the District's Code of Conduct and understand the expectations placed on me as a representative of the District. By signing this Code, I pledge my commitment to uphold a standard set forth herein.

Date: _____

Print Name

Signature



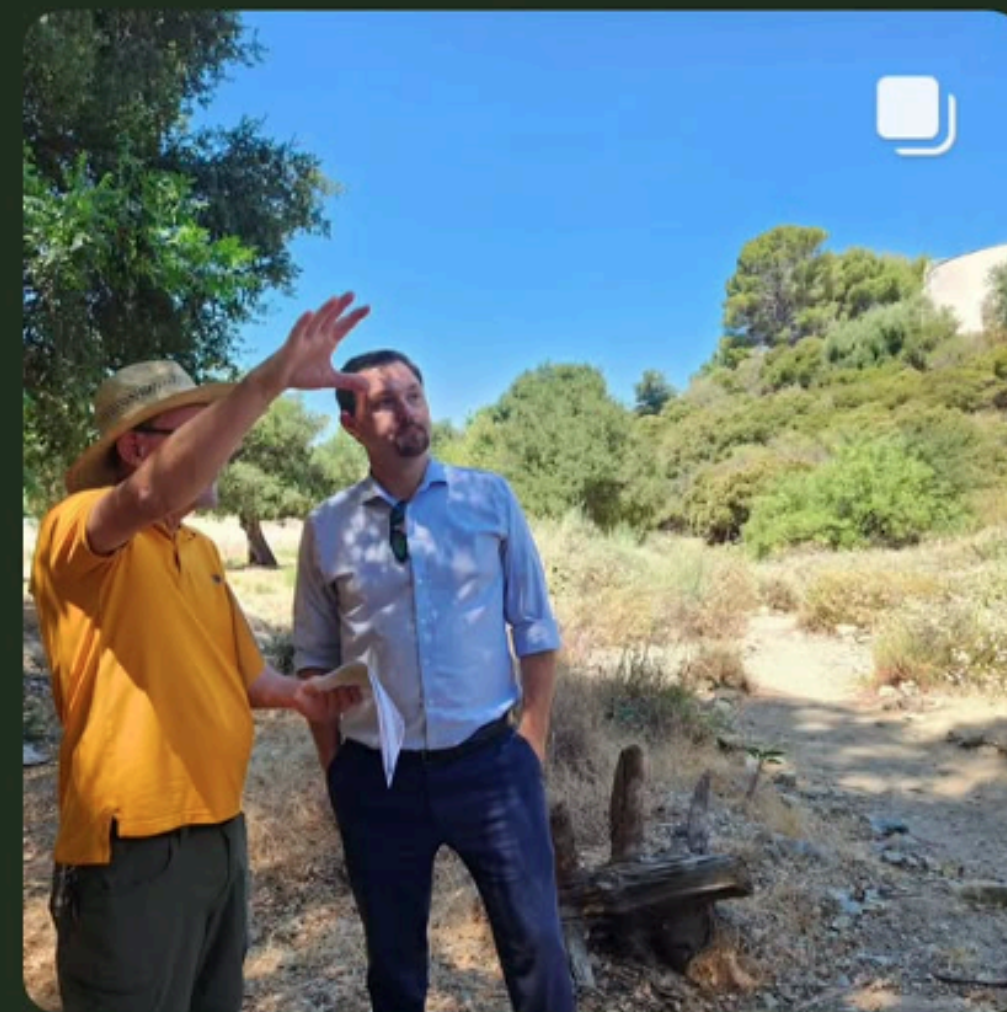


asmnicksschultz 43m



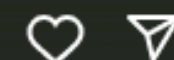
THANK YOU FOR AN
INFORMATIVE TOUR!

@CVWATERDISTRICT



@cvwaterdistrict

Reply to asmnicksschultz...





jeffbrooks_gfd 4m



cvwaterdistrict



Reply to jeffbrooks_gfd...



National Night Out



IN THE PICTURE: ARTURO MONTES INTERACTING WITH A CUSTOMER



IN THE PICTURE, FROM LEFT TO RIGHT ARE: JAMES LEE, ARMINE SARGSYAN, ACTING CAPTAIN RYAN VIENNA, COUNCILMEMBER CHRIS KILPATRICK, COUNCILMEMBER DONNA LIBRA



IN THE PICTURE, FROM LEFT TO RIGHT ARE: LA COUNTY ASSISTANT FIRE CHIEF PATRICK SPRENGEL AND JAMES LEE

Seen, Heard, Shared at the Conference



"This is our opportunity, now the fire service gets it. They're listening to us. The dialogue has started, so let's keep it going to raise the profile of what we need."

— Brandy Hancocks,
Golden State Water

"What gives me hope is watching so many friends and neighbors willing to help each other. We had an outpouring of support, more than we could ever use. In addition, we had no injuries or fatalities at any of our water districts."

— Alix Stayton,
Public Water Agencies Group



I'm very excited to be attending this international collaboration between the nation of Denmark and several California water organizations. Through 'Global Strategies' we can greatly benefit our 'Local Action.'

— Jenna Shimmin,
Eastern MWD



The popular fire recovery panel at WCW25. (l-r) moderator Sue Mosburg, CA-NV AWWA; Vicki Osborn, CalWARN and Metropolitan Water District of Orange County; Dana Moore, California Utilities Emergency Association; Alix Stayton, Public Water Agencies Group; Jim Elliott, Liberty Utilities; Gabriel Gomez, Crescenta Valley Water District; Michael Thomas, Metropolitan Water District of Southern California; and Brandy Hancocks, Golden State Water.

People are continually moving from wet areas in the state to dry areas subject to wildfires. That trend is not slowing down.

— Vicki Osborn, Municipal Water District of Orange County and CalWARN



CONFERENCE STATS

1,328 attendees

134 exhibitors

100 speakers

Americans enjoy some of the highest quality tap water in the world.

— Professor Manny Teodoro,
University of Wisconsin-Madison,
Opening Session Speaker

By CV Weekly on July 31, 2025 · 0 Comments

Tours Are Opportunities to Share CVWD Progress and Programs

Dear Community,

Last week, the Crescenta Valley Water District had the pleasure of hosting the Historical Society of the Crescenta Valley for a tour of the operations and facilities that deliver your water and collect wastewater. Also attending were several members of the CV Town Council and a few members of Gov. Newsom's local office. There was a lot of productive dialogue that reflected a survey of the broader community a couple of years ago. Namely, folks expressed primary interest in learning more about regional partnerships, including with non-profits; emergency preparedness; pursuing alternative sources of water supply; measures to reduce costs. These areas often blend, such as a regional partnership with Arroyos & Foothills Conservancy's Friends of the Rosemont Preserve, which supports the Conservancy's educational outreach program for nature-based solutions while providing an area for the District to build an alternative source of water supply (a bioswale that captures stormwater), which in turn translates to savings for our customers. The questions were insightful and it was wonderful to talk about honoring history while making history day-by-day.



CVWD General Manager James Lee shares future vision for water supply sustainability with Assemblymember Nick Schultz and Frank Colcord of the Arroyos & Foothills Conservancy's Friends of the

Earlier this week, we hosted another tour, this time with Assemblymember Nick Schultz (AD-44). We shared with Assemblymember Schultz some of the District's ongoing efforts to innovate, partner and save on costs. One example was our in-house pipeline initiative, which recently transitioned from a pilot program to a dedicated program, that shows that in-house crews can replace critical pipeline infrastructure for less than half of what outside contractors would charge. Another example was the District's work in identifying the most effective and efficient method of removing contaminants from your water, such as the PFAS compounds you've likely heard about. An elected official's authority can provide meaningful support, whether through access to funding or by channeling influence to expedite regional partnerships. We are heartened to be able to bring the assemblymember's attention to the needs of the Crescenta Valley by demonstrating the value of investing in our community's "small but mighty" public utility.



CVWD Board President Jeffery Johnson discusses legislative priorities with Assemblymember Nick Schultz.

Since the last time I wrote, we have adopted and implemented a new "budget-based" rate structure. This rate structure is designed to balance preservation of water resources, complying with state mandates, and tailoring water "budgets" to individual household needs. There has been extended outreach about this change and will continue through additional customer service staff who are ready to take inquiries and proactively reach out to our ratepayers. Customers can also request in-person visits from personnel who will go over the rates while showing you where your water meter is, how to read it and shut it off, and how to sign up for WaterSmart, which is a new service that helps you detect leaks early to save water and avoid costly surprises.

In closing, please join me in welcoming Omar Verduzco, who joined as an Operations & Maintenance worker and has already shown the field awareness and aptitude that make our in-house pipeline program a driver of significant cost savings. Also joining is Jason Jose, our engineering intern finishing up his degree at CSUN.

Thank you as always for reading and continuing the dialogue. See you at National Night Out on the evening of Aug. 5 at the Briggs Sheriff's Station, 4554 Briggs Ave., La Crescenta.

James Lee, General Manager
CVWD



NEWS FROM THE CVWD <<< JAMES LEE added by **CV Weekly** on July 31, 2025

View all posts by CV Weekly →

0 Comments

 Login ▼

G

Start the discussion...

LOG IN WITH

OR SIGN UP WITH DISQUS 

Name



Share

Best Newest Oldest

Be the first to comment.

CVWD Co-hosts Water Tour

By CV Weekly on July 31, 2025 · 0 Comments



Members of the community attended a water tour co-hosted by the CVWD and the CV Historical Society.

Crescenta Valley Water District partnered with the Historical Society of the Crescenta Valley for a tour of the District's reservoirs and facilities. Joining the tour were members of the CV Town Council, Friends of the Rosemont Preserve and staff members and interns from the office of Gov. Gavin Newsom.



James Lee, CVWD general manager, explains the purpose of the HeloPods, a dip tank that augments firefighting capabilities.

The District shared information about its past. During the tour, guests peeked at the Pickens Tunnel, a 500-foot mountainside natural spring, saw the stormwater capture bioswale constructed through partnership with Friends of the Rosemont Preserve (Arroyos & Foothills Conservancy), and stopped at the Judy Tejada Reservoir to see one of the District's HeloPods, a dip tank that augments firefighting capabilities in partnership with the LA County Fire Dept. and the Glendale Fire Dept.



Community members made their way into the Pickens Tunnel.



A water tank stores treated water manages water flow.

Provided by Donna LIBRA



CVWD Co-hosts Water Tour added by **CV Weekly** on July 31, 2025

View all posts by CV Weekly →

G

Start the discussion...

LOG IN WITH

OR SIGN UP WITH DISQUS 

Name



Share

Best Newest Oldest

Be the first to comment.

Food Drive Expands Across Pasadena, Glendale & La Cañada

A community-led donation drive is collecting urgently needed food and supplies for immigrant families affected by recent ICE raids and financial hardship.

The LA Loves Immigrants Food Drive, in partnership with local non-profit La Mano Extendida, is placing donation boxes at small businesses across Los Angeles. Everything collected goes directly to undocumented families – no questions asked.

The drive has expanded to 12 locations, including two in Pasadena, one in South Pasadena, one in Glendale and one in La Cañada, with more being added each week.

Most sites are independent coffee shops and neighborhood businesses. High-need items include diapers (especially size 6), baby wipes, canned food (especially tuna and tomatoes), powdered milk, feminine hygiene products, toothpaste, peanut butter, pasta, pasta sauce, instant coffee and non-perishable meals like mac and cheese or Cup O’ Noodles.

All items must be new, unopened and within expiration date.

The drive continues through mid-August. A full list of donation locations and needed items is at [LALovesImmigrants.com](#) with updates shared at [@lalovesimmigrants](#).

“This is neighbors helping neighbors,” said organizer Jennie Robles. “Every donation makes a real difference.”

City of La Cañada Flintridge Launches Wildfire Prevention Initiative

The City of La Cañada Flintridge is taking a step forward in wildfire prevention by reintroducing one of nature’s oldest vegetation management tools: grazing animals.

Through funding from CAL FIRE’s Wildfire Prevention Grant Program, the City has launched a targeted grazing project to reduce wildfire risk across 58.7 acres of City-owned land in the Gould Canyon area.

As a key component of the City’s broader wildfire mitigation strategy, this project involves the use of goats and sheep to manage vegetation in the Wildland Urban Interface (WUI) – the area where homes meet undeveloped, brush-heavy terrain. Grazing provides a low-impact, environmentally responsible method of reducing fuel loads, creating defensible space and supporting long-term community safety.

“Wildfire safety is one of our top priorities,” said Mayor Kim Bowman. “By using targeted grazing, we’re leveraging a time-tested, sustainable solution to reduce fire danger while preserving the natural beauty of our hillsides. This investment will strengthen the resilience of our community.”

In partnership with the Los Angeles County Fire Dept., the City’s approach supports regional wildfire readiness while embracing eco-friendly land management. The grazing animals help clear dry brush and overgrown vegetation, slow the spread of fire and naturally improve soil health all without the noise, pollution or disruption of mechanical equipment.

As part of the initiative, the City created a dedicated webpage (<https://lcf.ca.gov/wildfire-prevention/>) to increase wildfire prevention awareness. Community members can find information on home hardening, upcoming events and emergency preparedness tools.

For more information on the City’s wildfire prevention initiative, visit [LCF.ca.gov/Wildfire-Prevention](#).

Update on La Crescenta Avenue Project

During the construction period, detours, intermittent lane closures and traffic delays are expected on the following streets:

Location and Dates

- *La Crescenta Avenue between North Verdugo Road and Las Palmas Avenue:* Travel lanes may be closed intermittently between Aug. 11 through Aug. 22 (excludes weekends)
- *La Crescenta Avenue at Piedmont Avenue, Roselawn Avenue, Shirleyjean Street, Oakmont View Drive, and Midblock between Arlington and Las Palmas:* Travel lanes may be closed intermittently between Aug. 11 through Aug. 22 (excludes weekends)
- *La Crescenta Avenue at various locations between Verdugo Road and Montrose Avenue:* Travel may be closed intermittently between Aug. 11 through Aug. 22

Description of Work

- Contractor performing intersection re-alignments and concrete improvements.
- Contractor performing installation of traffic signal foundations.
- Contractor performing sanitary sewer main upgrades.

Please observe posted construction signage and drive safely near construction zones.

**Construction activity and closures are subject to change.*

Pros and Cons of Water Agency Consolidation

By Eliza PARTIKA

Foothill Municipal Water District and retail water agencies throughout La Crescenta, Altadena and La Cañada will continue discussing the prospect of agency consolidation in August, after a June meeting in which representatives from all eight local water agencies talked through pros and cons of consolidation and whether there is enough interest in studying consolidation’s effects on the community.

Representatives from the boards of the Foothill Municipal Water District, Kinneloa Irrigation District, Valley Water Company, Crescenta Valley Water District, La Cañada Irrigation District, Las Flores Water Company, Lincoln Avenue Water Company and Rubio Cañon Land & Water Association attended the initial meeting in June. However, as of this writing, only four have agreed to move forward with discussions regarding the efficacy of consolidation: Crescenta Valley Water District, Las Flores Water Company, Valley Water Company and Foothill Municipal Water District [Foothill Municipal].

Frank Colcord, director of Foothill Municipal, said the goal of the August meeting will be to create a working group that would decide on a process to further evaluate the potential benefits and drawbacks of consolidating and to decide the parameters for a study to determine whether consolidation is in the water agencies’ – and community’s – best interest.

“We’ve acknowledged for years there are both pros and cons to consolidation, but maybe this is the time to at least think about if the pros outweigh the cons,” Colcord said.

Foothill Municipal purchases imported water from Metropolitan Water District, and in turn sells it to the retail water agencies in La Crescenta, La Cañada and Altadena. Damage from the Eaton Fire resulted in significant financial losses from damaged infrastructure and loss of revenue from customers for Altadena water companies, said Colcord. He told the CV Weekly he believes consolidation has the potential to help sustainably provide water to the foothills amidst challenges like aging infrastructure, lost resources from the Eaton Fire and emerging threats to water quality.

The Eaton Fire severely impacted the water resources and infrastructure in Altadena. Initial estimated damages from the Eaton Fire in January 2025, as recorded by Foothill Municipal, the Los Flores Water Company lost approximately 1,100 service connections of 1,480 connections serving 4,500 customers – 74% percent. Of the 23 total water reservoirs in Altadena, seven were damaged in the Eaton Fire. In addition, Lincoln Avenue Water Company lost over half of its service connections and Rubio Cañon lost 35%.

“In addition to the number of customers lost, when you lose a customer, you lose their revenue. So that’s one of the biggest problems these agencies have right now, from a business standpoint ... they don’t have anywhere near as much income coming in as normal to pay their employees or their taxes or their water bills to [Foothill Municipal] or things like that. So that’s a big problem for them right now,” said Colcord. “But they also lost a bunch of infrastructure.”

After the Eaton Fire, water agencies in Altadena went to the state to request funding that would make up for financial losses and the loss of infrastructure as a result of the fire. The recently approved state budget now includes \$4 million of the \$120 million in requested funding for infrastructure repair. But in order to receive state funding for lost revenue, said Colcord, California requires a study to determine whether the agencies and community would benefit from agency consolidation. The August meeting would renew the discussion around consolidation, and review what it would take for some or all of the agencies to move forward with consolidation, if they choose to.

The June meeting discussed some benefits of consolidation, including the possibility of establishing a more robust system that can meet the renewed demands of the area and creating a pathway to becoming a larger, public agency that could gain easier access to public funds.

Consolidation, if decided upon, would be no easy feat. While consolidation would allow for a larger base of paying customers who would pay full rates, both public and private companies would be seeking to merge – and melding different governing structures could prove challenging. Creating rates based on differences in the age and quality of infrastructure and identifying common priorities for constituents is another hurdle to overcome.

But some leaders at the June meeting were confident that those moving forward have the ability to find a solution that works.

“I didn’t anticipate that the conversation or consolidation would be accelerated by the recent fires, but they have and I believe there’s something of a spotlight on us. I think it’s constructive to approach our situation as an opportunity,” said James Lee, head of Crescenta Valley Water District.

Public comment was largely in support of consolidation but also revealed the cost the fires had on communities.

“We have lost too much as a community and don’t need to see bureaucracy fumbling decisions about our future. It is our community, not yours,” said an Altadena resident who spoke in June.

“All my neighbors are worried about building infrastructure like water, electricity and gas. There’s no leaders. You should be the leaders of this and show them how it is done,” said another.

Another asked what the role of the state and county would be in providing assistance to the companies themselves and to rate payers in a transition.

At the close of the meeting, a local resident and retired executive from Irvine Ranch Water District summed up the anticipations for the next phase of planning.

“I think we owe it to our customers to consider all [of] the options and move forward with the next step, which is not necessarily consolidation, because there’s advantages and disadvantages, but to at least do a study and see if it makes sense.”



Cross-Connection Control Plan

Effective Date: July 1, 2025

→ WHAT IS CROSS-CONNECTION?

A cross-connection is an actual or potential connection between the safe drinking water (potable) supply and a source of contamination or pollution. Cross-connections must be properly protected or eliminated.

→ WHY IT MATTERS

Cross-connections can put your health and the public water system at risk. This survey helps us take proactive steps to keep your water safe and clean.

WHAT YOU NEED TO DO:

☒ Complete the Cross-Connection Survey

Submit the survey form along with your water service application.

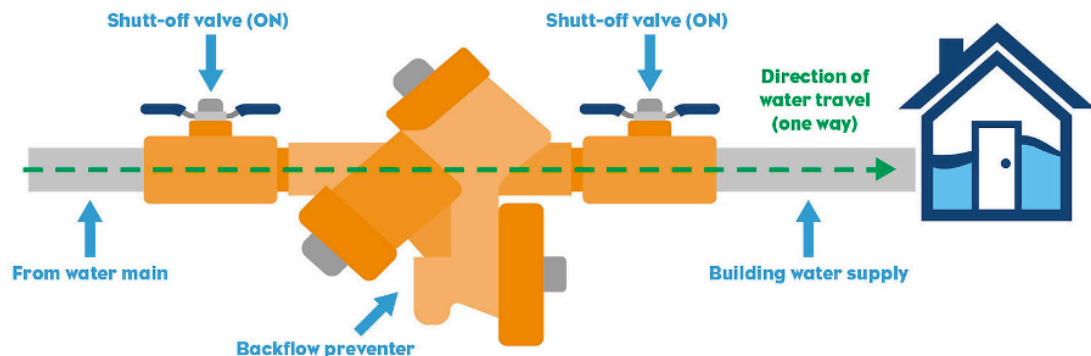
☒ Be Prepared for Follow-Up

If needed, our Cross-Connection Specialist may contact you for additional information or inspection.

☒ Watch for Testing Notices

If testing of your backflow device is required, you will receive notices and reminders directly from BSI Online, our third-party compliance management partner.

BACKFLOW PREVENTION DEVICE



NEED HELP OR HAVE QUESTIONS?



(818) 248-3925



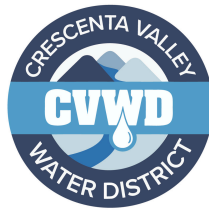
backflow@cvwd.com



www.cvwd.com/cross-connection-control



Don't Rush To Flush



These items belong in the trash can, not the toilet!

Fats, oils, and grease



Disposable diapers



**Paper
Towels**



Medications

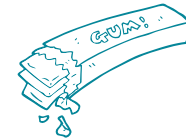


Wipes

(even if it claims to be flushable)



Chewing Gum



Food scraps



Cigarettes/Vapes



Plastics



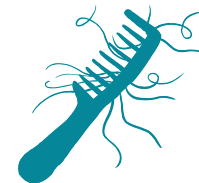
Cat Litter



Hygiene Products



Hair



HELP SHAPE OUR COMMUNITY'S RESILIENCE PLAN



To learn more about the planning process:

<https://www.fmwd.com/hazard-mitigation-plan>

TAKE OUR
SURVEY





UNDERSTAND YOUR MONTHLY BILL

Beginning July 1, 2025, CVWD has transitioned from bi-monthly billing to monthly billing. Below, are key features and a new look of your bill moving forward, including budget-based billing for single-family residences.

"ET Factor" refers to "evapotranspiration" - rate at which plants lose water through evaporation.

Your indoor water budget and wastewater charges are based on your household size. Your default household size is four (4). Contact Customer Service if this number is different for your household.

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD.
LA CRESCENTA, CA 91214
818-248-3925

Water Budget charges vary each month based on your actual water usage.

Tier 1 and Tier 2 budgets are based on your lot size, occupants, and ET factor. Keeping usage within Tier 1 and Tier 2 avoids higher Tier 3 rates

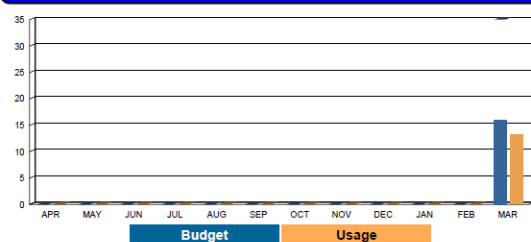
PAT DAVIS
1234 CVWD RD.
LA CRESCENTA, CA 91214

Water Budget Charge 1 Unit= 1,000 Gals

	Budget	Usage	Rate	Amount
Tier 1 Indoor Budget	6	6	@5.56	33.36
Tier 2 Outdoor Budget	8	6	@11.52	69.12
Tier 3 Above Budget	0	0	@18.26	0.00
Total Usage				102.48

SPECIAL MESSAGE

WATER BUDGET VS USAGE



The water budget graph shows your water usage for the current month and previous 12 months, compared to your monthly water budget. You will see your full 12-month usage starting July 2026.

ACCOUNT INFORMATION

ACCOUNT:	123456-000
SERVICE PERIOD:	4/15/2025 to 5/15/2025
BILLING DATE:	6/23/2025
ET Factor	3.575
Lot Occupants (Sq Ft)	4
Irrigated Landscape Area	4353
Service Address	1234 CVWD
Meter Size (inches)	0.75
Lot Class Code	SFR

Serial No	Prior Reading	Current Reading	Usage
83767195	224	236	12

CURRENT CHARGES

WATER SERVICE CHARGE	44.53
*WATER USAGE CHARGE	102.48
WASTEWATER CHARGE	51.28

TOTAL CURRENT CHARGES

198.29

*Wastewater charges only apply if the District provides wastewater collection services to your residence.

BILL SUMMARY

Previous Balance	295.67
Payments Received	-295.67
Adjustments	0.00
Additional Billing	0.00
Current Charges	198.29

TOTAL AMOUNT DUE

198.29

The bill summary shows how much you owe. It includes your current charges, previous charges, miscellaneous charges, and payments received.

Payment

Coupon

ACCOUNT INFORMATION

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
PLEASE MAKE CHECK PAYABLE TO:

CVWD

ACCOUNT: SERVICE 123456-000
ADDRESS: SERVICE 1234 CVWD
PERIOD: BILLING DATE: 4/15/2025 to 5/15/2025
6/23/2025

DUE DATE:

PAT DAVIS 7/8/2025
1234 CVWD RD.
LA CRESCENTA, CA
91214

AMOUNT DUE

TOTAL AMOUNT DUE BY 7/8/2025 198.29

AMOUNT ENCLOSED

REMIT PAYMENT TO:

CRESCENTA VALLEY WATER DISTRICT
2700 FOOTHILL BLVD.
LA CRESCENTA, CA 91214

QUESTIONS?

Contact Customer Service at (818) 248-3925



818-248-3925



customerservice@cvwd.com



www.cvwd.com

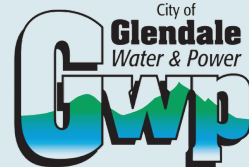


2700 Foothill Blvd, La Crescenta, CA 91214

RAIN BARRREL DISTRIBUTION



WATER AND
POWER



Liberty®



PASADENA
WATER & POWER DEPARTMENT

Foothill Municipal Water District
4536 Hampton Road
La Cañada Flintridge, CA 91011

**October 11, 2025
10 AM - 12 PM**

PRE-ORDER REQUIRED

The cost of a 50-gallon rain barrel is \$85. Full and partial rebates available.

More Information and to pre-order:

rainbarrelsintl.com/events/foothill-mwd



CRESCENTA VALLEY WATER DISTRICT

General Manager Report

GM Report

August 26, 2025

To: Honorable President and Members of the Board of Directors
From: James Lee, General Manager
Subject: **General Manager Report**

General Manager's Report Topics:

- CVWD Tour for Assemblymember Nick Shultz (AD 44)

STAFFING

1 work anniversaries in August – Darlene Telles – 12 years

Employee Spotlight: Jonathan Russo

Welcoming: Vanessa Lumley, Temporary Water Quality Specialist

As of August 21st, the District has gone 208 days without a lost time incident.

GENERAL MANAGER ACTIVITIES

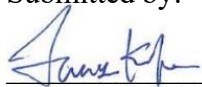
Meetings:

Managers Meeting(s)	- July 24 th ; July 31 st ; Aug 14 th
Office of State Senator Sasha Pérez	- July 22 nd
SoCal Water Coalition Stormwater Task Force Committee	- July 24 th
Executive Committee	- July 24 th
CVWD Tour: Assemblymember Nick Shultz	- July 29 th
GM Cybersecurity Training: Part II	- July 29 th
Public Water Agencies Group Quarterly Meeting	- July 30 th
Glendale Fire Chief Jeff Brooks – Swearing In	- July 31 st
City of Alhambra Water Utilities Department	- July 31 st
CAL FIRE Deputy Director, Wildfire Preparedness	- August 5 th
National Night Out: La Crescenta Sheriff's Station	- August 5 th
Rubio Canyon Land and Water Company	- August 6 th
Glendale City Council	- August 6 th
SoCal Water Conference	- August 8 th
Kinneloa Irrigation District	- August 8 th
Valley County Water District	- August 11 th
DROPS Remote-Sensing Coalition (Stormwater)	- August 11 th
Public Water Agencies Group Board of Directors	- August 12 th
Las Virgenes Municipal Water District	- August 12 th
Glendale Water and Power	- August 19 th
La Cañada-Flintridge City Council	- August 19 th
Glendale Water and Power	- August 20 th
All-Hands Staff Meeting	- August 21 st
State Senator Sasha Pérez – Swearing In	- August 23 rd

Agreements/Contracts Executed:

NEOGOV – <i>agreement</i>		
2-year Recruitment and onboarding platform	\$20,542	July 21, 2025
Highroad IT – <i>contract</i>		
FY 2025-26 Statement of Work	\$218,633	July 30, 2025
Kelsey Structural – <i>agreement</i>		
Rosemont Preserve gate design	\$9,880	August 18, 2025
NEOGOV – <i>agreement</i>		

Submitted by:



James Lee
General Manager



Crescenta Valley Water District –Administration & Finance Report for < July 2025 >

Customer Service & Administration Activity



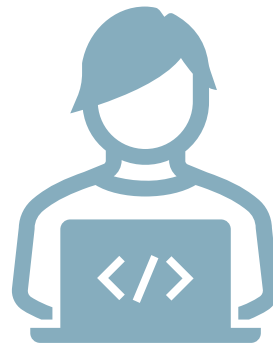
Service Requests
214



Customer Onboarding
10



Meter Changeouts
3



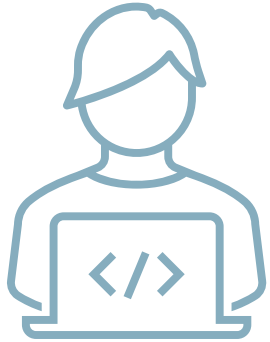
New Sign-Ons
57

- 
- **First monthly billing**
 - **NIMS training**
 - **Quarterly Safety Lunch**
 - **Montrose Harvest Market**
 - **CVWD Tour**



Crescenta Valley Water District –Administration & Finance Report for < July 2025 >

AMI Activity



New Sign Ons
42



Registered Accounts
821



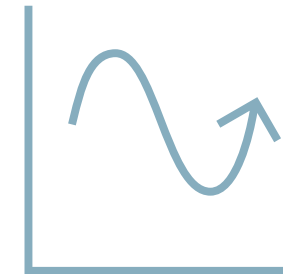
Total Consumption
3.79M Gal (+0.145%)



Leak Alerts Sent
481



**Leak Resolution
Feedback**
26



Peaks: 6am and 7pm
Lows: 1am and 2pm