I hereby certify that the following agenda was posted at least 72 hours prior to the time of the meeting so noticed below at 24251 Los Alisos Boulevard, Lake Forest, California.

ROBERT R. HILL, Secretary of the
El Toro Water District and the Board of
Directors thereof

AGENDA

EL TORO WATER DISTRICT
REGULAR MEETING OF THE
BOARD OF DIRECTORS MEETING

March 22, 2018
7:30 a.m.

CALL MEETING TO ORDER – President Goldman

PLEDGE OF ALLEGIANCE – President Goldman

ORAL COMMUNICATIONS/PUBLIC COMMENTS

Members of the public may address the Board at this time or they may reserve this opportunity with regard to an item on the agenda, until said item is discussed by the Board. Comments on other items will be heard at the time set aside for "DIRECTORS COMMENTS/NON-AGENDA ITEMS." The public will identify themselves when called on and limit their comments to three minutes.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

PRESENTATION OF AWARDS, RECOGNITIONS AND INTRODUCTIONS

a. Service Awards

No acknowledgement this month.

b. Continuing Education & Training, Degree and Certification Program acknowledgement

No acknowledgement this month.

c. Special District/Employee Association/Community Award Acknowledgement and Employee Special Recognition

The Board will recognize Ralph Palomares for his 2017 Santa Ana River Basin Section (SARBS) Spotlight Award for outstanding professional accomplishments as a long standing SARBS member and ETWD representative.

CONSENT CALENDAR

(All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item)

1. Approval of Minutes (Minutes Included)

Consider approving minutes of the February 8, 2018 CAG meeting, the minutes of the February 12, 2018 Special Board meeting, and the minutes of the February 22, 2018 Board meeting.

2. Attendance at Conferences and Meetings

Consider approving Directors Goldman, Kahn, Vergara, Adjarian, and Monin to attend the CASA & WateReuse Public Policy Forum on April 11, 2018 in Sacramento, CA.

3. Annual Review of the District'sTravel and Expense Reimbursement Policy Statement 1985-5 (IV) (Reference Material Included)

Staff recommends no amendments to the District's Travel and Expense Reimbursement Policy Statement 1985-5 (IV).

4. Annual Review of the District's Cash Reserve Policy Statement 1994-12 (IV) (Reference Material Included)

Staff recommends no amendments to the District's Cash Reserve Policy 1994-12 (IV).

APPROVAL OF ITEMS REMOVED FROM TODAY'S CONSENT CALENDAR

The Board will discuss items removed from today's Consent Calendar requiring further discussion.

Recommended Action: The Board will be requested to approve the items removed from today's consent Calendar.

DIRECTOR/COMMITTEE REPORTING

5. Director Reports for Meetings Attended (Oral Report)

GENERAL MANAGER ACTION ITEMS

6. HighMark Authorization to Enter Into Advisory Service Agreement/Advisory Services Agreement Management Fee Addendum (Reference Material Included)

Staff will review and comment on the necessity to update and execute the 1) Authorization to Enter into Advisory Services Agreement, and 2) Advisory Services Agreement Investment Management Fee Addendum between ETWD and HighMark.

Recommended Action: Staff recommends that the Board of Directors 1) authorize President Scott Goldman, Treasurer Mark Monin, Secretary Robert Hill, and Assistant Secretary Dennis Cafferty to execute the Authorization to Enter into Advisory Services Agreement between ETWD and HighMark and 2) authorize President Scott Goldman and Secretary Robert Hill to execute the Advisory Services Agreement Investment Management Fee Addendum between ETWD and HighMark inclusive of any changes reviewed and approved by the Board at today's meeting.

7. Resolution No. 18-3-1 Annual Review of the District's Identity Theft Prevention Program Policy Statement 2008-23 (IV) (Reference Material Included)

Staff will review and comment on adopting Resolution No. 18-3-1 which amends the District's Identity Theft Prevention Program Policy Statement 2008-23 (IV).

Recommended Action: Staff recommends that the Board adopt Resolution No. 18-3-1 which amends the District's Identify Theft Prevention Program Policy Statement 2008-23 (IV).

RESOLUTION NO. 18-3-1
OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
IDENTITY THEFT PREVENTION PROGRAM
POLICY STATEMENT 2008-23 (IV)

8. **Resolution No. 18-3-2 Amending the District's Budget Policy 1994-11 (IV)** (Reference Material Included)

Staff will review and comment on adopting Resolution No. 18-3-2 which amends the District's Budget Policy 1994-11 (IV).

Recommended Action: Staff recommends that the Board adopt Resolution No. 18-3-2 which amends the District's Budget Policy 1994-11 (IV).

RESOLUTION NO. 18-3-2
OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
BUDGET POLICY 1994-11 (IV)

9. **Resolution No. 18-3-3 Amending the Director Compensation Policy Statement 1993-10 (IV)** (Reference Material Included)

Staff will review and comment on Resolution No. 18-3-3 which amends the Director Compensation Policy Statement 1993-10 (IV).

Recommended Action: Staff recommends that the Board adopt Resolution No. 18-3-3 which amends the Director Compensation Policy Statement 1993-10 (IV).

RESOLUTION NO. 18-3-3
OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
DIRECTOR COMPENSATION POLICY
1993-10 (IV)

10. **Employee Handbook Updates** (Reference Material Included)

Staff will review and comment on updates to the Employee Handbook in accordance with new laws/regulations and as approved by the District's Labor Counsel.

Recommended Action: Staff recommends that the Board of Directors approve the Employee Handbook updates as presented and approved by the District's Labor Counsel.

11. **ACWA SB 623 "Oppose Unless Amended" Fund Raising Effort** (Reference Material Included)

Staff will review and comment on a request from ACWA for "Oppose unless Amended" Coalition Members to contribute to a fund raising effort

to secure an outside public affairs firm to help develop a more strategic external affairs campaign and assist coalition building outside of the water industry. Additionally, ACWA intends to fund an advertising campaign focused on key legislative districts. Based upon ETWD's Operating Budget, ACWA is recommending that ETWD as a Coalition Member contribute $10,000. Any public funds collected will only be used for expenses related to direct lobbying of legislators and educational components.

Recommended Action: Staff recommends that the Board of Directors consider contributing $10,000 to the ACWA "Oppose unless Amended" Strategic External Affairs Campaign effort.

12. OC LAFCO Regular SD Member and Alternate SD Member Election (Reference Material included)

Staff will review and comment on the upcoming OC LAFCO Special District election process. Regular Member John Withers and Alternate Member James Fisler seats are up. The "Declaration of Qualification to Vote Form" designating the voting member and alternate voting member of each ISDOC member agency and the "Nomination Form" for submitting candidate names for the Regular or Alternate Seat appointment must be returned to OC LAFCO no later than 3PM on Monday, April 9, 2018. Voting ballots will be emailed April 17, 2018 and executed ballots are due back to OC LAFCO by 3PM on May 25, 2018.

Recommended Action: Staff recommends that the Board of Directors consider 1) designating President Goldman as the District's primary voting representative and Director Adjarian as the District's alternate voting representative and 2) nominating an ETWD director as a candidate for either the Regular or Alternate Seat. Staff further recommends that the Board of Directors authorize the District's Secretary to execute and transmit the "Declaration of Qualification to Vote Form" and the "Nomination Form" to OC LAFCO on or before April 9, 2018.

13. California Asset Management Trust (CAMP) Notice of Solicitation of Written Consent of Trustees & Approval of Amendments to Authorized Investments (Reference Material Included)

Staff will review and comment on the Notice of Solicitation of Written Consent of appointed Trustees and Approval of Amendments to Authorized Investments Policy. To be effective, the Consent must be received by the Trust no later than April 23, 2018.

Recommended Action: Staff is recommending that the Board of Directors consider 1) Consenting to all seven individuals appointed to

serve as Trustees for the ensuing year and 2) approving amendments to authorized investments policy.

GENERAL MANAGER INFORMATION ITEMS

14. <u>General Manager's Monthly Report</u> (Report Included)

Staff will review and comment on the General Manager's Monthly Report.

15. <u>State Drought Regulations – Monthly Report</u> (Reference Material Included)

Staff will review and comment on reporting of monthly and cumulative water production compared to actual water production in 2013.

16. <u>Legislative Reports</u> (Reference Materials Included)

Staff and General Counsel will review and comment on the Legislative reports.

17. <u>Public Education and Outreach & Water Conservation Reports</u> (Reference Material Included)

18. <u>SOCWA Reports</u> (Reference Material Included)

a. SOCWA Board Meeting – March 1, 2018
b. SOCWA Finance Committee Meeting – March 7, 2018
c. SOCWA Engineering Committee Meeting – March 8, 2018

19. <u>Municipal Water District Of Orange County (MWDOC) Report</u> (Reference Material Included)

a. MWDOC Planning/Operations Committee – March 5, 2018
b. MWDOC/MET Directors Workshop – March 7, 2018
c. MWDOC Administration & Finance Committee – March 14, 2018
d. MWDOC Public Affairs & Legislation Committee – March 19, 2018
e. MWDOC Board Meeting – March 21, 2018
f. MWDOC Managers Meeting – March 22, 2018

20. <u>Local Agency Formation Commission (LAFCO) Report</u>

a. Report on the March 14, 2018 LAFCO meeting

21. <u>South Orange County Watershed Management Area (SOCWMA) Management and/or Executive Committee Report</u>

a. Report on the March 5, 2018 Management Committee meeting

22. <u>ISDOC Meetings</u> (Reference Material Included)

a. Report on the March 6, 2018 ISDOC Executive Committee Meeting

23. <u>WACO Meetings</u> (Reference Material Included)

a. Report on the March 2, 2018 WACO Meeting

b. Report on the March 20, 2018 WACO Planning Committee meeting

24. <u>City Coordination Efforts</u>

Report on the Lake Forest Utility Meeting of February 28, 2018.

COMMITTEE AND GENERAL INFORMATION

25. <u>Dates to Remember for March/April 2018</u> (Reference Material Included)

26. <u>Carry-Over Pending Matters</u> (Reference Material Included)

DIRECTOR COMMENTS/NON-AGENDA ITEMS

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. In accordance with Government Code Section 54956.96 in order to receive, discuss, and/or take action concerning information obtained by the District's representative pertaining to a closed session of the South Orange County Wastewater Authority ("SOCWA"), a joint powers agency.

REGULAR SESSION

REPORT ON CLOSED SESSION (Legal Counsel)

Mr. Granito will provide an oral report on the Closed Session.

ADJOURNMENT

Recommended Action: The Board will be requested to take action adjourning today's Board meeting to **Thursday, April 26, 2018 at 7:30 a.m.** at the El Toro Water District, 24251 Los Alisos Boulevard, Lake Forest, California.

The agenda material for this meeting is available to the public at the District's Administrative Office, which is located at 24251 Los Alisos Blvd., Lake Forest, Ca. 92630. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate public inspection at the same location.

Request for Disability-Related Modifications or Accommodations

If you require any disability-related accommodation, including auxiliary aids or services, in order to participate in this public meeting, please telephone the District's Recording Secretary, Polly Welsch at (949) 837-7050, extension 225 at least forty-eight (48) hours prior to said meeting. If you prefer, your request may be submitted in writing to El Toro Water District, P.O. Box 4000, Laguna Hills, California 92654, Attention: Polly Welsch.

MINUTES OF THE COMMUNITY ADVISORY
GROUP MEETING
OF THE
EL TORO WATER DISTRICT

February 8, 2018

Director Monin called the meeting of the Community Advisory Group of the EL TORO WATER DISTRICT to order at 12:00 o'clock p.m. on February 8, 2018 at the El Toro Water District Administrative Offices, 24251 Los Alisos Boulevard, Lake Forest, California.

Director Vergara led in the Pledge of Allegiance to the flag.

Directors MARK MONIN, FRED ADJARIAN, and JOSE VERGARA were present.

Directors M. SCOTT GOLDMAN, and WILLIAM KAHN were absent.

Also present were ROBERT R. HILL, General Manager, DENNIS P. CAFFERTY, Assistant General Manager/District Engineer, NEELY SHAHBAKHTI, Finance Manager/Controller, SHERRI SEITZ, Public Relations/Emergency Preparedness Administrator, STEVE WINGEN, Customer Service, MARIA SOLIS, Customer Service, ABEL ESTRADA, Customer Service Manager, SUE NORBERG, Employee, and POLLY WELSCH, Recording Secretary.

SELF INTRODUCTIONS

Self introductions were made around the room.

INTRODUCTORY COMMENTS

There were no comments.

Open Forum

Ms. Eileen Lazar stated that one of her residents noted a discoloration of their water, and asked if the District could explain. Mr. Cafferty replied that the resident would need to contact Customer Service for a service call.

Mr. Fontany asked why our sewer rates increased. Mr. Cafferty replied that the sewer rates have not increased since July 2017. Mr. Hill explained that the District prepares a Cost of Service Study and rate comparison before considering an increase to any water rates. Mr. Cafferty offered to review Mr. Fontany's water bill after today's meeting.

Ms. Dearing asked if there could be mandatory water restrictions again. Mr. Hill replied that he has a presentation regarding this later in the meeting.

Mr. Werner asked if MET is doing anything about the possibility of another drought. Mr. Hill replied that water districts remind customers to conserve water as a way of life.

Baker Water Treatment Plant

Mr. Cafferty stated that the project was first conceived in 2006, and in January 2017 the plant went on line. He further stated that the purpose of this project is to provide a backup of potable water in the event that the Diemer pipeline would be out of service.

Mr. Cafferty stated that Irvine Lake is also a potential point of water to meet demand in South Orange County.

Mr. Cafferty stated that the Baker project is complete and in service. He further stated that the construction estimate was between $50 - $60 million dollars, and the actual project cost was over $100 million dollars.

Mr. Cafferty stated that the total cost of the water is $846 per acre foot. He further stated that we factor in the capital costs.

Phase II Recycled Water Expansion Project

Mr. Cafferty provided an update on the Phase II Recycled Water Expansion Project.

Mr. Cafferty stated that the Phase I project provided over 100,000 acres of pipelines. He further stated that we are delivering more Recycled Water during the summer months.

Mr. Cafferty stated that this project has delivered approximately 1.2 billion gallons of recycled water. He further stated that we are working on Phase II which will extend toward Gate 9, and the East Side System will extend into Gates 5 & 6.

Mr. Cafferty stated that the total project is approximately 28,000 feet of pipeline and 85 million gallons of recycled water.

Mr. Cafferty stated that the project cost is getting better, as in the beginning it was thought to be a $12 million project, but the current cost is approximately $7.6 million.

Mr. Dalis asked what is the interest rate for the loan. Mr. Cafferty replied that the interest rate is 1.7%.

Mr. Cafferty stated that the construction contracts have been awarded for both the East Side System and the West Side System. T. E. Roberts will be the contractor for the East Side System, and E.J. Meyer will be the contractor for the West Side System.

Mr. Cafferty stated that the potholing is complete on both projects, and the next step is excavation and pipeline installation. He further stated that 35% of the projects are complete, and on or ahead of schedule.

Mr. Cafferty stated that the project uses PVC pipe which is easy to install, using a bell and spigot method with lubricant to push them into a jointed pipe. He further stated that back filling is next. Tracer wire is also added next to the pipe so we can locate the pipe when needed.

Mr. Cafferty stated that completion of both projects is anticipated for June 2018, and irrigation systems will be connected by the end of the year.

Ms. Freshley asked if the change in depth affects the water flow. Mr. Cafferty replied that on pressurized water systems there will be high and low points.

Mr. Cafferty stated that a new recycled water commercial is on the District's website.

Mr. Cafferty stated that Phase III is not yet determined.

Mr. Gross suggested that a water truck be at every fire station so when fire hydrants are hit, the water can be saved.

Ms. Rhodes asked why we can't use recycled water for forest fires. Mr. Cafferty replied that during emergencies the closest body of water is used.

Mr. Fontany asked if the price of recycled water will come down. Mr. Cafferty replied that the debt on the first project was a 20 year loan, and we are 3 years into the loan. He further stated that there is a possibility that recycled water costs could come down in the future.

2016/17 Water Year Recap – What's Ahead?

Mr. Hill provided a report on water supply in 2016/17. He further stated that legislation is coming down along the conservation as a way of life.

Mr. Hill presented some slides on the 5-year drought, where we are, and where we are going.

Mr. Hill stated that in 2016/17 in the Sierras, they reported 95 inches of rainfall and it was the wettest year of 97 years of reporting. He further stated that conditions can change depending on the weather.

Mr. Hill stated that MET is storing water for the next drought. He further stated that in 2016/17 water supply was 2.8 million acre feet and demand was 1.5 million acre feet, which supply beat demand by 1.2 million acre feet.

Mr. Hill stated that 1997/98 was the wettest year, and the driest year was 2006/7. He further stated that we are tracking along now with the driest year.

Mr. Hill stated that we continue to track on a monthly basis and report water usage to the State.

Mr. Hill stated that the twin tunnel project is being scaled back to a single tunnel or phased in, and would require funding by the Agriculture areas. He further stated that the idea behind the twin tunnels was in case one tunnel was out of commission, we could use the second tunnel.

Mr. Hill stated that SB 623 is a public goods water tax bill on retail agencies and we would send all or a portion to Sacramento to fund small poverty areas for water supply. He further stated that SB 606 and AB 1668 are regarding loss standards.

Meeting Conclusion/Other Business

Director Monin stated that the next CAG meeting is May 10, 2018.

Adjournment

Director Monin adjourned the meeting at 1:25 o'clock p.m.

Respectfully submitted,

_____
POLLY WELSCH
Recording Secretary

APPROVED:

_____
M. SCOTT GOLDMAN, President of
of the El Toro Water District and the
Board of Directors thereof

_____
ROBERT R. HILL, Secretary
of the El Toro Water District and
the Board of Directors thereof

MINUTES OF THE SPECIAL MEETING
OF THE
BOARD OF DIRECTORS
OF THE
EL TORO WATER DISTRICT
February 12, 2018

President Goldman called the meeting of the Board of Directors of the ELTORO WATER DISTRICT to order at 11:30 o'clock a.m. on February 12, 2018 at the El Toro Water District Administrative Offices, 24251 Los Alisos Boulevard, Lake Forest, California.

Director Vergara led in the Pledge of Allegiance to the flag.

Directors M. SCOTT GOLDMAN, JOSE F. VERGARA, MARK MONIN, and FRED ADJARIAN were present.

Also present were ROBERT R. HILL, General Manager/Secretary, DENNIS P. CAFFERTY, Assistant General Manager/District Engineer, and GILBERT J. GRANITO, General Counsel.

Director WILLIAM H. KAHN was absent.

Oral Communications - Public Comments

President Goldman stated that at this time members of the public may address the Board or they may reserve this opportunity with regards to an item on the agenda, until the Board discusses said item later in today's meeting.

There were no public comments.

Action Items

TCWD Proposed Methodology for Allocating SOCWA General Fund Costs to Member Agencies

Mr. Hill indicated that per the SOCWA JPA Agreement, General Fund (GF) costs are allocated equally to each of the ten member agencies. Mr. Hill further indicated that Trabuco Canyon Water District has proposed a substitute GF cost allocation methodology along with a change in what costs should be allocated to the GF and SOCWA is seeking input from the member agencies on same.

Mr. Cafferty provided a detailed presentation to the Board inclusive of: JPA Agreement background, prior changes in allocation approach, various tables describing the evolution of the GF, Administration and O&M cost allocation methodologies and the financial implications to member agencies, and the Trabuco Canyon Water District proposed cost allocation methodology and their rationale for same. Mr. Hill indicated that an in depth discussion ensued.

Mr. Hill indicated that the SOCWA Finance Committee which was meeting the next day was looking for Finance Committee member agencies to provide input on the proposal and whether they could support it.

The recommended action was for the Board of Directors to consider whether they could support the proposed Trabuco Canyon Water District GF allocation methodology, and to provide direction to ETWD SOCWA Directors and staff regarding same.

After in depth discussion it was the consensus of the Directors not to support the proposed methodology as presently formulated.

President Goldman asked for a Motion.

Motion: Director Adjarian made a Motion, seconded by Director Monin, and unanimously carried across the Board, to not support the proposed methodology as presently formulated and provided such direction to the ETWD SOCWA Directors and staff.

Roll Call Vote:

Director Vergara	aye
President Goldman	aye
Director Monin	aye
Director Adjarian	aye

Information Item

Annual Self-Assessment of Board Effectiveness and Issues Beyond the Board Itself

Mr. Hill indicated that this item is in response to Goal 5 of the ETWD 2017 Strategic Plan which requires the Board President to initiate a Board review annually near the beginning of the calendar year on Board-related topics with the goal of optimizing Board effectiveness. Mr. Hill further indicated that examples of potential topics, include but are not limited to Committees, the Agenda packet, number and timing of meetings per month, enhancing deliberation and incorporating additional rules of order into the meeting process.

President Goldman and the Board reviewed Committee and Organization representation assignments to see if changes should be considered. The consensus of the Board was to make no changes at this time. President Goldman suggested that changing the format of the agendas could possibly

streamline the Board meeting durations. President Goldman specifically referred to adding a consent calendar to the Engineering Committee meeting agenda and the Finance Committee meeting agenda.

President Goldman suggested that the meeting minutes for each Committee could be segregated and they along with any action items could go on the Consent Calendar. Mr. Hill clarified that while the action items would be listed on the Consent Calendar it did not preclude a Director or Directors from pulling an item for discussion purposes. The Board agreed with the agenda format change and directed staff to implement for the upcoming February meetings.

Director Comments/Non-agenda Items

There were no comments.

Adjournment

There being no further business to come before the Board, the following motion was duly made and passed.

Motion: Director Adjarian moved, seconded by Director Monin and unanimously carried across the Board that today's meeting be hereby adjourned at 1:25 o'clock p.m.

President Goldman called for a Roll Call vote.

Roll Call Vote

Director Monin	aye
Director Adjarian	aye
President Goldman	aye
Director Vergara	aye

Respectfully submitted,

_____
ROBERT R. HILL, Secretary
of the El Toro Water District and
the Board of Directors thereof

APPROVED:

_____
M. SCOTT GOLDMAN, President of
the El Toro Water District and the
Board of Directors thereof

_____
ROBERT R. HILL, Secretary
of the El Toro Water District and
the Board of Directors thereof

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS
OF THE
EL TORO WATER DISTRICT
February 22, 2018

President Goldman called the meeting of the Board of Directors of the ELTORO WATER DISTRICT to order at 7:30 o'clock a.m. on February 22, 2018 at the El Toro Water District Administrative Offices, 24251 Los Alisos Boulevard, Lake Forest, California.

Director Monin led in the Pledge of Allegiance to the flag.

Directors M. SCOTT GOLDMAN, WILLIAM H. KAHN, JOSE F. VERGARA, FRED ADJARIAN, and MARK MONIN were present.

NEELY SHAHBAKHTI, Finance Manager/Controller, was absent.

Also present were ROBERT R. HILL, General Manager/Secretary, DENNIS P. CAFFERTY, Assistant General Manager/District Engineer, JUDY CIMORELL, Human Resources Manager, SHERRI SEITZ (arrived at 8:05 a.m.), GILBERT J. GRANITO, General Counsel, POLLY WELSCH, Recording Secretary, WILL WESSON, Employee, BOB ADAMS, HighMark Representative, and KATHRYN FRESHLEY, Customer.

Oral Communications - Public Comments

President Goldman stated that at this time members of the public may address the Board or they may reserve this opportunity with regards to an item on the agenda, until the Board discusses said item later in today's meeting.

There were no comments.

Items Received Too Late To Be Agendized

President Goldman asked if there are any items received too late to be agendized. Mr. Hill replied no.

Presentation of Awards, Recognitions and Introductions

There were no acknowledgements.

Continuing Education & Training, Degree and Certification Program Acknowledgement

Mr. Hill introduced and congratulated on behalf of the Board Will Wesson, Maintenance Worker I, for obtaining his Grade 2 Certification from the State of California State Water Resources Control Board.

At approximately 7:32 o'clock a.m. Mr. Wesson left the meeting.

Consent Calendar

All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item.

Director Vergara asked to pull item #1, Approval of the Minutes for some amendments.

President Goldman asked for a Motion to approve the Consent Calendar.

Motion: Director Adjarian made a Motion, seconded by Director Vergara, and unanimously carried across the Board to approve the Consent Calendar, with item #1 Approval of Minutes pulled. Item #2 Attendance at Conference and Meetings was approved.

Roll Call Vote:

Director Adjarian	aye
Director Monin	aye
President Goldman	aye
Vice President Kahn	aye
Director Vergara	aye

Approval of Items Removed from Today's Consent Calendar

Approval of Minutes

Director Vergara stated that he asked the Recording Secretary to make some amendments to the minutes. Director Kahn also made some amendments to the minutes.

President Goldman asked for a Motion.

Motion**:** Director Adjarian made a Motion, seconded by Director Vergara, and unanimously carried across the Board to approve the Consent Calendar, item #1 Approval of Minutes, with the aforementioned amendments.

Roll Call Vote:

Director Adjarian	aye
Director Monin	aye
President Goldman	aye
Vice President Kahn	aye
Director Vergara	aye

Quarterly Review of the District's 401(k) Retirement Savings Plan

President Goldman stated that we would be taking this item #5 out of place today, and will review it now.

Mr. Hill introduced Bob Adams, HighMark Representative.

Mr. Adams stated that on page 9 of the report, most of the funds have outperformed the benchmarks. He further stated that all four portfolios are performing well during the quarter.

Mr. Adams stated that on page 13, Mutual Fund Changes During This Quarter, the conclusion was missing. He further stated that the slide should have ended with “Therefore we closed our position in the floating rate fund during the quarter, and the proceeds were reinvested in intermediate and short term bonds.”

Mr. Adams stated that on page 18, the floating rate note is still there which reflects a small dividend paid out. He further stated that some of the funds on page 19 are on the watch list.

Mr. Adams stated that on page 20, the Artisan Mid Cap Advisor was one of the funds that Sageview recommended watching. He further stated that their analyst met with them to discuss the fund’s performance.

Mr. Adams stated that on page 21, the Dodge & Cox International fund is a 3 year performance issue, and they are monitoring this fund.

Mr. Adams stated that assets continue to increase.

Director Monin stated that there were several funds that did not perform well, and he suggested a FI 360 which is an evaluation by a third party to review fund performance. He further stated that there is no cost for

this service. Mr. Adams noted that he will research the FI 360.

At approximately 7:40 o'clock a.m. Mr. Adams left the meeting.

Open Public Hearing

Public Hearing Regarding Adoption of Proposed Ordinance No. 2018-1

At approximately 7:40 o'clock a.m., President Goldman declared the Public Hearing open.

Mr. Hill stated that the Notice of Public Hearing was posted in the OC Register twice, on February 7th, and February 14th.

Mr. Hill stated that the purpose of Resolution No. 18-2-1 is to adopt Ordinance No. 2018-1 which increases the compensation of the members of the Board of Directors of the El Toro Water District.

Mr. Hill stated that Section 20200 of the Water Code of California authorizes an increase in the amount of compensation above the amount of $100 or more per day, and does not exceed an amount equal to 5% for each calendar year. He further stated that the last increase was done via Ordinance 2007-2 in December 2007.

Mr. Hill stated that if the Ordinance 2018-1 is passed by the Board, on May 1, 2018 the increase will take effect. He further stated that the increase in compensation amounts to $21 per day for a total of $219 for each day's service rendered, not exceeding 10 days in a calendar month.

Public Comment

Ms. Freshley stated that the Directors should consider the compensation for the meetings, and any benefits that the District is paying for

the Directors, before adopting an increase.

Close Public Hearing

At approximately 7:48 o'clock a.m. President Goldman closed the Public Hearing.

Regular Session

Resolution No. 18-2-1 Adopting Ordinance No. 2018-1

President Goldman asked for a Motion.

Motion: Director Adjarian made a Motion, seconded by Vice President Kahn, and unanimously carried across the Board to adopt Resolution No. 18-2-1 which adopts Ordinance No. 2018-1 to increase the compensation of the members of the Board of Directors of the El Toro Water District, effective May 1, 2018.

Roll Call Vote

Director Adjarian	aye
Director Monin	aye
President Goldman	aye
Vice President Kahn	aye
Director Vergara	aye

Director/Committee Reporting

Director Adjarian stated that he attended the SOCWA Board meeting, WACO, MWDOC Meeting, CAG, Special Board meeting, SOCWA Finance meeting, LAFCO, and the OCWA luncheon.

Director Monin stated that he attended the Special Board meeting, OCWA luncheon, ISDOC Executive Committee meeting, MWDOC Admin/Finance Committee meeting, the MWDOC/MET Directors workshop,

the ACWA Energy Committee, the ACWA Finance Committee meeting, the Laguna Woods City Council meeting, and will be on TV-6 tomorrow.

Vice President Kahn stated that he attended the Special Board meeting, and the District's regular Eng/FIC and Board meetings.

Director Vergara stated that he attended all District meetings, the MWDOC Planning/Operations meeting, the MWDOC/MET Workshop, the MWDOC Admin/Finance meeting, WACO, and the WateReuse meeting.

President Goldman stated that he attended the SOCWA Board meeting, the Special Board meeting, CASA Board meeting, and the District's meetings.

General Manager Action Items

There are no action items.

General Manager Information Items

General Manager's Monthly Report

Mr. Hill stated that in reviewing what was budgeted for water sales, and how we are tracking throughout the year, we budgeted 7,000 acre feet, and we anticipate purchasing 8,000 acre feet.

Mr. Hill stated that staff had discussion with HighMark regarding management fees and embedded fees, and reducing them. He further stated that Highmark indicated that their management fee is now 45 basis points for the first $15 million, and then 40 basis points for the balance, which averages out to 44 basis points.

Mr. Hill stated that HighMark has proposed reduced management fees to 37 basis points for the net assets.

Mr. Hill stated that the amendment would include an Addendum to their fee schedule and authorization document for advisory services to be executed and updated with the current Board President's signature.

Mr. Hill stated that he has presented this information to our ERISA Counsel and Jon Upham of SageView for review, and has received some suggested edits.

Director Monin feels that 37 basis points are too high, and he suggests that we proceed to negotiate the management fee with HighMark.

Mr. Hill stated that adding the additional portfolios and glide paths will increase equities.

Mr. Hill stated that the South OC Agencies work group discussed a draft letter from the group to OCWD indicating that discussions are taking place regarding storage accounts in the basin, and all of the agencies except MNWD agreed to send the letter. He further stated that there are four operating parameters of the Basin:

1. Evaluate the current and future operating parameters of the Basin;
2. Identify potential measures to optimize storage of water in the Basin for the benefit of the Producers;
3. Consider if/how storage accounts could be implemented for Producer agencies;

4. Consider if/how potential storage accounts could be implemented for non-Producer agencies to the primary benefit of the Producer Agencies.

Mr. Hill stated that SMWD has a pilot project on the removal of constituents of emerging concerns for Direct Potable Reuse of Recycled Water in Lake Mission Viejo and are looking for partners. He further stated that they are recommending increasing the budget to $983,000 and authorizing proceeding with a minimum of 20% funding from grants or partners.

Mr. Hill stated that ETWD is listed as one of the organizations as a potential partner in the project.

Mr. Hill stated that we are in the process of renewing the District of Distinction and are trying to confirm that the Board and Executive staff have previously taken the Governance Training which is a requirement for the DoD renewal. Staff is working with SDLF on this requirement.

Director Monin stated that the Customer Service Report looks great with the decreases in inquires.

Mr. Cafferty stated that MET will be shutting down the AMP on March 5th for 8 days, and we will continue getting Baker water from the MNWD interconnection during the shutdown. He further stated that staff will report back to the Board in March on how the District did during the shutdown.

Mr. Cafferty stated that as part of the Edison incentive application, data logging of power consumption was done for the WRP blowers both prior to the project, and after the project. He further stated that based on the data logging,

there was a 15% reduction in energy use from 209 kw to 182 kw, which could amount to a yearly savings of approximately $30,000.

State Drought Regulations – Monthly Report

There were no comments.

Legislative Reports

Mr. Hill stated that we are tracking the permanent prohibitions that the State is planning to impose. He further stated that there will be a hearing on these on April 17th and take effect July 1st. The State will be responsible for enforcement.

Mr. Hill stated that the conservation bills making California a way of life would put the burden of enforcement on the agencies.

Mr. Hill stated that on SB 623, the Drinking Water Tax has a coalition fact sheet, and they are looking for contributions, and based on the District's O&M costs, they feel we should consider contributing $10,000. He further stated that he asked what the total cost is, and was told it could be between $300 - $500 thousand dollars. Mr. Hill stated that he will bring this item back to the Board in March to consider contributing to this project which is for the disadvantage communities that need water.

Mr. Hill stated that SB 998 (Dodd) is a requirement for written policies and procedures for shutting off residential water. He further stated that the policy would require a major overhaul to how we notice and consider shutting off residential water.

Public Education and Outreach/Water Conservation Reports

Ms. Seitz stated that Mr. Cafferty filmed a new commercial for the recycled water project.

Ms. Seitz stated that demo garden signs are being installed, and the invitation list is being reviewed.

Ms. Seitz provided an event spreadsheet to the Board for upcoming events.

Ms. Seitz stated that April 25th there is a City of Laguna Woods Earth Day Tour with Mayor Carol Moore and ETWD will participate. She further stated that there will be two buses which will hold 20 people each, and the tour will go to SOCWA's Regional Plant.

Ms. Seitz stated that ETWD is confirmed for the upcoming Pet Expo and the Senior Summit.

At approximately 8:40 o'clock a.m. Ms. Seitz left the meeting.

SOCWA Reports

Director Adjarian stated that at the SOCWA Finance meeting there was discussion on the budget preparation process, and TCWD's proposal on how to go about sharing the costs.

MWDOC

Director Vergara stated that a leak detection service was discussed. He further stated that at the MWDOC/MET workshop legislation was discussed, and Kevin Hunt gave a presentation to allow change of elections for Directors.

Director Monin stated that they discussed the budget process, PARS, Grant Tracking, and donations to various organizations at the Admin/Finance meeting.

LAFCO

Director Adjarian stated that they elected the Chair and Vice Chair.

SOCWMA

There were no comments.

ISDOC Meetings

Director Monin stated that they discussed lowering fees.

WACO Meetings

Director Vergara stated that cyber security was discussed, and the Delta Tunnels will be discussed at a future meeting.

Mr. Cafferty stated that staff is working on a cyber security system in house, and will report back to the Board once additional information is available.

City Coordination Efforts

There were no comments.

Committee and General Information

There were no comments.

Dates to Remember

There were no comments.

Carry-Over Pending Matters

There were no comments.

Director Comments/Non-Agenda Items

Director Monin suggested that staff consider hybrid vehicles for purchase as they are more energy efficient.

Attorney Report

Mr. Granito reported that an article in the Orange County Register indicated that IRWD's at large election process is being challenged on the basis that IRWD's at large election process violates the California Voters Rights Act of 2001.

Mr. Granito reported that said challenges are common and noteworthy.

Closed Session

Mr. Granito reported that there is no need for a Closed Session at today's meeting, and therefore Regular Session continued.

Adjournment

There being no further business to come before the Board, the following motion was duly made and passed.

Motion: Director Adjarian moved, seconded by Director Monin and unanimously carried that today's meeting be hereby adjourned at 9:00 o'clock a.m. to Thursday, March 22, 2018 at 7:30 o'clock a.m. at the District's Administrative Offices, 24251 Los Alisos Blvd., Lake Forest, California.

Roll Call Vote:

Director Monin	aye
Director Vergara	aye
Vice President Kahn	aye
Director Adjarian	aye
President Goldman	aye

Respectfully submitted,

_____
POLLY WELSCH
Recording Secretary

APPROVED:

_____
M. SCOTT GOLDMAN, President of
the El Toro Water District and the
Board of Directors thereof

_____
ROBERT R. HILL, Secretary
of the El Toro Water District and
the Board of Directors thereof

CASA & WateReuse Public Policy Forum

Event Details

Register here.

Member Cost: $275.00

Hotels closest to the Sutter Club: Hyatt, Citizen's Hotel, Sheraton, Kimpton Sawyer Hotel

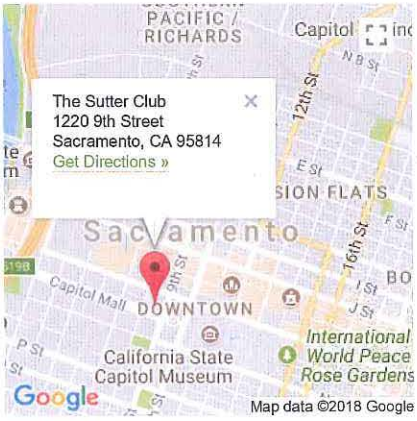
Other Downtown Hotels

Date/Time

April 11, 2018
8:30 am - 4:00 pm

Location

The Sutter Club
1220 9th Street
Sacramento, CA 95814
Get Directions »



Related CASA Events

CASA & WateReuse Public Policy Forum

APRIL 11, 2018
8:30 AM - 4:00 PM
Register here. Member Cost: $275.00 Hotels closest to the Sutter Club: Hyatt, Citizen's Hotel, Sheraton, Kimpton Sawyer Hotel Other Downtown Hotels...

63rd Annual Conference

AUGUST 8, 2018 - AUGUST 10, 2018
12:00 AM

Prepared by: Staff	EL TORO WATER DISTRICT POLICY STATEMENT	Page 1 of 14 Item 4 Section IV
Approved by: Board of Directors	1985-5 (IV) TRAVEL AND EXPENSE REIMBURSEMENT POLICY	Date: 3/28/17 Revision: 13

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Superseded by Resolution: 15-4-2 Date: 4/23/15
Superseded by Resolution: 16-3-1 Date: 3/24/16
Superseded by Resolution: 17-3-1 Date: 3/28/17

TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR EMPLOYEES

I. PURPOSE

To advance training and professionalism, the El Toro Water District (District) encourages and authorizes attendance at various schools, seminars and conferences by its employees. Employees may also be required to travel both in and outside the state to conduct official District business. The purpose of this travel and expense policy is to furnish rules, guidelines, and procedures for governing reimbursement for travel expenses, and to establish certain procedures concerning travel authorization, documentation, and accounting. The District's objectives are to allow travel arrangements, and activities for its employees that conserve District funds and that have a significant and meaningful link to the purposes, policies, and interests of the District.

"Travel" shall mean attendance at meetings, conferences, or other functions on District business at other than the employee's headquarters. Employees shall not be in travel status to the extent that they travel to perform job assignments related to District facilities within designated service or maintenance areas unless it is overnight.

II. AUTHORIZATION FOR TRAVEL

Employees, if authorized by their supervisors, may travel anywhere within Orange County to carry out their assignments.

Other travel on District business by employees shall be undertaken only with the prior approval of the General Manager, or the Assistant General Manager.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY
FOR EMPLOYEES
(Continued)

III TRAVEL ARRANGEMENTS

To ensure the accuracy of travel arrangements and compliance with District policy, all employees will be required to complete all the appropriate travel forms. The forms will then be submitted to the Board Secretary or designee for processing.

Employees traveling on District business may make all travel arrangements and registrations through the Board Secretary or designee. All such payment and registration requests must be submitted in a timely manner to allow sufficient time for normal processing.

IV. POLICY

1. Employees are expected to exercise good judgment and a proper regard for economy in incurring expenses.

2. When required, the District will prepay airfares, lodging costs and conference registration fees. All such payment requests must allow sufficient time for normal processing and approval prior to payment.

3. When traveling on official District business, employees are encouraged to utilize their personal credit cards and/or cash for all expenses, and then to request reimbursement for such expense. However, in circumstances where the use of such credit cards and/or cash is deemed impractical, and where the total expense is expected to exceed fifty ($50.00), the District may provide an advance of funds. Such advance shall not exceed one hundred percent (100%) for the total estimated expense.

4. Within ten (10) working days after completion of a trip, a travel expense report should be submitted to the Board Secretary or designee.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY
FOR EMPLOYEES
(Continued)

5. Paid receipts for lodging, rail or airfares and conference registration fees are required if such expenses have been incurred. All other receipts received in the normal course of business shall also be attached.

6. There is no objection to an employee's spouse and/or other family member accompanying them on an official trip, provided that their presence does not detract from the employee's performance of duty. However, the District will not reimburse any expenses attributable to any companion.

7. In any situation where extraordinary travel expenses are expected to be incurred, or where this Policy does not adequately cover the situation or would result in an undue hardship, exceptions may be made with prior approval.

8. An employee may use any mode of transportation, designated or approved, including airline, railroad, bus or automobile. Reimbursement will be based on the following paragraphs.

   A. Travel shall be by the most direct route. If an indirect route is used, the additional costs shall be at the employee's personal expense. Whenever air travel is used, an advance travel request shall be submitted to the Board Secretary or designee in order to obtain the lowest possible fare.

   B. Air travel reimbursement shall be limited to economy fares including all applicable fee charges and taxes where such service is available. Travel to and from airports shall be by the most cost effective method.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY
FOR EMPLOYEES

C. Reimbursement for the use of private cars, except those receiving a car allowance, shall be at the rate as established by the Internal Revenue Services (IRS). Mileage reimbursement shall be limited to the economy fare for air travel. Parking charges at the destination will be reimbursed in accordance with the provisions of this policy.

D. Reimbursement for the use of rental cars will be allowed only when such use has been approved in advance. Maximum reimbursement for car rental will be for a full-size car.

E. Travel in District vehicles may be approved when circumstances warrant it. When traveling in a District vehicle, receipts shall be secured for the purchase of gas, oil, and other supplies necessary en-route. These amounts shall be shown on the expense report with a notation that a District vehicle was used, indicating the District unit number, the license plate number and make of the vehicle. The amount of the charge shall be typed opposite the transportation category.

If emergency repairs are necessary, they shall be paid for by the person to whom the car is assigned. All receipts for such payments must be furnished in order to obtain reimbursement.

F. It is expected that hotel and motel reservations will be made in advance whenever possible, and that lodging will be secured at rates considered reasonable for the particular destination. "Government rates" or "commercial rates" shall be requested at hotels and motels offering these discounts.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY
FOR EMPLOYEES
(Continued)

G. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned District business. If an employee chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision will be the employee's personal expense.

H. Generally, an employee shall not use lodging unless the destination is a 75-mile or more drive from the District's Administration Office or unless there is a very early or late official meeting that could justify the employee staying overnight at the destination.

I. Any room service charges appearing on the hotel bill shall be deducted from the bill and reimbursed in accordance with the provisions of this policy.

J. Local and long distance telephone and computer access charges will be reimbursed when such charges are incurred in conducting official District business or making essential personal calls such as a "safe arrival call." Charges will be shown on a separate line of the travel expense report and shall, therefore, be deducted from the hotel bill.

K. When meals are associated with employee travel the following policies and procedures will apply:

i. Maximum allowance to cover meals, including meal tips, will be provided as follows:

Breakfast	$15.00
Lunch	$20.00
Dinner	$30.00

TRAVEL AND EXPENSE REIMBURSEMENT POLICY
FOR EMPLOYEES
(Continued)

Under certain meeting or conference circumstances the maximum meal allowance may not be sufficient. In such cases, the General Manager has the authority to review and, if deemed appropriate, may approve the expenditure. Under similar instances involving the General Manager, the President of the Board of Directors shall review and, if deemed appropriate, may approve the expenditure.

ii. No reimbursement shall be made for meals, other than during travel, without prior approval.

iii. No reimbursement shall be made for alcohol at any time.

iv. For travel that requires less than a full day, and for the day of departure and day of return on longer trips, the above amounts will be allowed for the meals actually required. All meal allowances shall be entered on the appropriate lines of the Travel Expense Report, with receipt(s) attached.

v. When conference, seminar or school registration fees include one or more meals, or where individual meals are otherwise provided, no amount shall be entered for this meal on the travel expense form.

L. At times when other expenses associated with travel are required, employees will be reimbursed for all business expenses necessary to conduct the assigned District business. Examples include, but are not limited to the following:

i. Airport parking charges when air travel is used.

ii. Parking charges at the destination hotel or garage when transportation is by private or rental car.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY
FOR EMPLOYEES
(Continued)

iii. Airport bus/shuttle, or taxi fares where free airport bus/shuttle service is not available.

iv. Conference, seminar or school registration fees.

v. Local transportation (only as required for official District business).

vi. A reasonable amount will be allowed for baggage handling, laundry and dry cleaning for employees attending a conference or school of more than one week in length. All receipts for such expense must be submitted with the travel expense report.

vii. No reimbursement will be made for personal expenses such as newspapers, magazines, haircuts, shoeshines, excessive personal telephone calls, taxi fares to and from restaurants, and other personal expenses.

I. PURPOSE

To advance training and professionalism, El Toro Water District (District) encourages and, with prior approval by the Board, authorizes attendance at conferences (i.e. ACWA, CSDA, WaterReuse, CASA) by its Board members (Directors). Directors may be required to travel both in and outside the state to conduct official District business. This policy is to furnish guidelines for reimbursement for travel expenses and to establish certain procedures concerning travel authorization and documentation.

Members of the Board of Directors are encouraged to attend, with prior approval by the Board President, educational conferences and professional meetings when the purposes of such activities are to benefit the El Toro Water District. In addition, subject to prior approval of the Board President, the District encourages Directors development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses and participation with professional organizations, associated with the interests of the District.

This Policy will be reviewed annually by the entire Board of Directors at a regular monthly meeting of the Board.

II. GOVERNANCE

The District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of Director remuneration and reimbursement.

III. **AUTHORIZED EVENTS**

Subject to the District's enabling statutes, attendance at the following qualifies a Director to be eligible to receive compensation.

A. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

B. Official business representing the District.

IV **AUTHORIZED EXPENSES**

A. Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

B. If lodging is in connection with the above or other prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.

C. Reimbursement for lodging shall be limited to the minimum number of nights required for the Director's attendance at the event. Charges for local and long distance telephone calls and computer access will be reimbursed when such calls are made in conducting official District business or essential personal calls such as a "safe arrival call". There will be no reimbursement for personal telephone calls or other hotel charges not related to District business needs.

D. A Director's spouse or other family member(s) may accompany the Director on trips authorized under this policy provided that their presence does not detract from the Director's performance of duty. However, no expenses attributable to any companion will be reimbursed by the District.

E. If travel and lodging is in connection with the above or other prior approved event, Directors shall use government or group rates offered by the provider of transportation when available.

F. If transportation is by commercial airline, reimbursement shall generally not exceed the standard round-trip airline economy airfare in effect at the time.

G. Travel shall be by the most direct route. If an indirect route is used, the additional costs shall be at the Director's personal expense. Whenever air travel is used, an advance travel request shall be submitted to the Board Recording Secretary in order to obtain the lowest possible fare.

H. If the use of the Director's personal automobile is required, the owner will be compensated for the mileage driven at the rate established by the Internal Revenue Service (IRS). Parking charges at the destination will be reimbursed with a receipt.

I. Maximum reimbursement for car rental will be for a full-size car.

J. Reimbursement for meals (including tips) during travel to, from and during the event, not included in the registration fee shall be limited to the minimum number of days required for attending the event.

K. Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the District's Board of Directors in a public meeting prior to the expenses being incurred.

L. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the District's Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

AUTHORIZED EXPENSES (Continued)

M. *Expenses in General and Registration* - Authorized expenses may include registration, lodging, communication (telephone, computers, fax), business meals, common carrier fares, automobile rentals, parking fees, and use of personal automobiles at the standard mileage rate permitted at the time by the Internal Revenue Service.

V. REIMBURSEMENT

A. The District shall provide expense reimbursement report forms to Directors who attend the above functions on behalf of the District, which shall document that expenses adhere to this policy.

B. Except when customarily no receipts are provided or available (i.e. baggage handling), receipts are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim.

C. Directors attending functions consistent with the above or other prior approved events shall submit written or oral reports to the District on the meeting(s) that were attended.

D. It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

(A) The loss of reimbursement privileges;
(B) Restitution to the District;
(C) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
(D) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

VI. **TRAVEL ARRANGEMENTS**

A. To ensure the accuracy of travel arrangements, Directors are to complete and sign the appropriate travel forms and submit them to the Board Recording Secretary or designee for processing per attachment ("A").

B. Travel arrangements and registrations are to be made through the Board Recording Secretary. All payment and registration requests must be submitted in a timely manner to allow sufficient time for normal processing.

C. Once the appropriate travel requests have been submitted and processed, a Travel Order (Attachment "B") authorizing the travel and attendance will be sent to the Director.

VII. **GENERAL PROVISIONS**

A. All costs, including those pre-paid by the District prior to the Director's attendance at an approved meeting, will be listed on the Director's expense report at the end of the month in which the expenses were incurred, and wherever possible, must be substantiated with a receipt attached to the expense report.

B. Travel related expenses for each Director are limited to $5,000 per fiscal year. Unused portions of the Director's annual budget for this purpose cannot be carried over to a subsequent budget period.

C. In any situation where extraordinary travel expenses is expected to be incurred, or where this Policy does not adequately cover the situation, or would work an undue hardship, exceptions may be made with prior approval of the Board President and General Manager.

GENERAL PROVISIONS (Continued)

D. Directors will submit their Travel Expense Claim Form for reimbursement to the District office within the first week, if possible of each month for the prior month's expenses. The Board President or designated representative will approve and sign the Claim Form before request for payment can be processed. The Board Presidents Claim Form shall be approved by the General Manager or Assistant General Manager.

E. When a Director is obtaining authorization for travel and is aware that the circumstances are such that the charges should not be made against their annual budget, they may request authorization from the Board of Directors or President of the Board that the charges for this activity not be charged against their annual budget.

The District maintains the following three categories of reserves.

- Legally Restricted Reserves
- Board Mandated Reserves
- Board Restricted Reserves

Legally Restricted Reserves

The District is required to establish, maintain, and restrict certain Cash reserves to comply with contractual and/or legal obligations ("Legally Restricted Reserves"). Accordingly, the District reserves Cash from operational revenues and various other sources to restrict cash as necessary to fulfill the following reserve requirements.

A. ***Bond Reserve Investment***: Bond Indentures (including the State Revolving Fund Loan) require that the District establish and maintain certain reserve funds as established by the debt service agreements. These amounts will change from year to year as annual debt service requirements change, bonds are retired and new bonds are issued.

B. **Capital Facility Fee:** State law requires that the District establish, maintain and separately account for Capital Facility fees collected from customers. Funds are held in reserve until disbursed for the designated purpose.

Superseded by Resolution: 97-6-5	Date: 07/19/97
Superseded by Resolution: 98-6-1	Date: 06/18/98
Superseded by Resolution: 99-6-1	Date: 06/17/99
Superseded by Resolution: 00-6-3	Date: 06/22/00
Superseded by Resolution: 01-6-2	Date: 06/21/01
Superseded by Resolution: 03-4-2	Date: 04/24/03
Superseded by Resolution: 04-5-1	Date: 05/27/04
Superseded by Resolution: 06-9-1	Date: 09/28/06
Superseded by Resolution: 11-3-2	Date: 03/24/11
Superseded by Resolution 12-3-1	Date: 03/22/12
Superseded by Resolution 13-3-1	Date: 03/28/13
Superseded by Resolution 15-4-1	Date: 4/23/15
Superseded by Resolution 16-4-1	Date: 4/28/16
Superseded by Resolution 17-3-2	Date: 3/28/17

Board Mandated Reserves

The Board mandated reserves are maintained for funding basic needs of the District, including revenue shortfalls, unplanned expenses or unanticipated risks ("Rate Stabilization" and "Operating" Reserves). Also included in Board Mandated Reserves are funds utilized to support monthly cash flow ("Working Capital") and cash ear-marked for funding the Capital Replacement and Refurbishment Program ("Capital Reserves").

Reserves may be amended or closed by the Board provided such action does not impair any obligation that has been incurred by the District. Upon completion of a project for which a reserve exists, the General Manager shall close that reserve after all work has been completed and all other costs have been paid. Unused reserve balances shall be returned to Working Capital. All reserves shall be reviewed at least annually to determine the status of work and changes. The General Manager shall report annually to the Board on the status of reserves to permit the Board to consider which, if any, of such reserves should remain open or be closed.

The General Manager is authorized to restrict the source of funds for reserves to pay for capital programs or other contractual or legal obligations. The General Manager shall report quarterly to the Board all changes in sources of funding from those restricted at the time of approval of the reserve.

Reserves should be maintained at a level that will provide for financial security required of a fiscally responsible local government. The minimum level of Board Mandated reserves has been deemed to be $8,500,000 excluding contractual or legal obligations. Interest earned on those funds held in reserve will be deemed unreserved and be utilized as a source of revenue to meet the needs of the operating budget. If reserves are drawn below contractual or legal requirements or the minimum level established by this policy, the reserves would be replenished from Working Capital to the extent available, operating revenues or other revenue or cash flow sources as required.

Board Mandated Reserves		**Minimum Level**
Capital Reserves		$ 3,000,000
Rate Stabilization Reserve		$ 2,200,000
Operating Reserves		$ 1,300,000
Working Capital		$ 2,000,000
	TOTAL	**$ 8,500,000**

Reserve Description/Purpose

A. **Capital Reserve**: (approx. 100% of average annual capital expenditures) This reserve is established to provide a funding source for the Long Term Capital Replacement and Refurbishment Program. In addition, it is a source of funds to meet construction progress payments that other financing sources do not adequately provide for planned or unplanned capital restoration and replacement projects.

Typically capital expenditures are funded out of the current year collections of the water, sewer and recycled water Capital Replacement and Refurbishment ("Capital R & R"). To the extent that the current year Capital R & R collections are not sufficient to cover capital expenditures for a particular year, then the District relies on capital reserves. If current Capital R & R collections plus capital reserves are not sufficient to cover the District's five-year capital expenditure program, then the District will investigate alternative funding sources or rate adjustments.

It is the District's intent to fund capital expenditures out of current cash flows and to have adequate capital reserves to assure total funding of the District's ongoing five-year capital Restoration and Replacement Program. The determination of the capital reserve will be as follows:

1) Funds available from Capital R & R collections, based on the District's current year operating budget, will be projected for the five-year period.

2) Capital expenditures, as included in the operating budget will be projected for the five-year period.

   The Capital Reserve will be the difference between the funds available (item 1) and the funds required (item 2) but not less than $3 million.

B. ***Rate Stabilization Reserve:*** (approx. 7.5% to 15% of annual O & M cost, excluding depreciation.) This reserve is established to provide a source of funds when unusually wet weather or drought restrictions cause water sales to fall below levels used to prepare the budget for the year in question. In addition, the rate stabilization reserve will provide necessary funds in those years where budgeted revenues from all sources is not sufficient to meet budgeted expenses.

C. ***Operating Reserves:*** (approx. 5% to 10% of annual O & M cost, excluding depreciation.) This reserve is established to provide a source of funds to ensure continual operations as follows:

- Other revenue sources fall short of expectations. (i.e. interest income, property taxes, etc.)
- Budget overages are experienced; such as the need to complete major repairs to critical operating equipment when such equipment was not scheduled for major repair.
- SOCWA operations and/or capital expenditures that exceed the budgeted amounts.
- Needed repairs that may be necessary to restore operations after a natural disaster. As a public agency providing a vital service to the community, the District cannot afford to be inoperable for an extended period of time.

D. **Working Capital:** (approx. 7.5% to 10% of annual O & M cost, excluding depreciation.) In order to ensure adequate operating cash the District will maintain Working Capital funds equal to at least 1 month of cash flow requirements (O&M costs excluding depreciation).

Board Restricted Reserves

Conservation/Water Supply Reserve: The amount of this restricted reserve varies based upon Tier III and Tier IV water sales less the water supply and delivery rate component. This reserve is established to provide a source of revenue to fund Conservation efforts and development of Water Supply Resources (Conservation/Water Supply Reserves) as follows:

- The conservation program inclusive of personnel, outreach, newsletters, website support and any other efforts dedicated to supporting, encouraging and promoting water conservation.
- To enhance, expand and/or add to customer water use efficiency rebate programs in which the District participates in or initiates.
- To fund the investigation, study, design and construction of Recycled Water Treatment and Delivery Projects.
- To fund supplemental revenue as necessary to balance the revenues and operational expenses of the Recycled Water Enterprise.
- To fund the investigation, study, design and construction of Supplemental Potable Water Supply Projects.

Baker Funding Reserve: A portion of the revenue generated from the water capital charge will be used to fund a portion of the debt associated with the Baker Water Treatment Plant project in the amount of $500,000. A portion of the Capital R&R charge revenue is accumulated in the Baker Funding Reserve to be used when the Baker Water Treatment Plant loan payment is due.

ETWD MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: GENERAL MANAGER

SUBJECT: 401(k) EMPLOYEE RETIREMENT SAVINGS PLAN & 457 DEFERRED COMPENSATION PLAN – STATUS REPORT AND PROPOSED ACTIONS WITH HIGHMARK AND PRUDENTIAL

DATE: MARCH 22, 2018

Staff will provide a status report with regards to negotiations related to HighMark and Prudential services/fees and the proposal to increase the number of age-based portfolios in the 401(k) Plan. Further, Staff will review and comment on the necessity to update and execute 1) the Authorization to Enter into Advisory Services Agreement between ETWD and HighMark and 2) the Advisory Services Agreement Investment Management Fee Addendum between ETWD and HighMark. Both of which were reviewed and commented upon by the District's ERISA Counsel.

Any changes suggested by our ERISA Counsel are noted as redlined or highlighted in yellow. Of significance is HighMark's response to our counter proposal to further reduce the management fee from 37bp to 30bp. Note that they agreed to 30.5bp.

Recommended Action: Staff recommends that the Board of Directors 1) authorize President Scott Goldman, Treasurer Mark Monin, Secretary Robert Hill and Assistant Secretary Dennis Cafferty to execute the Authorization to Enter into Advisory Services Agreement between ETWD and HighMark and 2) authorize President Scott Goldman and Secretary Robert Hill to execute the Advisory Services Agreement Investment Management Fee Addendum between ETWD and HighMark inclusive of any changes reviewed and approved by the Board at today's meeting.

AUTHORIZATION TO ENTER INTO ADVISORY SERVICES AGREEMENT
(FOR USE BY BUSINESS ENTITIES)

A. **El Toro Water District,** duly organized and existing under the laws of **California,** with its principal place of business at 24251 Los Alisos Blvd., Lake Forest (the "Business") desires to establish one or more securities account(s), (the "Account") and enter into an Advisory Services Agreement (the "Agreement") with HighMark Capital Management, Inc. ("HighMark"), a subsidiary of MUFG Union Bank, N.A. ("MUB").

B. The Business desires that certain person(s) be authorized to act on its behalf from time to time in communicating with and providing instructions to HighMark.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. **Authorization**. Any 2 (Two) of the following is/are authorized and directed, in the name and on behalf of the Business, from time to time, with or without security, to communicate with and provide instructions to HighMark in accordance with and in order for both the Business and HighMark to fulfill their respective obligations under the Agreement:

TITLE	NAME	SIGNATURE
President	M. Scott Goldman	
Treasurer	Mark Monin	
General Manager/Secretary	Robert R. Hill	
Asst. General Manager/Asst. Secretary	Dennis P. Cafferty	

Applicable Account Numbers: 6721011389, 6721021389, 6721031389, 6721041389

2. **Scope of Authority**. Without limiting the generality of the authority granted, (the "Authorization") each person designated in paragraph 1 above is authorized, from time to time, in the name and on behalf of the Business, to:

2.1 Execute and deliver to HighMark the Agreement, any Account agreement, and any and all other contracts, instructions, directives, policies, guidelines, and other written communications (collectively, the "Related Documents") necessary or desirable in order for both the Business and HighMark to fulfill their respective obligations under the Agreement.

2.2 Direct the disposition of any Account proceeds and deliver to HighMark or its agent and accept from HighMark or its agent delivery of any property of the Business at any time held in the Account.

2.3 Specify in writing to HighMark the individuals who are authorized, in the name of and on behalf of the Business, to request changes to the Account relationship or agree to changes to the Agreement or any Related Documents.

3. **Writings**. The Related Documents may be in such form and contain such terms and conditions as may be required by HighMark in its sole discretion, and execution thereof by any person authorized under the Authorization shall be conclusive evidence of such person's and the Business's approval of the terms and conditions thereof.

4. **Certification**. The Secretary, any Assistant Secretary, or other authorized individual of the Business is hereby authorized and directed from time to time to certify to HighMark a copy of this Authorization, the names and specimen signatures of the persons designated in paragraph 1 above, and any modification thereof.

5. **Ratification/Amendment**. The authority given under this Authorization shall be retroactive and any and all acts so authorized that are performed prior to the formal adoption are hereby approved and ratified. In the event two or more resolutions of this Business are concurrently in effect, the provisions of each shall be cumulative, unless the latest shall specifically provide otherwise. The authority given hereby shall remain in full force and effect, and HighMark is authorized and requested to rely and act thereon, until HighMark shall have received at its business office at **350 California Street, 16th Floor, San Francisco, CA 94104** a certified copy of a further resolution of the Business amending, rescinding or revoking the Authorization.

6. **Form of Communication.** Communications made by any officer authorized under the Authorization may be made in writing, by telephone, or by other telecommunication method acceptable to HighMark. The Business recognizes and agrees that HighMark cannot effectively determine whether a specific communication purportedly made by or on behalf of the Business is actually authorized or authentic. The Business considers that it is in its best interests that HighMark act in accordance with these forms of communication, and therefore assumes all risks regarding the validity, authenticity and due authorization of any communication purporting to be made by or on behalf of the Business.

7. **Business As Partner/Joint Venture, LLC Member, or Manager.** Nothing in its organizational documents limits or prohibits the Business from acting as a general or limited partner of a partnership, a member or manager of a limited liability company, or joint venture of a joint venture. Any person designated in paragraph 1 of the Authorization is authorized, on behalf of the Business, in its role as a general or limited partner, a member or manager, or a joint venture, to execute and deliver all certificates, authorizations and agreements (i) to evidence the Business's role in and responsibilities to and for such partnership, limited liability company or joint venture so that Bank may rely thereon, and (ii) to evidence such partnership's, limited liability company's or joint venture's obligations and liabilities to Bank.

8. **No Limitation By This Authorization.** Nothing contained in this Authorization shall limit or modify the authority of any person to act on behalf of the Business as provided by law, any agreement or authorization relating to the Business otherwise.

CERTIFICATE OF SECRETARY OF THE BUSINESS

I hereby certify to **HighMark Capital Management, Inc.** ("HighMark") that the above Authorization to Enter Into Advisory Services Agreement ("Authorization") is a true copy of the resolution(s) **El Toro Water District,** duly organized and existing under the laws of **California** (the "Business"), and the resolution(s) was/were duly adopted by the Board of Directors or other Governing Body of the Business and duly entered in the records of the Business. Further, the Authorization is in conformity with applicable law and regulation, the Articles of Incorporation and the By-Laws of the Business or any other foundational document(s) of the Business, and is now in full force and effect.

I also certify to the titles, names and specimen signatures of the persons authorized in paragraph 1 of the Authorization.

I agree to notify HighMark in writing of any change in any aspect of the Authorization or of any individual holding any position set forth in this certificate immediately upon the occurrence of any such change, and to provide HighMark a copy of the modified resolution(s) and the genuine specimen signature of any such new person.

The authority provided for in the Authorization shall remain in full force and effect, and HighMark is authorized and requested to rely and act thereon until HighMark shall receive at its business office at **350 California Street, 16th Floor, San Francisco, CA 94104,** either a certified copy of a further resolution of this Business's Board of Directors or other Governing Body amending the Authorization, or a certification of a change in the authorized person(s).

Dated:_____ _____

_____

Secretary of El Toro Water District

_____

*President of El Toro Water District

_____

* When the Secretary is among those authorized, the President should sign this Certificate, also.

Exhibit D

ADVISORY SERVICES AGREEMENT
INVESTMENT MANAGEMENT FEE ADDENDUM

Account Type: Customized Investment Management

Account Name: El Toro Water District Retirement Savings Plan

A. Fee Schedule

~~0.~~30.5~~37~~bp~~%~~ on all Net Assets

Minimum Annual Fee: $10,000

Accounts to be combined for fee purposes.

HighMark may change this Fee Schedule from time to time upon 30 calendar days written notice to the Client.

B. Fees & Expenses: Calculation & Payment Method

HighMark Fees. Client shall pay HighMark a fee calculated by HighMark as set forth below, in accordance with the Fee Schedule shown above, and subject to the applicable Minimum Annual Fee. Fees are prorated based on the number of days the Agreement is in effect during an applicable payment period.

For Cash Management/Liquidity Accounts: The fee shall be a percentage of the average values of the daily net assets in the Account. Daily net asset values are determined by aggregating the net book value of each asset in the Account at the close of business~~on~~ each day. Net book value is each asset's original cost, plus accrued interest, plus the amortized premium or minus the amortized discount, if any apply. Such daily figures are aggregated and averaged at each month end, and the month end figures are used to determine the fee.

For non-Liquidity Accounts: The fee shall be a percentage of the assets under management and is calculated based on the average daily market value during the period for which the fee is charged Market value is generally determined using readily available values from a nationally recognized pricing service; otherwise, the asset shall be valued as HighMark shall reasonably determine using sources independent of HighMark.

For Multiple Account Relationships: So long as the actual fee payable will exceed the Minimum Annual Fee (defined above), then HighMark may, in its sole discretion, allow the assets of two or more of Client's Accounts with HighMark to be aggregated for purposes of determining the fee due.

Fee Payment

- Account fees are invoiced or debited quarterly in arrears (unless HighMark has received Client's written directive to charge monthly in arrears).
- HighMark's fees for its services are billed separately from custody fees charged to Client. Therefore, Client, at the commencement of HighMark's Services, shall give the Custodian a written directive (or has provided authorization pursuant to the Custody Agreement) to pay HighMark's fee by deducting the fee amount from the cash balance of Client's custody account upon receipt of HighMark's periodic invoice, and Custodian shall provide Client written notification of each such deduction.
- If the Account has insufficient balances for fee deduction, then Client authorizes HighMark to liquidate a sufficient amount of securities so that the proceeds of such liquidation (minus the expenses) will cover the fee due and owing.
- The fee is prorated based on the number of days the Agreement is in effect during an applicable payment period.

Expenses: HighMark will pay all expenses incurred by it in performing its duties under this Agreement, except that Client shall bear the cost of securities purchased for the Account and the costs of transactions in the Account, including brokerage commissions and stamp duties, if any.

Date Effective As Of:

Client Name: El Toro Water District Retirement Savings Plan

Account No: 6721011389, 6721021389, 6721031389, and 6721041389

By: _____

Its: _____

By: _____

Its: _____

HighMark Capital Management, Inc.

_____

By: David B. Wines
Its: President and Chief Executive Officer

Dated: _____

RESOLUTION NO. 18-3-1

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL TORO WATER DISTRICT AMENDING THE IDENTITY THEFT PREVENTION PROGRAM

WHEREAS, the El Toro Water District is a public agency organized and existing pursuant to the California Water District Law, commencing with Division 13 of the California Code; and

WHEREAS, the Fair and Accurate Credit Transaction Act of 2003 ("FACTA"), section 114, as implemented by the Red Flag Rules, 16 C.F.R. § 681.2, issued by the Federal Trade Commission along with other federal agencies, requires creditors of customer accounts to implement an Identity Theft Prevention Program; and

WHEREAS, El Toro Water District is a creditor because it provides services to customers prior to receipt of payment through customer accounts, including utility service accounts, which are maintained primarily for personal, family or household purposes and involve multiple payments or transactions, and for which there is a reasonably foreseeable risk of identity theft; and

WHEREAS, El Toro Water District is therefore required to implement an Identity Theft Prevention Program; and

WHEREAS, the purpose of the Identify Theft Prevention Program is to detect, prevent and mitigate identity theft in connection with all customer accounts, taking into consideration the level of risk for identity theft given the El Toro Water District's scope of services provided and the types of accounts; and

WHEREAS, the Identify Theft Prevention Program is created to identify patterns, practices and specific activities that indicate the possible existence of identity theft, referred to as "Red Flags," and sets forth the procedures for detecting Red Flags and responding to Red Flags when discovered; and

WHEREAS, the Board of Directors of El Toro Water District desires to adopt and implement an Identity Theft Protection Program as required under Federal Law;

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

Section 1. Adoption of Identity Theft Prevention Program. El Toro Water District hereby adopts the "Identity Theft Prevention Program" attached hereto as Exhibit "A".

Section 2. Designation of Authority. The Board of Directors of El Toro Water District authorizes the General Manager to act on the Board of Director's behalf to oversee the implementation and administration of the Identity Theft Prevention Program in accordance with Federal Law.

Section 3. Amending the Identity Theft Prevention Program. The Identity Theft Prevention Program may be amended from time to time by resolution of the Board of Directors of the El Toro Water District.

ADOPTED, SIGNED AND APPROVED this 22nd day of March 2018.

_____
M. SCOTT GOLDMAN, President
El Toro Water District and of
The Board of Directors thereof

(SEAL)

ATTEST:

_____
ROBERT R. HILL, Secretary
El Toro Water District and of
The Board of Directors thereof

These Practices and Procedures were created to comply with regulations issued by the Federal Trade Commission (FTC) Red Flag Rule (Rule). The regulations require that creditors implement written programs which provide for detection of and response to specific activities ("Red Flags") that could be related to identity theft.

OVERVIEW

El Toro Water District's ("ETWD") Identity Theft Prevention Program is tailored to the size, complexity and nature of ETWD's operations. Any Customer information collected or maintained by ETWD is covered by this Rule.

The FTC regulations require the Program:

A. Identify relevant warning signs (Red Flags) including patterns, practices or specific activities that are indicative of identity theft.

B. Identify ways to detect Program warning signs.

C. Provide for appropriate responses to warning signs to prevent or mitigate identity theft.

D. Provide for annual review of new and changing risks.

E. Record and monitor detected warning signs.

F. Provide for Program administration and oversight.

DESIGNATION OF AUTHORITY

The Board of Directors of ETWD has designated the authority to develop, oversee, implement and administer the Program to the General Manager.

2017

Superceded by Resolution No. 18-3-1 Date: March 22, 2018

PRACTICES AND PROCEDURE

A. Rule definitions

1. "Red Flag" is a pattern, practice or specific activity that indicates the possibility of Identity Theft.
2. "Identity Theft" is fraud committed using the identifying information of another person or business.
3. "Identifying information includes: name, address, telephone number, unique identification number, internet address or routing code used alone or combined to identify a specific person or business.

B. Identification of Red Flags

To identify billed account warning signs ETWD must consider the methods it provides to: open, access, make payments on, change and close accounts. ETWD must also consider its previous experiences with Identity Theft.

C. Summary of the Red Flag categories

Red flags are warning signs that signal potential identity theft.

1. Presentation of suspicious documents.
2. Presentation of suspicious identifying information.
3. Unusual use of an account.
4. Suspicious activity related to an account.
5. Identity theft notice from customers, victims of identity theft or law enforcement authorities.

D. Details of the Red Flag categories

1. Presentation of suspicious documents:

   a. Identification document appear to be altered, forged or not authentic.

   b. Document photograph is not consistent with the customer's physical appearance.

   c. Other information document is not consistent with existing customer information (signature on check appears forged).

   d. ETWD forms appear to be altered or forged.

2. Presentation of unusual identifying information:

   a. Information presented is inconsistent with other information provided.

   b. Information presented is inconsistent with other sources of information.

   c. Information presented is the same as information shown on other fraudulent ETWD forms.

   d. Information presented is consistent with fraudulent activity (invalid phone number or fictitious billing address).

   e. Address or phone number presented is the same as that of another person or business.

   f. Refusal to provide complete identifying information on an ETWD form when reminded to do.

   g. Identifying information not consistent with information on file.

3. Unusual use of an account or other suspicious account activity.

   a. Person other than the customer of record requests information or asks to make changes to an account.

   b. Requested account address change followed by a request to change the customer of record.

   c. Payments stop on an otherwise consistently up-to-date account.

   d. Mail sent to customer of record is repeatedly returned as undeliverable.

   e. Unauthorized access to or use of customer account information.

   f. ETWD staff member requests access to or information about an account and the request is inconsistent with normal business practice (fails the “need to know” test).

   g. A customer notifies ETWD of the following:

      - Customer is not receiving ETWD bills or forms.
      - Unauthorized changes to an account.
      - Fraudulent activity on the customer’s bank account or credit card.

4. ETWD notified by customer, identity theft victim or a member of law enforcement that an account has been opened by a person engaging in identity theft.

E. Detecting, preventing and mitigating identity theft

When warning signs are detected, staff must respond depending upon the degree of risk posed:

1. Continue to monitor account.
2. Contact the customer.
3. Create or change passwords.
4. Refuse to open a new account, change an existing account or close an account until the customer appears in person with acceptable identification.
5. Close an account.
6. Reopen an account with a new number.
7. Ask supervisor for determination of the appropriate step(s) to take.
8. Notify law enforcement.
9. Determine that no response is warranted under the particular circumstances.
10. Require additional identifying documents or information.
11. Require the caller to appear in person with proper identification.
12. All instances of identifying and responding to warning signs are attached to the customer's account in the form of a Red Flag note.

F. Protect customer identifying information

Internal operating procedures:

1. Ensure website is secure or provide clear notice that it is not.
2. Ensure complete and secure destruction of paper documents.

3. Ensure computers are password protected and computer screens lock after a set period of time.
4. Ensure customer information documents are stored in secure areas.
~~5. Request only the last 4 digits of social security numbers (if any numbers had to be requested).~~
~~6.~~5. Ensure network protection is current.
~~7.~~6. Require and keep only necessary customer information.
~~8.~~7. Access to customer information is based on the staff member duties.
~~9.~~8. In order to access information online customers must enroll using their ETWD account number, service address, they must create a unique user identification and password, and the name must match exactly with what is on the account.
~~10.~~9. Continually look for ways to reduce the amount customer information documents.
~~11.~~10. Ensure service providers that receive and process customer information have programs in place to detect and prevent identity theft.

G. Examples of detecting, preventing and mitigating Identity Theft

1. Refusal to provide required information.

   a. When establishing, making changes to, or closing an account the customer will not provide the required information.

   b. Response: Do not respond to the request. Ask the customer to appear in person and provide identification.

2. Altered documents.

   a. Staff is presented with documents that appear altered or inconsistent with the information provided by the customer.

   b. Response: Do not establish, make changes to, accept payment or close the account until the customer's identity has been confirmed.

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3. Inquiries.

   a. Someone other than the customer of record asks for information about a customer's account or asks to make changes to the information on an account.

   b. Response: Inform the person that only the customer of record has accesses to the account information. Do not make changes to or provide any information about the account with one exception: if the service on the account has been interrupted for non-payment, staff may provide the payment amount needed for reconnection of service.

4. ETWD staff requests customer information:

   a. Unauthorized staff may submit requests for customer information.

   b. Response: All requests by unauthorized staff for access to customer information are approved by the department supervisor.

5. Unauthorized activity notification.

   a. Customer alerts ETWD about fraudulent activity related to their ETWD account, bank account or credit card.

   b. Response: Verify the customer's identity and notify the department supervisor immediately. Take the appropriate actions to correct the account which may include:

i. Assisting the customer with deactivation of their payment method.

ii. Issuing a service order to connect or disconnect services.

iii. Updating information on the customer's account.

iv. Updating the mailing address on the customer's account.

v. Updating account Red Flag notes.

vi. Adding an account password.

vii. Notifying and working with law enforcement officials.

viii. Notifying and working with third party service providers.

6. Notification of active Identity Theft.

   a. Receiving notification that the ETWD account has been established by a person engaged in identity theft.

   b. Response: These issues should be reviewed by the department supervisor immediately. The claim must be investigated, and appropriate action must be taken to resolve the issue as quickly as possible.

H. Program review and reports

Initially ETWD will undertake a detailed review including:

1. Identify the types of customer information currently maintained,
2. Assess the security of current customer accounting system inclusive of an analysis of any prior incidents of identity theft,
3. Identify our potential vulnerabilities and the particular Red Flags that would prompt staff to react,
4. Develop a process to maintain or enhance the maintenance of identifying customer information.

This Program will be annually reviewed for compliance and effectiveness. Changes in Identity Theft methods, detection and prevention will be analyzed. The District's staff will present any recommended changes and Identity Theft Activity to the Finance Committee of Board for approval.

I. Staff Training

ETWD staff responsible for implementing the Identity Theft Prevention Program shall be trained by their immediate supervisors.

J. Service Provider Arrangements

ETWD will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place.

Prepared by: Staff	**EL TORO WATER DISTRICT** **POLICY STATEMENT**	Page Item Section IV
Approved by: Board of Directors		Date: Revision New

These Practices and Procedures were created to comply with regulations issued by the Federal Trade Commission (FTC) Red Flag Rule (Rule). The regulations require that creditors implement written programs which provide for detection of and response to specific activities ("Red Flags") that could be related to identity theft.

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El Toro Water District's ("ETWD") Identity Theft Prevention Program is tailored to the size, complexity and nature of ETWD's operations. Any Customer information collected or maintained by ETWD is covered by this Rule.

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B. Identify ways to detect Program warning signs.

C. Provide for appropriate responses to warning signs to prevent or mitigate identity theft.

D. Provide for annual review of new and changing risks.

E. Record and monitor detected warning signs.

F. Provide for Program administration and oversight.

DESIGNATION OF AUTHORITY

The Board of Directors of ETWD has designated the authority to develop, oversee, implement and administer the Program to the General Manager.

Approved by Resolution No: 17-3-3 Date: March 28, 2017

Superceded by Resolution No. 18-3-1 Date: March 22, 2018

PRACTICES AND PROCEDURE

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   f. Refusal to provide complete identifying information on an ETWD form when reminded to do.

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4. Ensure customer information documents are stored in secure areas.

5. Ensure network protection is current.
6. Require and keep only necessary customer information.
7. Access to customer information is based on the staff member duties.
8. In order to access information online customers must enroll using their ETWD account number, service address, they must create a unique user identification and password, and the name must match exactly with what is on the account.
9. Continually look for ways to reduce the amount customer information documents.
10. Ensure service providers that receive and process customer information have programs in place to detect and prevent identity theft.

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   a. Staff is presented with documents that appear altered or inconsistent with the information provided by the customer.

   b. Response: Do not establish, make changes to, accept payment or close the account until the customer's identity has been confirmed.

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    a. Unauthorized staff may submit requests for customer information.

    b. Response: All requests by unauthorized staff for access to customer information are approved by the department supervisor.

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    a. Customer alerts ETWD about fraudulent activity related to their ETWD account, bank account or credit card.

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ii. Issuing a service order to connect or disconnect services.

iii. Updating information on the customer's account.

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   a. Receiving notification that the ETWD account has been established by a person engaged in identity theft.

   b. Response: These issues should be reviewed by the department supervisor immediately. The claim must be investigated, and appropriate action must be taken to resolve the issue as quickly as possible.

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Initially ETWD will undertake a detailed review including:

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2. Assess the security of current customer accounting system inclusive of an analysis of any prior incidents of identity theft,
3. Identify our potential vulnerabilities and the particular Red Flags that would prompt staff to react,
4. Develop a process to maintain or enhance the maintenance of identifying customer information.

This Program will be annually reviewed for compliance and effectiveness. Changes in Identity Theft methods, detection and prevention will be analyzed. The District's staff will present any recommended changes and Identity Theft Activity to the Finance Committee of Board for approval.

I. Staff Training

ETWD staff responsible for implementing the Identity Theft Prevention Program shall be trained by their immediate supervisors.

J. Service Provider Arrangements

ETWD will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

1. Require, by contract, that service providers have such policies and procedures in place.

RESOLUTION NO. 18-3-2

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
BUDGET POLICY 1994-11 (IV)

WHEREAS, the Board of Directors deems it to be in the best interest of the District to amend the District's Budget Policy 1994-11 (IV); and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Toro Water District does hereby authorize and approve amending the above referenced Budget Policy 1994-11 (IV) as set forth in Exhibit "A attached hereto, which Exhibit is by this reference incorporated herein.

ADOPTED, SIGNED AND APPROVED, this 22nd day of March, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

M. Scott Goldman, President
El Toro Water District and of
the Board of Directors thereof

(SEAL)

ATTEST

ROBERT R. HILL, Secretary
El Toro Water District and of
the Board of Directors thereof

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBERT R. HILL, Secretary of the Board of Directors of the El Toro Water District, do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. 18-3-2 of said Board, and that the same has not been amended or repealed.

DATED: March 22, 2018

ROBERT R. HILL, Secretary
El Toro Water District and of
the Board of Directors thereof

(SEAL)

Prepared by: Staff	**EL TORO WATER DISTRICT** **POLICY STATEMENT**	Page 1 of 1 Item 8 Section IV
Approved by: Board of Directors	**1994-11 (IV)** **BUDGET POLICY**	Date: 04/24/03 Rev. 1

There shall be prepared, under the direction of the General Manager, a final draft ~~proposed annual~~ B~~b~~udget which shall be submitted to the Board subsequent to review and discussion of same during two Standing Ad-Hoc Budget Committee Meetings consisting of two Board Members appointed by the President and a Budget Workshop consisting of the full Board. ~~no later than the date of the regular Board meeting in June immediately preceding the fiscal year to which the budget applies.~~ The proposed B~~b~~udget shall indicate all anticipated expenses and required reserves. The proposed B~~b~~udget shall also indicate the source of all revenues~~monies~~ to be used to meet such expenses and provide such reserves. ~~A copy of the draft budget shall be transmitted to all members of the Board at least 30 days in advance of said submittal to the Board.~~

After considering the proposed budget and making any revisions thereto that it may deem advisable~~visable~~, the Board shall adopt the B~~b~~udget in June before the beginning of the fiscal year to which the budget applies.

The adoption of the Budget shall have no effect upon appropriations for capital projects/equipment except the amount provided in the proposed Budget for same with an estimated unit cost of $50,000 or under shall be deemed to be appropriated from the funds indicated in the Budget.

~~The adoption of the Budget shall have no effect upon appropriations for capital projects except the amount provided in the proposed budget for capital equipment with an estimated unit cost of $20,000 or under shall be deemed to be appropriated from the funds indicated in the budget.~~

Prepared by: Staff	**EL TORO WATER DISTRICT** **POLICY STATEMENT**	Page 1 of 1 Item 8 Section IV
Approved by: Board of Directors	**1994-11 (IV)** **BUDGET POLICY**	Date: 3/22/18 Rev. 2

There shall be prepared, under the direction of the General Manager, a final draft Budget which shall be submitted to the Board subsequent to review and discussion of same during two Standing Ad-Hoc Budget Committee Meetings consisting of two Board Members appointed by the President and a Budget Workshop consisting of the full Board. The proposed Budget shall indicate all anticipated expenses and required reserves. The proposed Budget shall also indicate the source of all revenues to be used to meet such expenses and provide such reserves.

After considering the proposed budget and making any revisions thereto that it may deem advisable, the Board shall adopt the Budget in June before the beginning of the fiscal year to which the budget applies.

The adoption of the Budget shall have no effect upon appropriations for capital projects/equipment except the amount provided in the proposed Budget for same with an estimated unit cost of $50,000 or under shall be deemed to be appropriated from the funds indicated in the Budget.

Superseded by Resolution: 18-3-2	Date: 3/22/18
Superseded by Resolution: 03-4-2	Date: 04/24/03
Approved by Resolution: 94-5-4	Date: 05/19/94

RESOLUTION NO. 18-3-3

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE ELTORO WATER DISTRICT
AMENDING THE DISTRICT'S
DIRECTOR COMPENSATION POLICY 1993-10 (IV)

WHEREAS, the Board of Directors deems it to be in the best interest of the District to amend the District Director Compensation Policy 1993-10 (IV)

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the El Toro Water District does hereby authorize and approve amending the above referenced Director Compensation Policy 1993-10 (IV) as set forth in Exhibit "A" attached hereto, which Exhibit is by this reference incorporated herein.

ADOPTED, SIGNED AND APPROVED this 22nd day of March 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
M. SCOTT GOLDMAN, President
El Toro Water District and the
Board of Directors thereof

(SEAL)

ATTEST:

_____
ROBERT R. HILL, General Manager/Secretary
El Toro Water District and the
Board of Directors thereof

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, ROBERT R. HILL, General Manager/Secretary of the Board of Directors of the El Toro Water District, do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. 18-3-3 of said Board, and that the same has not been amended or repealed.

DATED: March 22, 2018

_____
ROBERT R. HILL, General Manager/Secretary
El Toro Water District and the
Board of Directors thereof

(SEAL)

I. **PURPOSE**

A. Directors in their role of providing governance for the El Toro Water District ("District") are required to: (1) Attend regular, special and committee meetings of the Board of Directors ("Board"); (2) perform assigned duties and responsibilities, as officers; (3) represent the District at industry and community events; and (4) attend industry specific conferences and educational events.

B. The El Toro Water District ("District") shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director remuneration and reimbursement.

II. **QUALIFIED EVENTS**

Subject to the District's enabling statutes, attendance at the following qualifies a Director to be eligible to receive compensation.

(a) A meeting of the District's Board of Directors;

(b) A meeting of a Committee of the District's Board of Directors;

(c) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

Approved by Resolution: 93-9-2	Date: 09/16/93
Superseded by Resolution: 94-5-2	Date: 05/19/94
Superseded by Resolution: 99-7-2	Date: 07/15/99
Superseded by Resolution: 03-4-2	Date: 04/24/03
Superseded by Resolution 06-02-01	Date: 02/23/06
Superseded by Resolution 06-9-1	Date: 09/28/06
Superseded by Resolution 07-9-2	Date: 09/27/07
Superseded by Resolution 18-3-1	Date: 3/22/18

QUALIFIED EVENTS (Continued)

(d) Official Business Representing the District (subject to the prior approval of the President or Board) at the following non-exclusive functions and activities:

1. South Orange County Wastewater Authority (SOCWA)
2. Santiago Aqueduct Commission (SAC)
3. MWDOC Meetings
4. Local Agency Formation Commission (LAFCO)
5. Water Advisory Committee of Orange County (WACO)
6. WACO Planning Committee
7. Independent Special Districts of Orange County (ISDOC)
8. Local TV-Appearances
9. Orange County Water Association (OCWA)
10. Local Chamber of Commerce Functions
11. Meetings between Board President and Vice President.
12. Meetings between Board President or Executive Committee and District General Manager or Attorney
13. Fulfilling the duties of Treasurer
14. Other functions and activities determined on an Ad Hoc basis as being beneficial to the District's operations.

III. COMPENSATION

A. When serving in the above capacity a Director shall receive a per diem compensation as established by Ordinance of the District for “each day” so served, at the request of the Board. Only one per diem compensation will be paid for each calendar day (regardless of the number of meetings or events attended on a calendar day) up to the maximum number of days permitted by the District’s Ordinance (which presently is set at 10 in any calendar month – Ordinance No. ~~2003~~2018-1). Attendance at meetings and conferences shall be deemed to have been rendered “at the request of the Board” if (1) the Director’s attendance is requested through posting of a notice of a District meeting; (2) the Director’s attendance is requested by the President of the Board; or (3) the Director’s attendance is approved by Board action at a regular or special meeting of the Board of Directors.

B. Directors shall submit their compensation report form to the District office within the first week of each month for the prior month. The Board President, or designated representative will approve and sign director compensation forms before payment can be processed. The Board President's compensation Form shall be approved by the General Manager or Assistant General Manager.

C. It is against the law to falsify compensation reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

(a) Restitution to the District;
(b) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
(c) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

D. In the event of a dispute or misunderstanding regarding compensation, the matter shall be reviewed by two members of the Board appointed by the Board (other than the Board member whose account is being questioned) and their findings and recommendations will be transmitted to the Board for a determination and shall be final.

E. Changes in the compensation of Board members will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change, no more than once in any twelve-month period.

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A. Directors in their role of providing governance for the El Toro Water District ("District") are required to: (1) Attend regular, special and committee meetings of the Board of Directors ("Board"); (2) perform assigned duties and responsibilities, as officers; (3) represent the District at industry and community events; and (4) attend industry specific conferences and educational events.

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Superseded by Resolution 18-3-3	Date: 3/22/18

QUALIFIED EVENTS (Continued)

(d) Official Business Representing the District (subject to the prior approval of the President or Board) at the following non-exclusive functions and activities:

1. South Orange County Wastewater Authority (SOCWA)
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(a) Restitution to the District;
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(c) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

D. In the event of a dispute or misunderstanding regarding compensation, the matter shall be reviewed by two members of the Board appointed by the Board (other than the Board member whose account is being questioned) and their findings and recommendations will be transmitted to the Board for a determination and shall be final.

E. Changes in the compensation of Board members will require the approval of the Board during an open meeting of the Board held at least 60 days prior to the effective date of the change, no more than once in any twelve-month period.

ETWD MEMORANDUM

TO: **BOARD OF DIRECTORS**

FROM: **GENERAL MANAGER** **STAFF CONTACT: JUDY CIMORELL**

SUBJECT: **EMPLOYEE HANDBOOK**

DATE: **MARCH 22, 2018**

EMPLOYEE HANDBOOK

The District's Employee Handbook is a "living document," which needs to be reviewed and updated frequently. The purpose of the Handbook is to provide a "quick reference" to the policies pertaining to the daily operations of the District. The Handbook contains information that will assist employees in performing their job and informs them of District expectations.

The District is committed to maintaining personnel policies that are consistent and current with both federal and state law. It is also the intent of the District to align policies with internal practices. In the best interest of El Toro Water District, Staff determined that the current handbook required updating to stay current with both state and federal laws.

The following resources were used in this effort:

1) Current Employee Handbook
2) Internal Staff expertise
3) California Chamber of Commerce (CAlChamber)
4) Golnar Fozi (Meyers Fozi LLP) ETWD Labor Counsel
5) Joint Powers Insurance Authority (JPIA) resources
6) Liebert Cassidy Whitmore (LCW) resources
7) Society for Human Resources Management (SHRM) resources

The proposed revisions and updates are intended to:

1) Update procedures to comply with complex federal and state regulations
2) Establish legal protections
3) Align with current ETWD Practices
4) Clarify intent and simplify wording
5) Add policies that are not in the current Employee Handbook
6) Delete policies that are no longer relevant or out of the context of the law
7) Keep all current benefits the same unless there was a change in law or a need to update
8) Ensure fair and consistent treatment of employees
9) Avoid misunderstandings that could potentially lead to lawsuits

10) Orient new employees
11) Educate supervisors and managers
12) Communicate District policies and set expectations

CHANGES TO THE EMPLOYEE HANDBOOK

The reference material is limited to excerpts from the Employee Handbook. The following provides a summary that highlights the proposed changes that were made.

1) Harassment Policy - Updated due to a legislative change in California's Fair Pay Act.
2) Meal & Rest Periods – Updated due to the results of a recent California Supreme Court decision.
3) Family and Medical Leave – Updated due to the new Parent Leave Act.
4) Extended Medical Leave – Added language due to recent results of a California Supreme Court decision.
5) Paid Family Leave – Updated do to a change to California law eliminating the seven day waiting period before Paid Family Leave begins.
6) Leave Donation – Updated policy to align with the District's current work practice.
7) Vacation – Updated policy due to a legislative change and when an employer can require the use of vacation during unpaid leave.
8) Sick Leave – Added langue due to recent results of a California Supreme Court decision. Per the recommendation of legal counsel, reordered the topics, deleted repetitive language, and added Healthy Workplace policy for general language clarification.
9) Healthy Workplace/Healthy Families Act – Deleted policy.
10) Workers Compensation – Change in general language for clarification.
11) Lactation- Updated to address differences between California and Federal law.
12) Prohibited Conduct – Updated policy due to state law now placing strict restrictions on the use of criminal history in hiring and other employment related decisions.
13) Drug & Alcohol Free Workplace – Updated policy to reflect California's passage of the Adult use of Marijuana Act.
14) Prohibited Use of Company Cell Phone While Driving – Updated due to changes to California Law relating to the use of electronic devices while driving.
15) Dress Codes and Other Personal Standards – Updated policy due to a legislative change.
16) Employee References – Updated policy to conform to California's law which now prohibits employers from asking about an applicant's salary history.

CONCLUSION

The Employee Handbook has been updated in compliance with current policies and laws. The Employee Handbook has been reviewed and approved in its entirety by the District's labor attorney and Staff. The updated Employee Handbook will help staff ensure employees are treated consistently, publicize employee benefits and keep the District compliant with federal

and state laws. Subject to your approval, staff will have an All Hands Meeting to update and inform employees of the changes to the Employee Handbook.

RECOMMENDATION

Staff recommends that the Board of Directors approve the Employee Handbook updates as presented and approved by the District's Labor Counsel.

Harassment, Discrimination and Retaliation Prevention

El Toro Water District is an equal opportunity employer. El Toro Water District is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender(including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law (Vehicle Code section 12801.9)
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner* status)
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

El Toro Water District also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the District prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

*Domestic partner as used throughout this Handbook means those domestic partners that are registered with the California Secretary of State's office and meet the criteria specified in Section 279 of the California Family Code.

All such conduct violates District policy.

Harassment Prevention

The District's policy prohibiting harassment applies to all persons involved in the operation of the District. The District prohibits harassment, disrespectful or unprofessional conduct by any employee of the District, including supervisors, managers and co-workers. The District's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations. The District prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the District, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, El Toro Water District is not obligated to disclose the wages of other employees.

Anti-Retaliation

The District will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a District representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a District representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

The District will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to:

- The Human Resources Manager
- Any other District Supervisor or Manager
- The Assistant General Manager
- The General Manager

as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the human resources manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The District encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the human resources manager of the District so the District can try to resolve the complaint.

When the District receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The District will reach reasonable conclusions based on the evidence collected.

The District will maintain confidentiality to the extent possible. However, the District cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the District determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The District also will take appropriate action to deter future misconduct.

Any employee determined by the District to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods. ~~You are expected to return to work promptly at the end of any rest break.~~

Number of Rest Breaks

You will be authorized and permitted one (1) 15-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two (2) hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) fifteen-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) fifteen-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) fifteen-minute rest breaks.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid 15 minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

Your rest break will be scheduled by your supervisor.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. -You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 7:00 a.m., you must start your meal period by 11:59 a.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by your supervisor.

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 7:00 a.m., you must start your second meal period by 4:59 p.m. (which is before the end of your tenth hour of work).

Your second meal period will be scheduled by supervisor.

Recording Meal Periods

By certifying your time is correct on your time card, you are also certifying that you have taken your meal break.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period, you will be required to report to the human resources manager and document the reason for the missed meal period or time worked.

Family and Medical Leave

California's California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA ~~State and federal family and medical leave laws~~ provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have ~~The employee has~~ been employed with the District for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have ~~The employee has~~ worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are~~The employee is~~ employed at a work site where there are 50 or more employees within a 75 mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of your~~the employee's~~ child, or placement of a child with you ~~the employee~~ for adoption or foster care (FMLA/CFRA);
- Your~~For~~ incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- For a serious health condition that makes you~~the employee~~ unable to perform your~~his or her~~ job (FMLA/CFRA);
- To care for your~~the employee's~~ spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for your~~the employee's~~ registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact the human resources manager.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave ~~to care for a covered service member~~ during a single 12-month period to care for a covered service member. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:
    - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
    - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, District uses a rolling year.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth ~~she~~the employee may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the District will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The District may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

- Please contact the human resources manager as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your~~a~~ serious health condition ~~of the employee~~ or that of a family member, ~~the employee~~you must notify the District at least 30 days before leave is to begin. ~~The employee~~You must consult with ~~his or her~~your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of ~~the~~your health care provider ~~of the employee~~ or the health care provider of your~~the employee's~~ child, parent, or spouse.
- If you~~the employee~~ cannot provide 30 days' notice, the District must be informed as soon as is practical.

- If the Family and Medical Leave Act/California Family Rights Act request is made because of ~~the employee's~~your own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.
- If the second opinion differs from the first opinion, the District may require, at its expense, ~~the employee~~you to obtain the opinion of a third health care provider designated or approved jointly by ~~the employer and the employee~~you and the District. The opinion of the third health care provider shall be considered final and binding on ~~the~~you and the ~~-~~District ~~and the employee~~.

Certification

The District requires ~~the employee~~you to provide certification. You will have 15 calendar days from the District's request for certification to provide it to the District, unless it is not practicable to do so. The District may require recertification from the health care provider if ~~the employee~~you request~~s~~ additional leave upon expiration of the time period in the original certification. (*For example, if you~~an employee~~ need~~s~~ two weeks of family and medical leave, but following the two weeks you need~~s~~ intermittent leave, a new medical certification will be requested and required.*) If ~~the employee~~you do~~es~~ not provide medical certification in a timely manner to substantiate the need for family and medical leave, the District may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, you~~the employee~~ must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your~~the~~ participation ~~of the employee~~.

When both parents are employed by the District, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the District will not grant more than a total of 12 workweeks family/medical leave for this reason.

If your~~an employee cites his/her own~~ serious health condition ~~as a~~is the reason for leave, you~~the employee~~ must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your ~~I~~inability ~~of the employee~~ to work at all or perform any one or more of the essential functions of your~~his/her~~ position because of the serious health condition.

If you are~~an employee is~~ absent because of your~~his/her~~ own serious health condition, the District will also require a medical release to return to work form or certification from your~~the employee's~~ health care provider that you are ~~the employee is~~ able to resume work.

Failure to a release to return to work certificate from your~~the employee's~~ health care provider will result in denial of reinstatement ~~for the employee~~ until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are ~~An employee~~ taking family medical leave you will be allowed to continue participating in any health and welfare benefit plans in which you were~~he/she was~~ enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if you~~the employee~~ had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if you~~the employee~~ had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the District may recover ~~from an employee~~ premiums paid to maintain health coverage if you~~the employee~~ fail~~s~~ to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The District may require, or you~~employees~~ may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you~~employees~~ must comply with the District's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the human resources manager.

Reinstatement

Under most circumstances, upon return from family/medical leave, you~~an employee~~ will be reinstated to your~~his or her~~ original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;

- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the District's operations;
- The employee is notified of the District's intent to refuse reinstatement at the time the District determines the refusal is necessary; and
- If leave has already begun, the District gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact the human resources manager with any questions regarding accrual of other District provided paid leave benefits (such as vacation, personal time or sick leave) during unpaid FMLA/CFRA leave.

~~Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue other District provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid Family and Medical Leave Act/California Family Rights Act leave.~~

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12 month period is permitted. ~~The 12-month period is measured forward from the date any employee's first Family and Medical Leave Act leave begins. Successive12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.~~

Intermittent Leave

You ~~Employees~~ may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for your~~the~~ serious health condition ~~of the employee~~ or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is thirty (30) minutes.

Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the District's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, El Toro Water District will pay you sick pay for the period of time equivalent to your accumulated sick pay earned. You also may use any paid vacation and/or personal time previously accrued if you have exhausted your accumulated sick pay.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The District makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses.

California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact a District representative with day-to-day personnel responsibilities and discuss the need for an accommodation or the human resources manager.

Any leave taken under this provision qualifying as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period, and governed by the rules relating to family/medical leave.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks ~~after an unpaid, seven-day waiting period~~ when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

~~If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period.~~

Leave Donation Program

The District has a leave donation program that is meant to provide assistance to employees who are suffering from a crisis event that has resulted in a need for additional time off in excess of their available sick or other paid time. The program allows eligible employees to voluntarily donate time from their available sick or vacation leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is provided for by the District's stated policy and its legal obligations. Final approval of receipt of any sick or vacation leave donation and of the ability to donate accrued leave rests with the General Manager.

Donations made under this policy shall be deemed to be equivalent one hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

Eligibility to Donate

In order for you to donate sick or vacation leave to another employee you must:

- Be employed by the District for one year
- Donate sick or vacation leave in units of 1 hour
- Donate no more than ~~16~~18 hours of your current balance
- Not be currently on an approved leave of absence

Employees who donate leave are not permitted to reduce their own sick or vacation leave credit to less than 80 hours because they may experience their own need for time off.

Guidelines for Receipt of Leave Donation

Employees, who would like to receive donated sick or vacation time from co-workers, must have a crisis event as determined by the human resources manager along with the General Manager. The donated time can only be used for time off related to the approved crisis event. Recipient employees must use their own available paid leave time prior to using any donated time. Employees who receive donated sick or vacation time may receive no more than 480 hours (12 weeks) within a rolling 12 month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the District's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated sick time is within the discretion of the District.

Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

Procedure

Employees who wish to donate sick time to a co-worker must make a written request to the human resources manager who will confirm eligibility. The request must be approved by the General Manager.

The identity of donors will remain confidential.

Donations under the program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

Vacation

All regular full-time employees and regular part-time employees who work at a minimum of 30 hours per week are eligible for vacation pay subject to the conditions below.

Regular full-time employees will accrue vacation time as shown below. Regular part-time employees who work 30 hours per week or more will accrue vacation on a pro-rated basis. Part-time employees who work less than 30 hours per week shall not accrue vacation leave. Temporary employees are not eligible for vacation benefits.

Vacation accrual begins with the employees first day of service and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Regular full-time employees are entitled to accrue:

Hours Accrued Per Completed Years of Employment:

Bi-Weekly Pay Period	Employment	Annually
3.08	0 - 5	80
4.62	6 -15	120
6.15	15+	160

Availability and Maximum Carry Over

The District recognizes the value of rest and relaxation and encourages all employees to take all accrued vacation time earned during a calendar year. If an employee does not take all of the vacation earned, the unused hours will be carried over to the following year.

The District requires that an employee take a minimum of 50% of total annual hours accrued of vacation time each calendar year. In the event that an employee has taken that amount of vacation during a calendar year and is still unable to reduce accrued hours to less than 160 hours on December 31 of said calendar year or less than 240 hours for employees hired on or after July 1, 1997, the District will pay the value of the excess hours computed at the employee's hourly pay rate in effect during the last payroll of the current year.

For employees hired before July 1, 1997, hours transferred from sick time will be added to vacation time after the normal refunds have been calculated as stated above.

Employees hired on or after July 1, 1997 will not be able to transfer sick time hours to vacation time.

Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Employees become eligible to take accrued vacation after six months of active service as work schedules permit. Employees cannot take vacation time during the introductory period unless approved by the department head. Vacation schedules must be coordinated and cleared with your supervisor.

The District schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

An employee whose employment terminates will be paid for accrued unused vacation days on a pro rata basis. Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. The employee's supervisor or department head will make final determinations and must approve your vacation schedule in advance.

Required Use of Vacation before Unpaid Leave

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you are taking and/or federal and state leave requirements.

Please contact the human resources manager to discuss coordination of your benefits.

~~You are required to take accrued and unused vacation before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) is included in this requirement, unless the absence is pregnancy-related or the leave is FMLA related and you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided or mandatory under state or federal law, such as state disability insurance).~~

~~If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period.~~

~~PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave (kin care). If you have no sick leave (kin care), or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your PFL benefits.~~

~~Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued sick leave, sick leave will be used for the first seven days before SDI payments begin, unless you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided). If you do not have accrued sick leave, but do have accrued vacation, vacation will be substituted for the unpaid absence.~~

~~SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through a disability benefit plan (regardless of whether the plan is employer provided). If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.~~

Sick Leave

Sick leave is a form of insurance that employees accumulate in order to minimize the economic hardships that may result from short-term illness or injury to employees or their immediate family. It is intended to be used only when actually required to recover from illness or injury; sick leave is not intended to be used in lieu of vacation. Time off for medical and dental appointments will be treated as sick leave.

Sick Pay Amount and Accrual for Regular Employees Who Are Full-Time or Part-Time Working at Least 30 Hours per Week

The District offers paid sick leave to **regular full-time employees** at a rate of eight (8) hours per month. **Regular part-time employees** working less than forty (40) and a minimum of thirty (30) hours per week will accrue sick leave on a prorated basis. Unused sick leave hours carry over until they reach a cap of 960 hours, at which time they will be treated as set forth further below.

Sick Pay Amount and Accrual for Temporary and Part-Time Employee Working Less than 30 Hours per Week

Temporary and part-time employees working less than 30 hours per week will be eligible for sick leave under the Healthy Workplaces/ Families at the rate of one hour of paid sick time for every 30 hours worked up to a maximum accrual of 48 hours or sick days, whichever is greater, per calendar year.

Accrued, unused time under this policy will carry over each year up to a maximum of 48 hours or sick days, whichever is greater. Unused sick time is not paid out at the time of separation from employment. However, temporary or part-time employees working less than 30 hours per week who are re-employed with the Water District within a year of separation will have their accrued unused bank of sick leave made available to them upon re-hire.

Sick Leave Benefits Accrual and Pay-Out for Regular Employees Working Full-Time or Part-Time at least 30 Hours per week

Employees hired prior to July 1, 1997

On December 31 of any given year, any excess sick balance over 960 hours will be transferred to Vacation time. A formula of five percent (5%) times the number of complete years employed will be applied to the excess hours over 960 to determine the number of hours to be transferred. The maximum portion of the excess sick balance to be transferred will not exceed 100%. Hours transferred under the terms of this paragraph will be considered after regular vacation hours have been calculated.

Employees hired on or after July 1, 1997:

On December 31 of any given year, any excess sick balance over 960 hours will not be transferred to vacation time but will be paid to the employee at 50% of the excess hours over 960.

Payment of Sick Leave upon Termination

A portion of accumulated sick leave will be paid upon termination of employment.

A formula of five percent (5%) times the number of complete years employed will be applied to the hours accumulated. The maximum portion of accumulated sick leave to be paid will not exceed 100%.

Coordination of Sick Benefits

During a period of time when an employee is disabled and collecting payment from Worker's Compensation, Disability or Paid Family Leave, if the employee has available sick time they can elect to pay the difference between the employee's regular straight time rate of pay and the amount paid to the employee by Worker's Compensation, Disability or Paid Family Leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation or personal time off for further absences from work, related to your illness or injury.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.

- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

A notification from a doctor that you are able to return to work may be required for any absences due to illness or injury of longer than three (3) days. A doctor's note may be required if you are on written warning, or exhibiting a pattern of excessive use of Sick Leave.

Abusive or excessive use of sick leave may result in disciplinary action, up to and including termination.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to their supervisor. If the need for paid sick leave is not foreseeable, you must contact your supervisor as soon practicable. ~~possible but no later than two (2) hours after your normal starting time.~~ A phone call, email, or text message is acceptable providing you receive a response back from your supervisor acknowledging your absence. If your supervisor is unavailable, you should contact your department head or the human resources manager. If you become sick during the day, you must notify your supervisor, or if unavailable, the department head or human resources manager.

A Time off Request Form must be completed upon return to work, approved by the employee's Department Head and submitted to payroll for processing. Each Department Head is responsible for reporting sick leave taken by an employee under his/her supervision. Time cards are to be used by all non-exempt employees.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will be paid up to a maximum of two hours per appointment. If you have accrued and unused paid sick leave, the additional absences from work will be paid with the use of paid sick leave. Appointments should be made at the beginning or end of the regular work shift.

Kin Care

Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse, domestic partner, domestic partner's child, grandparent, grandchildren, and siblings who are ill. Leave for this purpose may not be taken until it has actually accrued.

If you have any questions about paid sick leave, please contact the human resources manager.

~~Healthy Workplace/Healthy Families Act~~

~~California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.~~

~~Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.~~

~~Eligible Employees~~

~~Beginning July 1, 2015, all regular part-time employees working less than 30 hours per week or temporary and seasonal employees who have worked with the District for 30 or more days within a year from the start of their employment will be entitled to paid sick time.~~

~~However, employees are not eligible to take paid sick time until they have worked for the District for 90 days from their date of hire.~~

~~Sick Pay Amount~~

~~Eligible employees will receive sick leave as follows:~~

~~Eligible employees earn sick leave at the rate of one hour of paid sick time for every 30 hours worked.~~

~~You will need to meet the 90-day employment requirement before taking any leave.~~

~~Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.~~

~~The District does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.~~

~~Employees may earn a maximum of 48 hours paid sick time. After an employee has reached this maximum amount, no additional paid sick time will be earned until some or all of the employee's accrued paid sick time is used.~~

~~Qualifying Reasons for Paid Sick Leave~~

~~Paid sick time can be used for the following reasons:~~

- ~~Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.~~
- ~~Preventive care for an employee or an employee's covered family member.~~
- ~~For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.~~

~~For purposes of paid sick leave, a covered family member includes:~~

- ~~A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.~~
- ~~A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.~~
- ~~A spouse.~~
- ~~A registered domestic partner.~~
- ~~A grandparent.~~
- ~~A grandchild.~~
- ~~A sibling.~~

~~Use of Paid Sick Leave~~

~~If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to their supervisor. If the need for paid sick leave is not foreseeable, you must contact your supervisor as soon as possible but no later than two (2) hours after your normal starting time, or as soon as practicable. A phone call, email, or text message is acceptable providing you receive a response back from your supervisor acknowledging your absence. If your supervisor is unavailable, you should contact your department head or the human resources manager. If you become sick during the day, you must notify your supervisor, or if unavailable, the department head or human resources manager.~~

~~An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.~~

~~Abusive or excessive use of sick leave may result in disciplinary action, up to and including termination.~~
~~If you have any questions about paid sick leave, please contact the human resources manager~~.

Workers' Compensation

The District provides a comprehensive workers' compensation insurance program at no cost to the employees. All employees are covered by workers' compensation insurance for injuries or disability resulting from work-related injury. The workers' compensation benefits provided to injured employees may include medical, surgical and hospital treatment in addition to payment for loss of earnings and assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- **Immediately** report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form1) and return it to the human resources manager; and
- Provide the District with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The District has set up a "Return to Work" program to assist in the recovery process for an injured worker. It is the Districts intent to work with the employee, carrier and medical providers to assure a productive work schedule at no additional risk to the employee's health whenever possible.

Employees needing follow-up medical appointments will be charged the time off from their accumulated sick leave after two hours per appointment.

Any medical appointments that cannot be scheduled after work hours will be paid up to two hours per appointment. Appointments should be made at the beginning or end of the regular work shift. Travel expenses to and from the treating physician will be reimbursed through the Workers Compensation Carrier.

The law requires the District to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. ~~Any employee who makes or causes a knowingly false~~

~~or fraudulent material statement or material representation for the purpose of obtaining workers compensation benefits or payments is guilty of a felony.~~

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)), will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period from the date leave is first taken.

Lactation Policy

The District accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for the employee's child, subject to exception allowed under applicable law. ~~an infant child.~~ The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breastmilk that does not run concurrently with break time already provided to the employee shall be unpaid. ~~However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.~~

We will provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private office will be required to use their offices to express breast milk. ~~We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.~~

Employees who desire lactation accommodations should contact their supervisor or the human resources manager to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the District's objectives. The following conduct is prohibited and will not be tolerated by the District. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records and Giving false or misleading information during the application and/or selection process ;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer;
- Removing or borrowing District property without prior authorization;
- Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or unauthorized use of or duplication of keys.
- Misuse of electronic systems (email, internet, fax, phones) per policy.
- Unauthorized use or misuse of District monies, equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Threatening or intimidating other employees, supervisors, vendors, or customers;
- Participating in horseplay or practical jokes on District time or on District premises;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- ~~Engaging in criminal conduct whether or not related to job performance;~~
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, vulgar, threatening or intimidating language at any time on District premises;
- ~~,~~ C~~c~~ausing, creating, or participating in a disruption of any kind during working hours on District property~~to the work place~~ or to fellow employees, visitors, or customers at any time;
- Violation of District punctuality and attendance policies. Absences protected by state or

federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy.

- Failing to obtain permission to leave work for any reason during normal working hours, not including meal and rest periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or District policy, rule, procedure or violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- Failure to report involvement in an accident occurring on the District's premises, or involving the District's equipment, or giving false information in accident or insurance reports.
- Violating the Company's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Drug and Alcohol - Free Workplace - (See Attached Addendum for Department of Transportation (DOT) Program)

El Toro Water District is committed to a safe and healthful work environment for all employees. The District is concerned about employees being under the influence of alcohol, marijuana, illegal drugs and/or controlled substances at work. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair District operations. ~~the employee's value to the District.~~ In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the District.

The following rules and standards of conduct apply to all employees either on District property or when performing District related business elsewhere or during the workday (including meals and rest periods~~).~~). The following are strictly prohibited by District policy:~~Behavior that violates District policy includes:~~

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- ~~The m~~Manufacturing, distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job or conducting District business.~~e, distribution, dispensation, possession, sale, purchase or use of alcohol or any controlled substance is prohibited in both District workplaces and wherever District business is performed.~~
- A District employee is prohibited from working or being subject to call in if impaired by alcohol, marijuana or any illegal or controlled substance.
- Driving a District vehicle while under the influence of ~~alcoho~~alcohol, marijuana~~l~~ or any illegal or controlled substance.
- An employee must notify his/her supervisor before beginning work when taking medications or drugs which could interfere with the safe and effective performance of duties or operation of District equipment. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance.
- Compliance with this policy is a condition of employment. Disciplinary action will be taken against those who violate this policy. The District may also bring the matter to the attention of appropriate law enforcement authorities.

SEARCHES

In order to enforce this policy and promote a safe, productive and efficient workplace, the District has the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture, District vehicles, and other places under the common control of the District, or joint control of the District, and employees. No employee has any expectation of privacy in any District building, property, or communications system. The District reserves the right to conduct searches of employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition the District must keep people who sell or possess controlled substance off Company premises in order to keep the controlled substances themselves off the premises.

DRUG AND ALCOHOL TESTING

The District has discretion to test a current employee for alcohol or drugs in the following instances:

1. Reasonable Suspicion Testing

The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. Testing must be approved by the human resources manager or the General Manager, or a designee.

"Reasonable suspicion" is based on objective factors, such as behavior, speech, body odor, appearance, or other evidence of recent drug or alcohol use which would lead a reasonable person to believe that the employee is under the influence of drugs or alcohol at work. In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the human resources manager. If there is a reasonable suspicion of drug or alcohol abuse at work, the employee will be relieved from duty and placed on sick leave until the test results are received.

2. Post-Accident Testing

The District may require alcohol or drug screening following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from the accident or violation, provided that the "reasonable suspicion" factors described above are present.

Employee's Responsibilities

A District employee must:

- Not report to work or be on standby or on-call status while his or her ability to perform job duties is impaired due to on or off duty alcohol, marijuana -or drug use;

- Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time, or use alcohol or marijuana at any time while on District property or while on duty for the District at any location;

- Not directly or indirectly through a third party manufacture, sell, distribute, dispense, or provide controlled substances to any person, including any employee, at any time; or manufacture, sell, distribute, dispense or provide alcohol or marijuana to any employee while either or both are on duty;

- Notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of District equipment;

- Notify the department director of any criminal conviction for a drug violation that occurred in the workplace within no more than five days after such conviction;

- Notify the supervisor immediately of facts or reasonable suspicions when he or she observes behavior or other evidence that a fellow employee poses a risk to the health and safety of the employee or others;

- Consent to drug or alcohol, or marijuana testing and searches pursuant to this policy; and

- Follow the District's drug, marijuana and alcohol-free workplace policy.

Drug Free Awareness Program

Counseling and treatment of drug and alcohol related problems are available through the District's Employee Assistance Program provider.

The District will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol or marijuana use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Safety Sensitive Personnel

El Toro Water District has numerous employees who work in safety-sensitive positions such as in a confined-space, or with hazardous material or operating and maintaining vehicles and heavy equipment. The Department of Transportation has determined their own definition of a safety-sensitive employee as one in any position requiring the use of a Class "A" or Class "B"

commercial driver's license, or a Class "C" with a hazardous waste certificate commercial driver's license.

The Department of Transportation has set standards for the testing of drug and alcohol use for all employees with a Class A or Class B commercial driver's license, or a Class "C" with a hazardous waste certificate commercial driver's license. All safety-sensitive employees, as defined by the Department of Transportation (DOT), are required to comply with the Department of Transportation regulations **in addition to** El Toro Water District's requirements as set forth above.

The Department of Transportation policy in the attached addendum is in accordance with regulations of the Department of Transportation and only those safety-sensitive employees of El Toro Water District whose position requires the use of a Class "A" or Class "B" commercial drivers license, or a Class C" with a hazardous waste certificate commercial driver's license will be subject to the terms and conditions as set forth in the attached policy addendum.

Prohibited Use of Company Cell Phone While Driving

In the interest of the safety of our employees and other drivers, The District employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops) while driving on District business and/or District time.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated -device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time. ~~The District recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them.~~ Violating this policy is a violation of law and a violation of District rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of District rules.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines.

El Toro Water District observes a casual dress day on Friday. Some employees who have customer contact may not be permitted to participate in the casual dress day.

Employees who do participate in a casual dress day still are expected to report to work properly groomed. Acceptable casual dress excludes ripped or torn clothing, tank or halter tops, or flip flops. Nothing too tight, short, ragged or dirty. If in doubt, don't wear it.

Employees required to wear safety equipment or clothing still must do so on a casual dress day. Department managers may issue more specific guidelines concerning any exceptions to this policy.

Employees required to wear uniforms provided by the District must take care of their uniforms and report any wear or damage to their supervisor. Instructions regarding cleaning and maintenance of uniforms will be provides.

This dress code policy will not be enforced in a manner that decimates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law. For more information, see the Harassment, Discrimination and Retaliation Prevention policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the human resources manager and discuss the need for accommodation.

Employee References

All requests for references must be directed to the human resources manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the District discloses only the dates of employment and the title of the last position held of former employees. ~~If you authorize the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage you last earned.~~

Bob Hill

From: Bob Hill
Sent: Tuesday, March 6, 2018 3:58 PM
To: Scott Goldman; Fred Adjarian (Home); Jose Vergara; Mark Monin; William H. Kahn (Home); William H. Kahn; Gil Granito (Redwine)
Subject: Fwd: Update for ACWA's No Drinking Water Tax Coalition
Attachments: image001.png; image004.jpg

FYI. This will be a consideration at our March meeting.

Bob

Sent from my iPhone

Begin forwarded message:

> **From:** Timothy Quinn <Tim.Quinn@acwa.com>
> **Date:** March 6, 2018 at 3:02:46 PM PST
> **To:** Tim Quinn <TimQ@acwa.com>, Heather Engel <HeatherE@acwa.com>, Cindy Tuck <CindyT@acwa.com>, Paula Currie <PaulaC@acwa.com>
> **Cc:** Michaela Martinez <MichaelaM@acwa.com>
> **Subject: Update for ACWA's No Drinking Water Tax Coalition**
>
> Dear No Drinking Water Tax Coalition Member,
>
> Thank you for your continued support in fighting the proposed tax on drinking water, which I believe is one of the most important fights undertaken by ACWA and member agencies in recent years. To date, ACWA has received pledges totaling $110,000 for this campaign. We hope to secure $300,000 in voluntary contributions to potentially sustain the campaign through the summer.
> Thanks to your contributions, ACWA has selected a public affairs firm to assist staff with the external affairs campaign. Specifically, they will help update ACWA's toolkit, write and coordinate placement of op-eds throughout the state, assist with media relations, develop a digital and social media advertising campaign targeted to key legislative districts and develop a new website, among other tasks.
>
> In response to questions from some member agencies, ACWA consulted with its legal counsel. To ensure compliance with applicable laws and give you a level of comfort and security moving forward, we are dividing all the money raised for this campaign into separate accounts for public and private funds. The public funds will only be used for expenses related to direct lobbying of legislators and educational components.

If you haven't already, I urge you to submit a voluntary contribution to fund this effort using the attached contribution form.

If you have any questions or concerns, please don't hesitate to contact me directly at timq@acwa.com or ACWA's Director of Communications Heather Engel at heathere@acwa.com. We are currently scheduling briefings with member agencies. Please let me know if you would like to schedule an in-person meeting to discuss this effort.

Best Regards,

Tim Quinn
Executive Director
Association of California Water Agencies
916.441.4545 | TimQ@acwa.com | www.acwa.com

Bob Hill

From: Timothy Quinn <Tim.Quinn@acwa.com>
Sent: Wednesday, February 21, 2018 9:14 AM
To: Cindy Tuck; Heather Engel; Paula Currie
Cc: Lili Vogelsang; Michaela Martinez; Donna Pangborn
Subject: ACWA Seeking Contributions for "No Drinking Water Tax Campaign"
Attachments: No Drinking water tax pledge form.pdf

Importance: High

Dear No Drinking Water Tax Coalition Member,

Hopefully you saw ACWA's Outreach Alert distributed last week urging member agencies to join ACWA's coalition against SB 623 (Monning) and the budget trailer bill related to a tax on drinking water and take specific steps to advocate against the proposed tax.

As you know, fighting the tax on drinking water is one of the most important efforts undertaken by ACWA and member agencies in recent years. ACWA staff has done a commendable job to date. However, considering the potential negative consequences of this proposed tax and the dangerous precedent that it could set, I strongly believe that we need to do much more.

Therefore, ACWA is launching a fund-raising effort this week to secure an outside public affairs firm to help develop a more strategic external affairs campaign and assist with coalition building outside the water industry. We also intend to fund an advertising campaign focused on key legislative districts. We hope to secure enough funding to potentially sustain a campaign through the summer.

I urge you to submit a voluntary contribution to fund this effort. Based on the size of your agency, we recommend a contribution of at least $10,000.00. Please use the attached contribution form to let us know whether you will be making a contribution.

If you have any questions or concerns, please don't hesitate to contact me directly at timq@acwa.com or ACWA's Director of Communications Heather Engel, heathere@acwa.com. We will be happy to schedule an in-person meeting with your agency to discuss strategy or funding.

Best regards,

March 7, 2018

The Honorable Bob Wieckowski , Chair
Senate Budget Subcommittee No. 2
State Capitol, Room 4085
Sacramento, CA 95814

The Honorable Richard Bloom, Chair
Assembly Budget Subcommittee No. 3
State Capitol, Room 2003
Sacramento, CA 95814

Re: Budget Trailer Bill: Safe and Affordable Drinking Water Fund/ TAX ON DRINKING WATER

Position: OPPOSE UNLESS AMENDED

Dear Chair Wieckowski and Chair Bloom:

The below-listed organizations are **OPPOSED UNLESS AMENDED to the drinking water tax budget trailer bill.**

Alameda County Water District
Amador Water Agency
Anderson-Cottonwood Irrigation District
Antelope Valley – East Kern Water Agency
Association of California Water Agencies
Bella Vista Water District
Brooktrails Township Community Services District
Browns Valley Irrigation District
Calaveras County Water District
CalDesal
California Municipal Utilities Association
California Special Districts Association
Calleguas Municipal Water District
Camrosa Water District
Carmichael Water District
Casitas Municipal Water District
Citrus Heights Water District
City of Beverly Hills
City of Fairfield
City of Garden Grove
City of Glendale Water and Power
City of Newport Beach
City of Oceanside
City of Redding
City of Roseville
City of San Diego
City of Santa Rosa
City of Shasta Lake
Coachella Valley Water District
Contra Costa Water District
Crescenta Valley Water District
Crestline-Lake Arrowhead Water Agency
Cucamonga Valley Water District
Del Paso Manor Water District
Desert Water Agency
Dublin San Ramon Services District
East Orange County Water District
East Valley Water District
Eastern Municipal Water District
El Dorado Irrigation District
El Toro Water District
Elsinore Valley Municipal Water District
Fair Oaks Water District
Fallbrook Public Utility District
Foothill Municipal Water District
Georgetown Divide Public Utility District
Glenn-Colusa Irrigation District
Helix Water District
Hidden Valley Lake Community Services District
Humboldt Bay Municipal Water District
Humboldt Community Services District
Indian Wells Valley Water District
Indio Water Authority
Irvine Ranch Water District
Kern County Water Agency
Kinneloa Irrigation District
Laguna Beach County Water District
Lake Hemet Municipal Water District
Las Virgenes Municipal Water District
Lindsay-Strathmore Irrigation District
Long Beach Water Department
Malaga County Water District
Mammoth Community Water District
Mariana Ranchos County Water District
McKinleyville Community Services District
Mendocino County Russian River Flood Control & Water Conservation Improvement District
Merced Irrigation District
Mesa Water District
Mid-Peninsula Water District
Millview County Water District
Mission Springs Water District
Mojave Water Agency
Monte Vista Water District
Municipal Water District of Orange County
Nevada Irrigation District
North Marin Water District
Northern California Water Association
Olivenhain Municipal Water District
Orange County Water District
Orchard Dale Water District
Otay Water District
Padre Dam Municipal Water District
Palm Ranch Irrigation District
Palmdale Water District
Paradise Irrigation District

ORGANIZATION LIST CONTINUED ON NEXT PAGE

Pico Water District
Placer County Water Agency
Quartz Hill Water District
Rainbow Municipal Water District
Rancho California Water District
Regional Water Authority
Redwood Valley County Water District
Richvale Irrigation District
Rincon del Diablo Municipal Water District
Rio Alto Water District
Rio Linda Elverta Community Water District
Rowland Water District
Sacramento Suburban Water District
San Diego County Water Authority
San Gabriel Valley Municipal Water District
San Juan Water District
Santa Fe Irrigation District
Santa Margarita Water District
Santa Ynez River Water Conservation District Improvement District No. 1
Scotts Valley Water District
Shasta Community Services District
South Coast Water District
South Tahoe Public Utility District
Southern California Water Committee
Stockton East Water District
Tahoe City Public Utility District
Templeton Community Services District
Three Valleys Municipal Water District
Tulare Irrigation District
Tuolumne Utilities District
United Water Conservation District
Upper Russian River Water Agency
Upper San Gabriel Valley Municipal Water District
Vallecitos Water District
Valley Center Municipal Water District
Valley of the Moon Water District
Ventura County Economic Development Association
Vista Irrigation District
Walnut Valley Water District
Westlands Water District
Western Canal Water District
Western Municipal Water District
Wheeler Ridge-Maricopa Water Storage District
Yolo County Flood Control Water Conservation District
Yorba Linda Water District
Yuba County Water Agency
Zone 7 Water Agency

This budget trailer bill is essentially a modified version of SB 623 (Monning, D-Carmel), which is a 2-year bill. The budget trailer bill would establish a fund to be administered by the State Water Resources Control Board (SWRCB) to assist those who do not have access to safe drinking water. The organizations listed on this letter agree with the intent of the bill. The lack of access to safe drinking water in certain disadvantaged communities is a public health issue and a social issue that the State needs to address. The bill proposes two types of funding: 1) fees related to confined animal facilities excluding dairies (CAFED), fertilizer sales and dairies to address nitrate contamination; and 2) a state-mandated tax on drinking water that the bill would require local water agencies to assess on their local ratepayers and send to Sacramento. **No policy committee has heard the proposed tax. The above-listed organizations oppose the proposal for a tax on drinking water.**

PROBLEMS WITH A TAX ON DRINKING WATER: Following are examples of problems with a tax on drinking water:

1) **Requiring local water agencies and cities across the state to impose a tax on drinking water for the State of California is highly problematic and is not the appropriate response to the problem;**

2) **It is not sound policy to tax something that is essential to life**;

3) State law sets forth a policy of a human right to water for human consumption that is safe, clean, **affordable** and accessible. **Adding a tax on water works against keeping water affordable for all Californians; and**

4) **It is inefficient for local water agencies across the state to collect the tax and send it to Sacramento.**

Instead of turning local water agencies into taxation agencies for the state, the above-listed organizations suggest the following funding solution:

SUGGESTED ALTERNATIVE FUNDING SOLUTION – A FUNDING PACKAGE:

1) **Safe Drinking Water State Revolving Fund (SRF)** – this ongoing federal funding can be used to fund capital costs;

2) **General Obligation (G.O.) Bonds** – SB 5 (de León, 2017), which will be on the June 2018 ballot as Proposition 68, proposes $250 million for safe drinking and clean water, and another bond initiative which is expected to be on the November ballot proposes $500 million for safe drinking water. These bonds propose to prioritize the drinking water funding to disadvantaged communities (DACs);

3) **Ag Funding** – the nitrate-related fees proposed in the bill could be used for replacement water, including point-of-use and point-of-entry treatment, for nitrate contamination; and

4) **General Fund** – General Fund funding can fund the non-nitrate operation and maintenance (O&M) costs needs at public water systems in certain DACs.

Everyone in California should have access to safe drinking water. The fact that a small percentage of Californians do not makes this issue a public health and social issue for which the General Fund is an appropriate source of funding as part of the above-suggested funding package.

AMENDMENTS: In addition to including the General Fund as part of a funding package instead of a tax on drinking water, the organizations listed above are suggesting the amendments shown on the attachment to address various concerns regarding this funding measure. The above-listed organizations urge your "No" vote on the budget trailer bill unless the proposed tax on drinking water is removed and replaced with an acceptable funding source.

If you have questions, please contact Cindy Tuck, Deputy Executive Director for Government Relations, Association of California Water Agencies at (916) 441-4545 or at cindyt@acwa.com.

cc: The Honorable Governor Edmund G. Brown Jr.
Honorable Members, Senate Budget Subcommittee No. 2
Honorable Members, Assembly Budget Subcommittee No. 3
The Honorable William W. Monning
Ms. Kim Craig, Deputy Cabinet Secretary, Office of the Governor
Ms. Joanne Roy, Consultant, Senate Budget Subcommittee No. 2
Ms. Susan Chan, Consultant, Assembly Budget Subcommittee No. 3
Mr. Trevor Taylor, Legislative Aide, Office of Senator William W. Monning
Ms. Rocel Bettencourt, Budget Consultant, Senate Republican Caucus
Ms. Barbara Gausewitz, Consultant, Assembly Republican Caucus

Attachment

SAFE AND AFFORDABLE DRINKING WATER FUND BUDGET TRAILER BILL AMENDMENTS SUGGESTED BY WATER AGENCIES AND WATER ORGANIZATIONS LISTED ON THIS LETTER

1) Do NOT include a tax on drinking water. (See Page 3 for the suggested alternative funding solution.)

2) Exclude capital costs as an eligible funding category and focus on funding O&M costs, which are difficult to fund through G.O. bonds and cannot be funded with SRF dollars. (G.O. bonds and the SRF are effective in funding capital costs.)

3) Limit the funding to disadvantaged communities (DACs) and low income domestic well users that do not have access to safe drinking water, consistent with 4) below.

4) Exclude individual domestic wells and "state small water systems" (with 5 to 14 connections) as eligible funding categories (with one exception for nitrate). Data is lacking to support a credible needs assessment. For example, the state does not require owners of private wells to sample their wells, and consequently a comprehensive database for these groundwater sources does not exist. **The bill should explicitly exclude these two categories from funding with the exception that funding could be made available for replacement water** for individual domestic wells or state small water systems in rural areas of the state for which the local health officer has certified that data documents that the wells for which funding is being sought in that area are contaminated with **nitrate**. The proposed definition of "replacement water" should be narrowed to make this exception workable. (Bottled water, point-of-use treatment and point-of-entry treatment are reasonable parts of this proposed definition.)

5) Make sure the funding goes to address situations where the water is not safe. For example, the proposed language in Section 116769 references systems that "may be at risk of failing." Funding for safe drinking water should go to where there are real problems as opposed to going to where there is a chance of a problem.

6) **Focus on safe drinking water and recognize that affordability issues are being discussed in the State Water Board's AB 401 implementation process.** The language should be deleted from Section 116769 which would include in the needs assessment all CWSs in DACs that charge fees that exceed the affordability threshold in the Clean Water State Revolving Fund Intended Use Plan (i.e., fees that equal or exceed 1.5 percent of the median household income). The State Water Board is currently developing a plan for a low-income water rate assistance program pursuant to AB 401 (Dodd, 2015), and there are many questions being raised about how affordability thresholds should be determined.

7) Clarify what is intended by the proposed authority for the State Water Board to take "additional action as may be appropriate for adequate administration and operation of the fund." Instead of simply including this rather vague provision in Section 116768, the bill should be specific as to what this proposed authority is intended to cover.

8) Delete the proposal to give the State Water Board and the Board's staff broad liability protection as they implement the Fund. No case has been made as to why they should have such protection for this program.

3940 STATE WATER RESOURCES CONTROL BOARD
8570 DEPARTMENT OF FOOD AND AGRICULTURE

ISSUE 12: SAFE AND AFFORDABLE DRINKING WATER

The Governor's budget proposes trailer bill language to establish the Safe and Affordable Drinking Water Program and the Safe and Affordable Drinking Water Fund (SADWF). The Governor's budget also requests a one-time loan of $4.7 million from the Underground Storage Tank Cleanup Fund to begin implementation of this new program. Specifically, this budget proposal and trailer bill:

1) Establishes the Safe and Affordable Drinking Water Program and Fund to be administered by the State Water Resources Control Board.
2) Provides the Department of Food and Agriculture (CDFA) the authority to impose and collect fees from certain agricultural entities.
3) Exempts an agricultural operation from enforcement for causing or contributing to nitrate in groundwater if they demonstrate certain mitigation requirements are followed.
4) $3.3 million and 23 positions for the State Water Resources Control Board to: 1) develop and adopt a fund implementation plan, 2) process charges that would be deposited into SADWF, 3) map areas at high risk for drinking water contamination and process drinking water data provided by local agencies, 4) develop an assessment of the total amount of annual funding needed to assist water systems in the state to provide safe drinking water, and 5) perform accounting and other administrative tasks.
5) $1.4 million and 7 positions for the CDFA to collect charges from agricultural entities.

BACKGROUND

Federal, State, and Local Entities Regulate Drinking Water. The federal Safe and Affordable Drinking Water Act (SDWA) was enacted in 1974 to protect public health by regulating drinking water. California has enacted its own safe drinking water act to implement the federal law and establish state standards. The U.S. Environmental Protection Agency (EPA) enforces the federal SDWA at the national level. However, most states, including California, have been granted "primacy" by the U.S. EPA, giving them authority to implement and enforce the federal SDWA at the state level.

Maximum contaminant levels (MCLs) are health-based drinking water standards that public water systems are required to meet. MCLs take into account the health risk, detectability, treatability, and costs of treatment associated with a pollutant. Agencies responsible for regulating water quality enforce these standards.

The SWRCB's Division of Drinking Water (DDW) regulates public water systems that provide water for human consumption and have 15 or more service connections, or

regularly serve at least 25 individuals daily at least 60 days out of the year. (A "service connection" is usually the point of access between a water system's service pipe and a user's piping.) DDW does not regulate water systems with less than 15 connections; county health officers oversee them. At the local level, 30 of the 58 county environmental health departments in California have been delegated primacy—known as Local Primacy Agencies (LPAs)—by the SWRCB to regulate systems with between 15 and 200 connections within their jurisdiction. For investor-owned water utilities under the jurisdiction of CPUC, the DDW or LPAs share water quality regulatory authority with CPUC.

The DDW regulates approximately 7,500 water systems. About one-third of these systems have between 15 and 200 service connections. The number of smaller systems—specifically, those with 14 or fewer connections—is unknown but estimated to be in the thousands.

Multiple Causes of Unsafe Drinking Water. The causes of unsafe drinking water can be separated into two categories: 1) contamination caused by human action and 2) naturally occurring contaminants. In some areas, there are both human caused and natural contaminants in the drinking water.

Three of the most commonly detected pollutants in contaminated water are arsenic, perchlorate, and nitrates. While arsenic is naturally occurring, perchlorate contamination is generally a result of military and industrial uses. High concentrations of nitrate in groundwater are primarily caused by human activities, including fertilizer application (synthetic and manure), animal operations, industrial sources (wastewater treatment and food processing facilities), and septic systems. Agricultural fertilizers and animal wastes applied to cropland are by far the largest regional sources of nitrate in groundwater, although other sources can be important in certain areas.

Unsafe Drinking Water a Statewide Problem. SWRCB has identified a total of 331 water systems that it or LPAs regulate that are in violation of water quality standards. These water systems serve an estimated 500,000 people throughout the state. The number of water systems with 14 or fewer connections that are currently in violation of water quality standards is unknown, but estimated to be in the thousands by SWRCB. Of the 331 systems identified by SWRCB, 68 have violations associated with nitrates (and in some cases, additional contaminants). In some of these water systems, unsafe contamination levels persist over time because the local agency cannot generate sufficient revenue from its customer base to implement, operate, or maintain the improvements necessary to address the problem. The challenge in these systems is often a product of a combination of factors, including the high costs of the investments required, low income of the customers, and the small number of customers across whom the costs would need to be spread.

Safe and Affordable Drinking Water a Human Right. In response to concerns about the prevalence of unsafe drinking water in California, Chapter 524 of 2012 (AB 685, Eng) was enacted. This law declares the state's policy that every human being has the

right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes. Under Chapter 524, state agencies are required to consider this policy when revising, adopting, or establishing policies, regulations, and grant criteria. Chapter 524 clarifies that it does not expand the state's obligations to provide water or require the state to fund water infrastructure.

SWRCB Administers Programs to Provide Safe Drinking Water. The SWRCB administers the Drinking Water State Revolving Fund (DWSRF), which provides continuously appropriated funding for low- and zero-interest loans, debt refinancing, principal forgiveness, and grants to public water systems for infrastructure improvements to correct system deficiencies and improve drinking water quality. Eligible projects include the planning, design, and construction of drinking water projects such as water treatment systems, distribution systems, and consolidation with another water system that has safe drinking water. The program is funded by annual capitalization grants from the U.S. EPA and a federally required 20 percent state match (usually from bond funds). The federal and state funds are then used to provide financial assistance for eligible projects. In 2016-17, SWRCB estimates the DWSRF disbursed about $330 million and provided technical assistance to water systems.

SWRCB also administers temporary programs to provide safe and affordable drinking water. For example, SWRCB administers the Clean Drinking Water Program for Disadvantaged Households, which provided one-time funding of $8 million General Fund in 2017-18 to disadvantaged households and small water systems, to ensure they have adequate access to clean drinking water and adequate sanitation. Eligible projects include capital costs for replacement and repair of existing domestic wells. The board has also administered funds approved by the voters through various bond measures for capital investments, and some operations and maintenance costs aimed at providing safe drinking water. For example, Proposition 1 (2014) authorized $520 million for grants and loans for projects that improve water quality, including to help provide clean, safe, and reliable drinking water to all Californians. Some of this funding supports the DWSRF.

LAO COMMENTS

The LAO identified three issues for the Legislature to consider as it deliberates on the proposal: 1) consistency with the state's human right to water policy, 2) uncertainty about the estimated revenues that would be generated by the proposal and the amount of funding needed to address the problem, and 3) consistency with the polluter pays principle.

Proposal Is Consistent With Human Right to Water Policy. The Governor's proposal is consistent with the state's statutory policy that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption. The proposal would make safe and affordable drinking water more widely available throughout the state largely by providing funding for operations and maintenance activities for water treatment systems. While the administration has not conducted its

own estimate of the number of people this proposal would help, based on the information available, it would appear that this funding could address a large share of the problem. In particular, the proposal would prioritize additional funding to disadvantaged communities and low-income households served by water systems with less than 14 connections.

Uncertain to the Extent Proposed Revenues Will Fully Address Problems. A private consulting firm estimated the total annual cost to address contaminated drinking water at $140 million ($30 million for nitrate treatment and $110 million for other contaminants). However, this estimate is highly uncertain given the lack of data about the number of smaller water systems and domestic wells that fail to provide safe drinking water. It is possible that actual costs could be significantly higher. We note that under the proposal, SWRCB would be required to prepare an annual needs assessment, which could provide the Legislature with greater certainty in the future.

There is also uncertainty about the amount of revenue that will be generated under this proposal, particularly from the agricultural entities. The budget trailer legislation allows SWRCB to adjust ratepayer charges downward if the funding provided exceeds future demand for the funds. However, if the demand exceeds funding in the future, any increase in charges would require approval by the Legislature.

Might Not Fully Implement the Polluter Pays Principle. The "polluter pays" principle is the concept that those entities that cause an environmental harm should be responsible for the costs associated with cleaning up that contamination and addressing the harm done. The vast majority of nitrate contamination is caused by agricultural activities. As such, the administration's proposal to have agricultural entities pay charges to address the effects of that contamination appears consistent with the polluter pays principle. However, in at least two ways, the proposal might not be entirely consistent with the principle. First, it is worth noting that some of the current nitrate contaminants in groundwater are not entirely from current agricultural operations. Instead, some of these nitrates are legacy contamination that could be from as much as decades ago. Therefore, it might not be entirely consistent with the polluter pays principle to have current operators pay for contamination caused by previous operators. Second, based on the information available, it appears that the funds raised by charges on agricultural entities might not be sufficient to address the costs related to nitrate contamination. The assessment performed by the private consulting firm estimated annual total costs of $30 million to address drinking water systems exceeding the nitrate MCL. However, CDFA estimates the charges on dairies and fertilizer combined would total about $19 million per year when fully implemented. (At the time this analysis was prepared, the administration had not completed a revenue estimate for the charge on confined animals.) Consequently, the proposal could result in nitrate-related contamination in drinking water being addressed from revenues generated by the charge on water system customers rather than from agricultural entities. To the extent that occurs, it would be inconsistent with the polluter pays principal.

STAFF COMMENTS

A significant number of California communities, especially disadvantaged communities, rely on a contaminated groundwater source for their drinking water supply. Contaminants include nitrate, arsenic, and disinfectant byproducts. Water treatment systems are the key to providing safe drinking water to these communities, but the installation, operation and maintenance of such systems are often very costly. There are funds such as Proposition 1 and the Safe Drinking Water Revolving Fund that provides financial assistance for the construction cost of the treatment systems. However, there are no funding sources available to provide funding for long-term operations and maintenance costs.

This proposal seeks to address this funding gap by imposing a fee on water users and fees on various agricultural operations. The funds would provide necessary upgrades to water infrastructure and provide financial assistance for operations and maintenance of drinking water systems in disadvantaged areas in order to clean up contaminated groundwater and improve inadequate water systems and wells.

The goal of this proposal is very much needed and principled. However, there are additional policy considerations needed. For example, by indemnifying various agricultural operations as long as they meet certain mitigation requirements assumes that nitrate contamination is mostly a legacy problem. Further, the fees imposed on the various agricultural operations only cover a portion of the funding needed to address nitrate contamination. Lastly, this proposal does not include a requirement for agricultural operation to pay the fertilizer fee/dairy fee in a timely fashion to enjoy the enforcement immunity. As we deliberate this proposal, there should be thoughtful consideration on how to deal with ongoing issues with contamination.

Staff Recommendation: Hold Open

ACWA
Association of California Water Agencies

No Drinking Water Tax Education and Outreach Campaign

CONTRIBUTION FORM

Please Print or Type

MEMBER AGENCY INFORMATION

Organization

Contact Person

Phone	Email
Billing Address	City, State, Zip

CONTRIBUTION INFORMATION

We contribute a total of

$

Payment Option

☐ Please send an invoice for processing

☐ A check will be mailed to ACWA within 30 days.
Please make check payable to ACWA and mail it to 910 K Street, Ste. 100, Sacramento, CA 95814.

Please send this completed form to Michaela Martinez at michaelam@acwa.com

Printed Name | Title

Signature | Date

ORANGE COUNTY LAFCO
EST. 1963

LOCAL AGENCY FORMATION COMMISSION

ORANGE COUNTY

CHAIR
DEREK J. MCGREGOR
Representative of
General Public

VICE CHAIR
CHERYL BROTHERS
Councilmember
City of Fountain Valley

LISA BARTLETT
Supervisor
5th District

DOC ALLAN BERNSTEIN
Councilmember
City of Tustin

TODD SPITZER
Supervisor
3rd District

CHARLEY WILSON
Director
Santa Margarita Water District

JOHN WITHERS
Director
Irvine Ranch Water District

ALTERNATE
WENDY BUCKNUM
Councilmember
City of Mission Viejo

ALTERNATE
JAMES FISLER
Director
Mesa Water District

ALTERNATE
LOU PENROSE
Representative of
General Public

ALTERNATE
MICHELLE STEEL
Supervisor
2nd District

CAROLYN EMERY
Executive Officer

March 5, 2018

TO: Independent Special Districts Presiding Officers

FROM: Carolyn Emery, Executive Officer

SUBJECT: Nomination Process for OC LAFCO Regular and Alternate Special District Member Seats

The terms of office for one of the OC LAFCO Regular Special District Members and the Alternate Special District Member seats expire on June 30, 2018. These two seats are currently held by John Withers, Board Member of Irvine Ranch Water District and James Fisler, Director of Mesa Water District, respectively. The appointment process for special district seats is governed by Government Code Section 56332 and the Independent Special District Selection Committee By-Laws. In accordance with the Committee's bylaws, attached to this notification you will find the following:

(1) The "**Declaration of Qualification to Vote Form**" for designating the voting member (and alternate voting member) of your district, who is authorized to vote in the appointment process. This form must be returned to OC LAFCO no later than **3 PM** on **Monday, April 9, 2018**. Please note that if OC LAFCO does not receive the form by that date, your district will be ineligible to vote.

(2) The "**2018 Nomination Form**" for submitting candidate names for the Regular and Alternate Special District seat appointment. If your district is nominating a candidate for the OC LAFCO Regular and/or Alternate Special District Member seat, the form(s) must be filled out completely and returned to OC LAFCO no later than **3 PM** on **Monday, April 9, 2018**. Candidate resumes, or other supplemental information may also be included and will be distributed with the ballots.

Both forms may be returned to OC LAFCO by any of the following:

Email: ccarter-benjamin@oclafco.org
Attn: Carolyn Emery, Executive Officer

2677 North Main Street, Suite 1050, Santa Ana, CA 92705
• (714) 640-5100 • FAX (714) 640-5139 •
http://www.oclafco.org

Mail: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, Executive Officer

FAX: (714) 640-5139
Attn: Carolyn Emery, Executive Officer

For your reference a timeline of key dates for the appointment process is below:

Appointment Process for OC LAFCO Regular and Alternate Special District Member Seats	
DATE	EVENT
March 5, 2018	OC LAFCO Executive Officer emails notification letters with nomination forms and Declaration of Qualification to Vote to independent special district presiding officers, special district general managers, and OC LAFCO chair.
April 9, 2018 (3 PM)	Deadline for submitting nominations and Declaration of Qualification to Vote for regular and alternate special district member to OC LAFCO by 3:00 p.m.*
April 9 - 16, 2018	OC LAFCO develops ballot form.
April 17, 2018	Ballots emailed to all special district presiding officers/designees.
May 25, 2018 (3 PM)	Ballots due to OC LAFCO by 3:00 p.m.
May 31, 2018	OC LAFCO staff (or designee) tabulates ballots and announces results.
July 11, 2018	Oath of office administered (Commission Hearing).
* Pursuant to Government Code §56332 (c)(1), if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected, with no further proceedings.	

Should you have any questions regarding the appointment process, please contact me or our Commission Clerk, Cheryl-Carter Benjamin at (714) 640-5100.

Sincerely,

Carolyn Emery
Executive Officer

Attachments:

A. Declaration of Qualification to Vote
B. 2018 Nomination Forms – Regular and Alternate Special District Member

cc: Special District General Managers
Special District Board Clerks
OC LAFCO Chair

DECLARATION OF QUALIFICATION TO VOTE

Scott Goldman, Presiding Officer
El Toro Water District
24251 Los Alisos
El Toro, CA 92630-5246
sgoldman@etwd.com

I, _____,* hereby attest that _____**has been authorized by the Board of _____to vote in the Orange County Special District Selection Committee election (regular and alternate member).

The Board also designated _____ ***as the alternate voting member.

Name and Title*: _____

Signature*: _____

Date: _____

*Must be signed by either Board President or Board Secretary

** Must be a member of the Board

***Must be a member of the Board

Completed forms must be received by OC LAFCO prior to 3 PM, Monday, April 9, 2018. Forms must be delivered to OC LAFCO by:

(1) Email at: cemery@oclafco.org, or
(2) Mail at: Orange County LAFCO
2677 North Main Street, Suite 1050
Santa Ana, CA 92705
Attn: Carolyn Emery, or
(3) FAX at: (714) 640-5139, Attn: Carolyn Emery

2018 NOMINATION FORM

Candidate for the Orange County Local Agency Formation Commission (OCLAFCO)

CANDIDATE INFORMATION FOR *REGULAR* SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

☐ Check box if resume or statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION
(Must be the presiding officer or a designated alternate board member.)

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

A resume or other supplemental information about the candidate may be included and will be distributed with the election ballots. All completed nomination forms and any supplemental information must be returned to Orange County LAFCO by:

1. Email at: cemery@oclafco.org or
2. Mail at: Orange County LAFCO
   2677 North Main Street, Suite 1050
   Santa Ana, CA 92705; or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

All forms and supplemental information must be received by OC LAFCO prior to 3:00 p.m. on Monday, April 9, 2018. Nomination forms or candidate information received after that deadline will not be considered.

2018 NOMINATION FORM

Candidate for the Orange County Local Agency Formation Commission (OCLAFCO)

CANDIDATE INFORMATION FOR *ALTERNATE* SPECIAL DISTRICT MEMBER:

NAME: _____

TITLE: _____

DISTRICT: _____

☐ Check box if resume or statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION
(Must be the presiding officer or a designated alternate board member.)

NAME: _____ DATE: _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

A resume or other supplemental information about the candidate may be included and will be distributed with the election ballots. All completed nomination forms and any supplemental information must be returned to Orange County LAFCO by:

1. Email at: cemery@oclafco.org or
2. Mail at: Orange County LAFCO
   2677 North Main Street, Suite 1050
   Santa Ana, CA 92705; or
3. Fax at: (714) 640-5139, Attn: Carolyn Emery

All forms and supplemental information must be received by OC LAFCO prior to 3:00 p.m. on Monday, April 9, 2018. Nomination forms or candidate information received after that deadline will not be considered.

EOCWD
EAST ORANGE COUNTY
WATER DISTRICT

185 N. McPherson Rd.
Orange, Ca 92869
P: 714-538-5815
F: 714-538-0334

eocwd.com

BOARD OF DIRECTORS

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President

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Seymour (Sy) Everett
Director

John L. Sears
Director

Lisa Ohlund
General Manager

March 9, 2018

The Honorable M.Scott Goldman
President
El Toro Water District
24251 Los Alisos Blvd.
Lake Forest, C 92630

Dear President Goldman:

I am writing to formally announce my candidacy for Special District Representative to the Orange County Local Agency Formation Commission (LAFCO). The seat will be filled in a "vote by email/ mail/fax" election that will be held during the April/May timeframe. I would be honored to receive your district's support to elect me as your next LAFCO commissioner.

There are many issues on the horizon at LAFCO that will likely affect special district governance in our county, not the least of which are issues that will arise from the current round of Municipal Service Reviews. As your LAFCO representative, I will be an outspoken champion for preserving local control and a leader who will respect and defend special districts' ability to continue serving their communities and their constituents in a manner that is right for them.

During my 15 years of local government service, I have had the privilege of providing leadership in my roles as president of East Orange County Water District, director and chairman of the Orange County Sanitation District, director and chairman of the Orange County Fire Authority, trustee of Orange County Mosquito and Vector Control District, and councilmember and mayor of the city of Tustin. Serving in these roles afforded me opportunities to participate in and observe a range of LAFCO-related processes which have prepared me to step into the role of LAFCO commissioner.

Enclosed is some background information about me, my public service experience, and my platform as a candidate for Special District Representative to LAFCO. I would be pleased to speak with you or your board colleagues about my candidacy and answer any questions you may have. Please feel free to contact me at (714) 318-9550 or doug@davertlaw.com.

Thank you for your thoughtful consideration of my candidacy for LAFCO Special District Representative.

Sincerely,

Douglass Davert
President

EOCWD
EAST ORANGE COUNTY
WATER DISTRICT

DOUG DAVERT

Candidate for Special District seat at OC LAFCO

- President, East Orange County Water District (current; board member since 2012)
- ISDOC Secretary and Member of Executive Committee (current; since 2017)
- Past Chairman, Orange County Sanitation District (2008-10; board member 2004-10)
- Past Chairman, Orange County Fire Authority (2009; board member 2006-10)
- Former Mayor (2006; 2009) and Councilmember (2002-10) City of Tustin
- Former Trustee, Orange County Mosquito and Vector Control District (2003-05)

- Recognized by California Special District Association (CSDA) as a Board President of the Year (2008) for service at Orange County Sanitation District

- Recognized by Orange County Sanitation District "Honor Walk" for service to the organization as Board Chairman (2011)

- Successful LAFCO applicant/participant in annexation/consolidation/transfer of 17,000+ local sewers in Sewer Area 7 from the Orange County Sanitation District to the East Orange County Water District.

I am a married father of two teenage daughters. My wife and I grew up in Tustin and our children attend the same schools we did. I have been a practicing attorney since 1992 and have an "AV-Preeminent" rating which is the highest rating for an attorney from the Martindale-Hubbell rating agency. My practice is primarily focused on business matters. I do not represent public agencies. I do not represent clients with matters pending before public agencies. I do not have any conflicts-of-interest or other external influences that would affect my judgment as a LAFCO commissioner.

I do not support forced or involuntary consolidations or dissolutions of special districts except in the most extreme cases (insolvency/abandonment). I believe in local control. I believe local communities know what is best for their residents, businesses and ratepayers. I also believe that cooperative and voluntary applications to LAFCO should be supported with the least resistance and interference. LAFCO should be a facilitator rather than an authority.

CALIFORNIA ASSET MANAGEMENT TRUST

WRITTEN CONSENT

THIS CONSENT IS SOLICITED BY THE BOARD
OF TRUSTEES OF THE TRUST

The Board of Trustees recommends that Participants CONSENT to the following proposal:

APPROVAL OF TRUSTEES:

☐ CONSENT to all individuals listed below (except as marked to the contrary)

☐ WITHHOLD CONSENT to all individuals listed below

To withhold consent to any individual, strike a line through the individual's name in the list below:

Steve Dial	Duane Wolterstorff, CPA
Wayne Hammar	Christina Valencia
Karen D. Adams, CPA	Lauren Warrem, CPA
André Douzdjian	

2 APPROVAL OF AMENDMENTS TO AUTHORIZED INVESTMENTS POLICY

☐ APPROVE

☐ WITHHOLD APPROVAL

If this written consent is properly executed and returned, the Shares to which it relates will be voted to approve as Trustees the persons specified in the Proxy Statement and to approve the amendments to the Trust's Investment Policy unless a contrary specification is made.

The undersigned Participant hereby acknowledges receipt of the Notice of Solicitation of Written Consent of Participants and 2018 Proxy Statement.

NAME OF PARTICIPANT:
(Name of Public Agency) _____
Name of Public Agency

SIGNATURE OF AUTHORIZED
OFFICER, AGENT OR EMPLOYEE: _____
Signature

NAME: _____
Print Name

DATE: _____
Date

PLEASE SIGN, DATE, AND RETURN THIS WRITTEN CONSENT PROMPTLY IN THE ENCLOSED ADDRESSED ENVELOPE.

THIS WRITTEN CONSENT MAY BE REVOKED AT ANY TIME BEFORE THE DATE WHEN WRITTEN CONSENTS IN FAVOR OF THE PROPOSAL REPRESENTING A MAJORITY OF THE OUTSTANDING SHARES OF THE CASH RESERVE PORTFOLIO HAVE BEEN RECEIVED BY THE TRUST.

TO BE EFFECTIVE, THIS WRITTEN CONSENT MUST BE EXECUTED BY AN AUTHORIZED OFFICER, AGENT OR EMPLOYEE LISTED ON THE FUND RECORDS AND RECEIVED BY THE TRUST **NO LATER THAN APRIL 23, 2018.**

CALIFORNIA ASSET MANAGEMENT TRUST
50 California Street, Suite 2300
San Francisco, CA 94111

NOTICE OF SOLICITATION OF WRITTEN CONSENT OF PARTICIPANTS

TO THE PARTICIPANTS OF THE CALIFORNIA ASSET MANAGEMENT TRUST:

The enclosed materials are being sent to you, as Participants ("Participants") of the California Asset Management Trust (the "Trust"), for the following purpose:

1. To approve or reject the appointment by the Trust's Board of Trustees of seven Trustees for the ensuing year.

2. To approve changes to the Trust's Authorized Investments Policy.

Participants are requested to complete, date, and sign the enclosed written consent and return it promptly in the envelope provided for that purpose.

TO BE EFFECTIVE, THE CONSENT MUST BE RECEIVED BY THE TRUST NO LATER THAN APRIL 23, 2018.

By Order of the Board of Trustees

Sarah Meacham

Sarah Meacham, Secretary

San Francisco, California
March 8, 2018

CALIFORNIA ASSET MANAGEMENT TRUST

2018 PROXY STATEMENT

The enclosed written consent is solicited by and on behalf of the Board of Trustees (the "Board") of the California Asset Management Trust (the "Trust"). Costs for printing and mailing this proxy statement, notice and form of written consent, as well as any necessary supplemental solicitations, will be paid by the Trust's investment adviser, PFM Asset Management LLC ("PFM"). In addition to the solicitation of written consents by mail, officers and employees of the Trust or PFM may solicit in person or by telephone.

Participants of the Trust ("Participants") which are holders of record of Participant Shares of the Cash Reserve Portfolio of the Trust (together with shares held by Investors, the "Shares") at the close of business on February 22, 2018 (the "Record Date") are entitled to execute written consents. Each whole Share held by a Participant is entitled to one vote, and each fractional Share is entitled to a proportionate fractional vote. As of the Record Date, of the 3,015,912,075 issued and outstanding Shares, there were 1,558,875,318 Shares held by Participants entitled to execute written consents. To the knowledge of the Trust, except as set forth in the table below, no Participant was the beneficial owner of more than 5% of the outstanding Participant Shares of the Cash Reserve Portfolio as of the Record Date, except as follows:

	Cash Reserve Portfolio		
Name of Participant	**Number of Shares**	**As a Percentage of Shares Held by Participants**	**As a Percentage of Outstanding Shares**
San Bernardino County Transportation Authority	152,710,433.08	9.80%	5.06%
Monterey County	139,700,000.00	8.96%	4.63%
Yolo County	127,974,717.83	8.21%	4.24%
San Diego Association of Governments	110,147,315.37	7.07%	3.65%
East Bay Regional Park District	79,527,888.35	5.10%	2.64%

Unless marked to the contrary, the written consents received will be deemed to be in favor of the action proposed. Written consents may be revoked at any time before written consents in favor of the proposed action are received from holders of a majority of the Shares outstanding on the Record Date. Written consents may be revoked by filing with the Trust's Secretary, California Asset Management Trust, 50 California Street, Suite 2300, San Francisco, California 94111, a written notice of revocation or another form of written consent bearing a date later than the date of the previously submitted written consent.

The proposed action will be deemed approved by Participants after written consents in favor of the proposed action are received from holders of a majority of the Participant Shares outstanding on the Record Date. If the required majority is not received by April 23, 2018 all of the written consents with respect to the proposed action will be ineffective.

This proxy statement, notice and form of written consent were first mailed to Participants on March 8, 2018.

I. APPROVAL OF TRUSTEES

The seven persons named below have been appointed as of the Record Date by the Board of Trustees and will serve as Trustees of the Trust in accordance with the Declaration of Trust and the By-Laws of the Trust, subject to the approval of Participants:

Name	Business Experience
Steve Dial	Mr. Dial has served as a Trustee since August 2002 and is the President of the Trust. Since February 2006, Mr. Dial has served as the Deputy Executive Director and Chief Financial Officer, San Joaquin Council of Governments (SJCOG), 555 East Weber Avenue, Stockton, California 95202, and SJCOG's subsidiaries: SJCOG, Inc., Commute Connection, Inc., and the San Joaquin County Transportation Authority. In 2009, Mr. Dial was designated Treasurer and Controller for SJCOG. From 1985 to February 2006, he was Director of Administration and Chief Financial Officer for SJCOG. Former Chair, Financial Affairs Committee, National Association of Regional Councils; Board Member of the Child Abuse Prevention Council of San Joaquin County; Past Treasurer of the Leadership Stockton Alumni Association; Past President of the Board of Directors for United Cerebral Palsy of San Joaquin County; Past Vice President of the United Way of San Joaquin County; and Member of the Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO).
Wayne Hammar	Mr. Hammar has served as a Trustee since August 2008 and is the Vice President of the Trust. Since July 2005, Mr. Hammar has served as the Treasurer-Tax Collector, Siskiyou County, 311 4th Street, Room 104, Yreka, California 96097. Mr. Hammar was Assistant Treasurer-Tax Collector, Siskiyou County, May 1997 – July 2005. Past President, California Association of County Treasurers and Tax Collectors (CACTTC); Chairman of the Board, Siskiyou Central Credit Union; Past President, Siskiyou Child Care Council Board of Directors; Member, California Association of County Treasurers and Tax Collectors (CACTTC) Legislative and Continuing Education Committees, Siskiyou County Debt Advisory Committee, Consumer Credit Counseling of Southern Oregon, Siskiyou County Advisory Board, and Greenhorn Park Development Initiative Committee.
Karen D. Adams, CPA	Ms. Adams has served as a Trustee since February 2010 and is the Treasurer of the Trust. Since October 2002, Ms. Adams has served as the Treasurer-Tax Collector, Merced County, 2222 M Street, Merced, California 95340. Ms. Adams was Assistant Treasurer-Tax Collector, Merced County, October 1996 – October 2002. Past President, California Association of County Treasurers and Tax Collectors (CACTTC); Member of the Government Finance Officers Association (GFOA), Government Investment Officers Association (GIOA), California Municipal Treasurers Association (CMTA), California Revenue Officers Association (CROA); Finance Committee Member, Merced County Community Foundation; Past President of Kiwanis Club of Greater Merced; and Past Treasurer of Business & Professional Women (BPW).

André Douzdjian	Mr. Douzdjian has served as a Trustee since May 2014. Since June 2012, Mr. Douzdjian has served as the Director of Finance, San Diego Association of Governments (SANDAG), 401 B Street, Suite 800, San Diego, California 92101. Prior to June 2012, Mr. Douzdjian worked in the private sector, and from 1991 – 2000 was the Financial Services Manager for SANDAG. Member of the Government Finance Officers Association (GFOA), American Institute of Certified Public Accountants (AICPA); CFO, Roundtable of San Diego; and Former Treasurer of the Entrepreneurs Organization, San Diego Chapter.
Duane Wolterstorff, CPA	Mr. Wolterstorff has served as a Trustee since May 2014. Since November 2000, Mr. Wolterstorff has served as the Manager of Fiscal Support Services, Modesto City Schools, 426 Locust Street, Modesto, California 95351. Controller of Salida Area Public Facilities Financing Agency (SAPFFA) and School Infrastructure Financing Agency (SIFA); Chair of Oversight Board of the Successor Agency to the City of Hughson Redevelopment Agency; Member of Oversight Board of the Successor Agency to the Stanislaus County Redevelopment Agency; Treasurer of the Youth Committee, Pacific Association, USA Track and Field; Member of California Society of Certified Public Accountants (CalCPA), and American Institute of Certified Public Accountants (AICPA).
Christina Valencia	Ms. Valencia has served as a Trustee since April 2016. Since October 2010, Ms. Valencia has served as the Executive Manager of Finance and Administration/ Assistant General Manager, Inland Empire Utilities Agency ("IEUA"), 6075 Kimball Avenue, Bldg. A, Chino, California 91709. Ms. Valencia was Manager of Financial Planning, IEUA, September 2007 – October 2010. Ms. Valencia was Comptroller, KDC Pipe & Steel, Inc., Fontana, California, for 18 years. Member of the Government Finance Officers Association (GFOA), California Society of Municipal Finance Officers (CSMFO), California Municipal Treasurers Association (CMTA), and California Special Districts Association (CSDA).
Lauren Warrem, CPA	Ms. Warrem has served as a Trustee since January 2017. Since April 2015, Ms. Warrem has served as the Finance Director/City Treasurer, City of Vista, 200 Civic Center Drive, Vista, California 92084. Prior to April 2015, Ms. Warrem worked in the private sector, and from 2001 – 2012 she worked at the San Diego Association of Governments (SANDAG), Finance Manager 2001 – 2009 and Director of Finance 2009 – 2012. Member of the Government Finance Officers Association (GFOA), California Society of Municipal Finance Officers (CSMFO), and California Municipal Treasurers Association (CMTA).

The Trustees must be members of the governing body, officers or full-time employees of a California public agency. In addition, the By-Laws of the Trust provide that at least one Trustee shall be either a member of the governing body, an officer or a full-time employee of a California public agency of each of the following classes: (a) a county; (b) a city; and (c) a public district (including a joint powers authority); provided, however, that a public agency of such class has become and remains a Participant of the Trust. As of the date of this proxy statement, at least one public agency of each class was a Participant of the Trust, and at least one of the persons named above was a member of the governing body, an officer or a full-time employee of a public agency of such class.

Each person named above has agreed to serve as a Trustee if approved by April 23, 2018 by a majority of the outstanding Participant Shares of the Cash Reserve Portfolio as of the Record Date. If approved, each Trustee will hold office until his or her successor is appointed and approved by the Board

and the Participants, and is qualified to serve as a Trustee, or until his or her earlier resignation, removal or disqualification.

The Board of Trustees held four meetings during 2017. The Trustees serve without compensation, but are reimbursed by the Trust for reasonable travel and other out-of-pocket expenses incurred in connection with their duties as Trustees. During the fiscal year ended December 31, 2017, the Trust paid approximately $20,935 in Trustees' expenses.

2. APPROVAL OF AMENDMENTS TO TRUST AUTHORIZED INVESTMENTS POLICY

The Trust is organized and operated in a manner and in accordance with investment objectives and policies intended to preserve principal, provide liquidity so that Shareholders will have ready access to their pooled funds, provide a high level of current income consistent with preserving principal and maintaining liquidity, and place investments, document investment transactions, in respect to the investment of debt issuances, and account for funds in a manner that is in compliance with the arbitrage rebate and yield restrictions requirements as set forth in the Internal Revenue Code and related U.S. Treasury regulations.

The Trust's Investment Adviser currently invests available cash in the Pool in a limited list of investments authorized by California Government Code Section 53601. Due to changes in the California law and in investment opportunities, the Trust is proposing to amend its Authorized Investments Policy as shown in Exhibit A, Authorized Investments, and as described below.

1. Update the Trust's Authorized Investments to incorporate changes in the California Government Code that specify credit ratings refer to ratings categories regardless of modifiers such as "+" and "-" or "1", "2", and "3." The changes to the credit rating language for Authorized Investments sections (6) and (7) are shown in red below:

   (6) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by at least one NRSRO; provided that its maturity may not exceed two hundred seventy (270) days. The Pool may not own more than ten percent (10%) of the outstanding commercial paper of any single corporate issuer; no more than twenty-five percent (25%) of the assets of the Pool may be invested in commercial paper; and no more than ten percent (10%) of the assets of the Pool may be invested in the commercial paper of any single corporate issuer. The entity that issues the commercial paper shall meet all of the following conditions either in (a) or (b) as follows: (a) the entity is organized and operating in the United States as a general corporation, has total assets in excess of five hundred million dollars ($500,000,000), and has debt other than commercial paper, if any, that is rated **in a rating category of** "A" **or its equivalent** or higher by at least one NRSRO or (b) the entity is organized within the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by at least one NRSRO.

   (7) United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of 397 days or less, and eligible for purchase and sale within the United States. Investments shall be rated **in a rating category of** "AA" **or its equivalent** or better by an NRSRO and shall not exceed 30 percent of the assets of the Pool.

2. Amend the Trust's Authorized Investments to add medium-term notes, defined as all corporate and depository institution debt securities, with a maximum remaining maturity of 397 days or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Investment shall be rated in a rating category of "A" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the assets of the Pool.

II. OTHER INFORMATION

For further information about the Trust and its operations and agents, see the Trust's Program Guide dated October 11, 2017, and audited Financial Statements for the Cash Reserve Portfolio for year ended December 31, 2016, and the Trust's Declaration of Trust dated December 15, 1989, as amended and restated as of February 28, 2005, which have been provided previously to Participants. Additional copies of these documents are available upon request by calling the Trust's offices at (800) 729-7665, and are also available on the Trust's web site at www.camponline.com.

Exhibit A – Authorized Investment Policy

Authorized Investments

The Investment Adviser will invest available cash in the Pool exclusively in the following investments, which are authorized investments under the California Government Code Section 53601. It is noted that certain other investments types, although authorized by the applicable sections of the California Government Code, may not be approved for inclusion in this investment policy. Except as otherwise provided in sub-paragraph (1) under "Investment Restrictions" below, a change in authorized investments requires approval of the Trustees and the Participants holding a majority of the outstanding Shares of the Participant Shares Series of the Pool.

1) United States Treasury notes, bonds, bills or certificates of indebtedness or other obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest;

(2) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises;

(3) Repurchase agreements with respect to securities described in paragraphs (1) and (2) above, provided that the term of any such repurchase agreement shall be one year or less at the time of purchase;

(4) Bills of exchange or time drafts drawn on and accepted by a commercial bank (otherwise known as bankers' acceptances) which are eligible for purchase by the Federal Reserve System; provided that such bankers' acceptances may not exceed one hundred eighty (180) days maturity or forty percent (40%) of the assets of the Pool; and no more than ten percent (10%) of the Pool's assets are invested in the bankers acceptances of any one commercial bank; and further provided that the accepting bank has the highest short-term letter and numerical rating as provided by at least one NRSRO;

(5) Negotiable certificates of deposit issued by a nationally or state-chartered bank or by a savings association or a federal association (as defined in Section 5102 of the California Financial Code), a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank; provided that no more than thirty percent (30%) of the assets of the Pool may be invested in certificates of deposit; and further provided that the deposits in any one institution shall not exceed the shareholders' equity of such institution; and

(6) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by at least one NRSRO; provided that its maturity may not exceed two hundred seventy (270) days. The Pool may not own more than ten percent (10%) of the outstanding commercial paper of any single corporate issuer; no more than twenty-five percent (25%) of the assets of the Pool may be invested in commercial paper; and no more than ten percent (10%) of the assets of the Pool may be invested in the commercial paper of any single corporate issuer. The entity that issues the commercial paper shall meet all of the following conditions either in (a) or (b) as follows: (a) the entity is organized and operating in the United States as a general corporation, has total assets in excess of five hundred million dollars ($500,000,000), and has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by at least one NRSRO or (b) the entity is organized within the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by at least one NRSRO.

(7) United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of 397 days or less, and eligible for purchase and sale within the United States. Investments shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the assets of the Pool.

(8) Medium-term notes, defined as all corporate and depository institution debt securities, with a maximum remaining maturity of 397 days or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Investment shall be rated in a rating category of "A" or its equivalent or better by an NRSRO and shall not exceed 30 percent of the assets of the Pool.

Obligations of Agencies or Instrumentalities of the United States Government Certain short-term obligations of agencies or instrumentalities of the United States Government purchased for the Pool may be backed only by the issuing agency or instrumentality and may not be backed by the full faith and credit of the United States Government. For example, Fannie Mae and Freddie Mac have agreements with the U.S. Treasury to provide them with capital in exchange for senior preferred stock. Securities issued by the Federal Home Loan Banks are supported only by the credit of the agency and not by the United States Government, and securities issued by the Federal Farm Credit System are supported by the agency's right to borrow money from the U.S. Treasury under certain circumstances.

Repurchase Agreements A repurchase agreement involves the sale of securities to the Pool and the concurrent agreement by the seller to repurchase the securities within a specified period of time at an agreed upon price, thereby establishing the yield during the buyer's holding period. The yield established for the repurchase agreement is determined by current short-term rates and may be more or less than the interest rate on the underlying securities. The securities underlying a repurchase agreement are, in effect, collateral under the agreement Securities purchased by the Pool and subject to repurchase agreements are limited to the obligations of the United States Government and agencies of the United States, but may have maturities longer than one year. At the time a repurchase agreement is made, the underlying securities will have a market value at least equal to one hundred and two percent (102%) of the price plus the price differential. If an agreement is in effect for more than one day, the Investment Adviser is responsible for monitoring the value of the underlying securities and, in the event their value drops below one hundred and two percent (102%) of the price plus price differential, the counterparty to the repurchase transaction is required to provide additional securities or money within one Business Day so that the value of the collateral is not less than one hundred and two percent (102%) of the price plus price differential. All securities underlying repurchase agreements are required to be delivered to the Custodian or to another custodian agreed to by the Trust and the counterparty. At the expiration of each agreement, the Custodian receives payment of the price plus price differential as a condition for the transfer of the underlying securities to the counterparty. If the counterparty fails to pay the agreed upon the price plus price differential on the repurchase date, the risks to the Pool would include any difference between the liquidation value of the underlying securities and the price plus price differential, any costs of disposing of such securities, any costs related to foreclosure, and any loss resulting from a delay in foreclosing on such securities.

Funds placed by the Trust into the Pool will be invested in accordance with the prudent investor standard set forth in Section 53600.3 of the California Government Code. The Pool will not invest in any inverse floaters, range notes or mortgage derived, interest-only strips, or in any security that could result in a zero interest accrual if held to maturity.

The Trust's investment policies and objectives require that all Pool investments have a remaining maturity of three hundred ninety-seven (397) days or less at the time of purchase (except for variable rate notes issued by the U.S. Government or its agencies or instrumentalities, which must have remaining maturities of 762 days or less), and that the dollar-weighted average maturity of Pool investments will not exceed sixty (60) days, and that the dollar-weighted average life (portfolio maturity computed to final maturity without regard to interest rate adjustments on investments) will not exceed one hundred twenty (120) days. The repurchase date of a repurchase agreement is used to determine its maturity. Debt obligations purchased by the Pool may have interest rates that are periodically adjusted at specified intervals or whenever a reference rate or index changes. These adjustable rate securities may have demand features which give the Pool the right to demand repayment of principal on specified dates or after giving a specified notice. Adjustable rate securities and securities with demand features that meet the definition of "Adjustable Rate Government Securities" in Rule 2a-7 of the Investment Company Act of 1940 Rules and Regulations may be deemed to have maturities shorter than their stated maturity dates.

The Trust is not registered as an investment company under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.) and, accordingly, is not subject to the provisions of the Investment Company Act of 1940 and the rules and regulations promulgated thereunder including rules relating to registered money market mutual funds.

Since the yield on the Pool may fluctuate daily, Shareholders should consult with their counsel or financial adviser as to the appropriateness of investing proceeds of tax-exempt bonds in the Pool in the event that covenants with bondholders or provisions of the Internal Revenue Code restrict the yield on investment of the bond proceeds.

The authorizing statute, charter, or bylaws of a Public Agency or the trust indenture or ordinance or resolution under which the debt obligations of a Public Agency are issued or its funds are invested, may contain investment restrictions which prohibit or otherwise limit investment in one or more of the above-described investments. Accordingly, Public Agencies should consult with their legal counsel or financial adviser regarding the legality of investing bond proceeds under the Trust prior to participating in the Trust or investing in the Shares issued by the Trust.

Investment Restrictions

The Trustees have adopted the following investment restrictions and fundamental policies, which, except as otherwise provided in (1) below, may be changed only by approval of the Trustees and the Shareholders holding a majority of the outstanding Shares of the Participant Shares Series of the Pool. The Pool will not:

(1) Purchase any securities other than those described under "Investment Objectives and Policies," unless California law at some future date redefines the types of securities which are legal investments for some or all classes of Shareholders, in which case the permitted investments for the Pool may be changed by the Trustees to conform to California law, provided that prior written notification is given to Shareholders of the Trust.

(2) Invest in securities of any issuer in which a Trustee, Officer, employee, agent or adviser of the Trust is an officer, director or ten percent (10%) shareholder unless such investment is periodically authorized by resolutions adopted by a majority of the Trustees who are not officers, directors or ten percent (10%) shareholders of such issuer.

(3) Make loans, except that the Pool may enter into repurchase agreements.

(4) Borrow money or pledge, hypothecate or mortgage its assets to an extent greater than twenty percent (20%) of the market value of the total assets of the Pool, and then only as a temporary measure for extraordinary or emergency purposes to facilitate withdrawal requests which might otherwise require untimely dispositions of portfolio securities. All such borrowings may be secured only by the assets of the Pool and must be repaid before the Pool makes any additional investments. Interest paid on such borrowings will reduce net income of the Pool.

(5) Purchase any security or enter into a repurchase agreement if, as a result, more than ten percent (10%) of the Pool's total assets would be invested in securities subject to restrictions on resale, securities for which there is no readily available market, and repurchase agreements with maturities exceeding seven (7) days and not terminable at approximately the carrying value before that time.

(6) Purchase the securities of any single issuer (other than obligations issued and guaranteed as to principal and interest by the government of the United States, its agencies or instrumentalities) if, as a result, more than ten percent (10%) of the Pool's total assets would be invested in the securities of any one issuer.

(7) Invest more than 5% of net assets in illiquid investments. Illiquid investments are securities that cannot be sold or disposed of in the ordinary course of business at approximately the value ascribed to it by the Trust. Illiquid investments include:

- Restricted investments (those that, for legal reasons, cannot be freely sold).
- Fixed time deposits with a maturity of more than seven days that are subject to early withdrawal penalties.
- Any repurchase agreement maturing in more than seven days and not terminable at approximately the carrying value in the Trust before that time.
- Other investments that are not readily marketable at approximately the carrying value in the Trust.

If the 5% limitation on investing in illiquid securities is adhered to at the time of investment, but later increases beyond 5% resulting from a change in the values of the Trust's portfolio securities or total assets, the Trust shall then bring the percentage of illiquid investments back into conformity as soon as practicably possible. The Trust believes that these liquidity requirements are reasonable and appropriate to assure that the securities in which the Trust invests are sufficiently liquid to meet reasonably foreseeable redemptions of Shares.

Any percentage limitation or rating requirement described under "Authorized Investments" will be applied at the time of purchase.

GENERAL MANAGER'S REPORT

March 2018

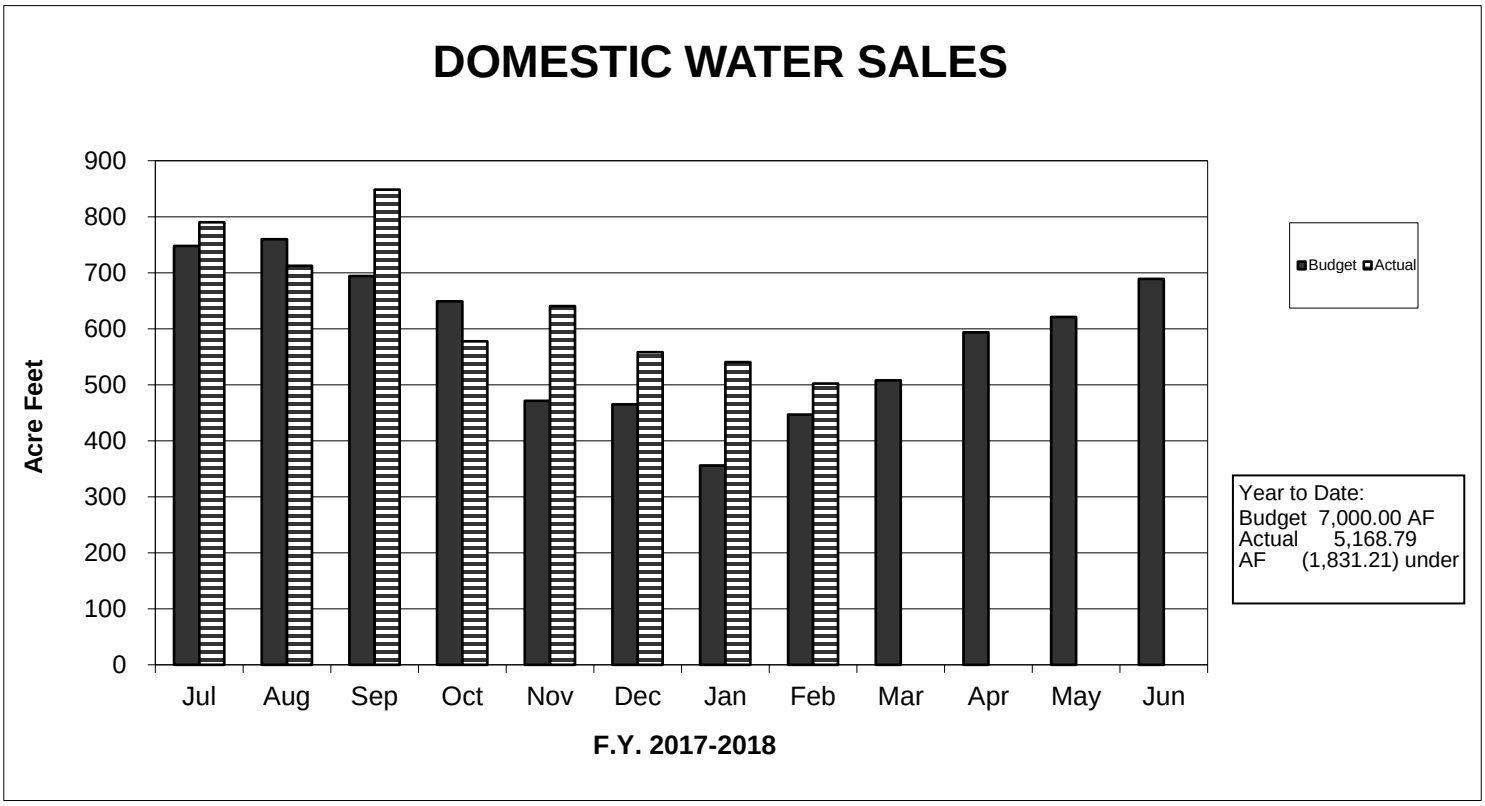
I. OFFICE OF THE GENERAL MANAGER

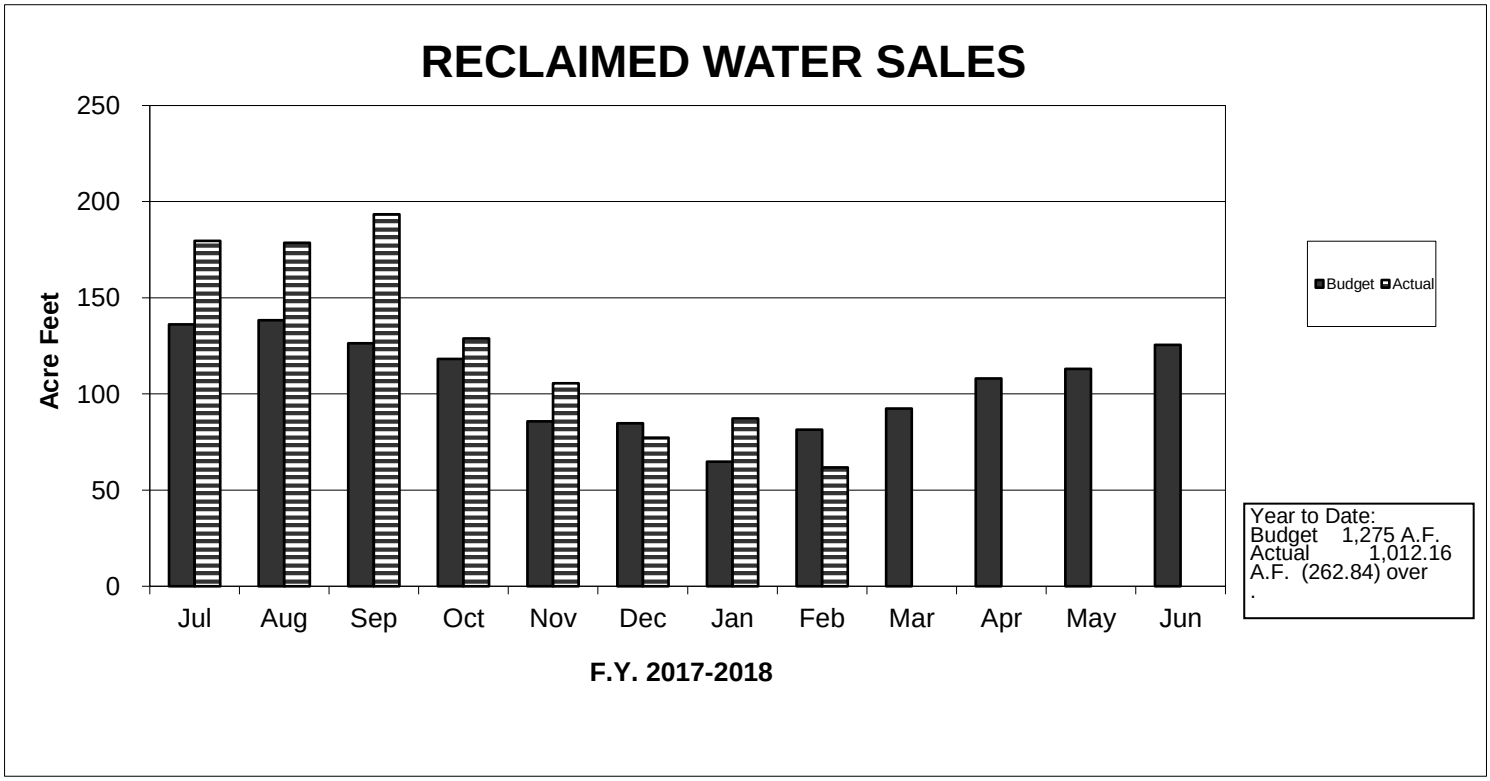
- Attended South County Agencies Meeting
- Attended Meeting with Staff on Cybersecurity
- Attended MWDOC Managers Meeting
- Attended RRC Meeting
- Attended Webinar Regarding LAFCO Policy Updates
- Attended ACWA Region 10 Conference Call
- Attended Agenda Review Meeting
- Attended Meeting with Staff Regarding Budget Committee #1 Materials

II. DOMESTIC AND RECLAIMED WATER SALES

Actual domestic sales for the year-to-date as of February 28, 2018 are 5,168.79 acre-feet. This compares to year-to-date budgeted domestic sales of 4,588.89 acre-feet. The year-to-date variation in actual to budgeted sales reflects an increase of 579.90 acre-feet. Actual sales are 587.60 acre-feet higher than last year-to-date actual sales for the same period.

Recycled water sales for the year-to-date are 1,012.16 acre-feet, compared to 835.83 acre-feet budgeted for the same period.


DOMESTIC WATER SALES
900
800
700
600
500
400
300
200
100
0
Acre Feet
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
F.Y. 2017-2018
Budget
Actual
Year to Date:
Budget 7,000.00 AF
Actual 5,168.79
AF (1,831.21) under


RECLAIMED WATER SALES
250
200
150
100
50
0
Acre Feet
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
F.Y. 2017-2018
Budget
Actual
Year to Date:
Budget 1,275 A.F.
Actual 1,012.16
A.F. (262.84) over
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Customer Service Activity Report

February-18

Regular Service Calls	FEB 2018	FEB 2017
Serviceman Dispatched to Read, Connect/Disconnect Service	48	42
Field Investigations:		
Check for leaks-calls to CS		
Office:(irrigation,meter,street leaks)		
Customer Responsible	23	20
District Responsible	15	3
None found/other	9	13
High Reads Checked - High Consumption (Billing Dept.)	12	12
Cust Leaks: 5 No Leaks: 7		
Check Stopped Slowed Meters-Low Consumption (Billing)	14	0
Re-Check Read	12	9
Ordinance Infraction	0	1
Recycled Water	0	1
Water Quality: Taste / Odor / Color	8	6
Phone response: 5 Field response: 3		
Flooding (Hydrant) Meters issued	0	2
Sewer - Odor/Stoppage/ Manhole Covers	3	7
Meter Box: Lids / Covers Replaced	14	22
Meter Box Clean, Digout	10	6
Raised Meter Box	6	1
Trim Bushes / Meter Obstruction	3	16
General Maintenance Response	5	0
Fire Hydrants: Hit / Leaks / Caps	1	5
Pressure(psi) Checks / Reads	7	4
CSSOV (Angle Meter/Ball Valve/Gate Valve/Globe Valve) chk,repair,replaced	5	2
Bees Removed	0	0
Backflow / Cross Connection	0	0
Fogged Registers	1	0
OMCOP: Old Meter Change - Out Program	14	1
Other: (uncommon non-maintenance calls)	8	2
On-Call After Hrs. CS Response	33	25
# 48/24 Hr. Door Hangers Hung	185	193
# Locked Off For Non-Pay (Disconnect)	10	9
Removed Meter	0	9
New Meter	1	0
Unread Meters	6	0
Total Field Investigations	**453**	**411**

Telephone Calls	FEB 2018	FEB 2017
Change of Service: (CR / DR within and/or outside of ETWD service area)	71	100
Billing / Payment & Graph Inquires	440	445
Assistance with online payments and ETWD's portal (cc, echecks)	106	164
Variance / Waiver Inquiries	66	120
Variance / Waiver Requests Processed	14	14
Ordinance Infraction / Water Waste Complaints	0	1
Other Districts	59	113
Phone Transfers to other Departments within ETWD	135	173
Calls for the Board of Directors	5	12
Recycled Water	1	1
Water Quality Taste - Odor - Color	8	2
Leaks / Breaks	66	63
Flooding (Hydrant) Meter calls	2	2
Sewer Problems (odor / spill)	5	2
Backflow / Cross Connection (questions or yearly testing forms)	2	1
ETWD facilities inquiries: Boxes/Covers/Lids/Hydrants/Pump Stations/Graffiti/ "Gen. Maint"	7	5
Tyco (ADT) Calls (Alarms to ETWD facilities)	5	1
ATT Calls (access to tower sites)	1	1
SCE Calls (access to tower sites)	5	2
Pager Calls specifically for Pump Stations - SCADA	0	5
Payment Extensions	139	180
Delinquent Payment Calls to Customer 's (automatic dialer)	41	0
Return Calls from customers left on our voice mail system.	43	38
Email Correspondence	151	248
Maintenance Service Order Requests (bees, psi, fogged-dirty registers)	0	0
**Misc.. (other: employment, deliveries, sales calls)	18	*
Total Telephone Calls	**1390**	**1693**

Uncollectible Accounts:		
Budget YTD	$13,333.00	$16,667
Actual YTD	$10,646.00	$0

*** = New Code**

Credit Card Payments		FEB 2018		FEB 2017
REGULAR	**577**	**$62,039.28**	**619**	**$59,381.93**
DISCONNECTS				

EL TORO WATER DISTRICT
MONTHLY POTABLE WATER QUALITY REPORT

The quality and safety of drinking water in the U.S. is regulated by the federal government through the U.S. Environmental Protection agency (USEPA). In California, those standards are enforced by the California Department of Public Health (CDPH). Water Quality parameters must meet both primary and secondary water quality standards as established by the CDPH.

PRIMARY STANDARDS - are intended to protect public health against substances in the water that may be harmful to humans if consumed for long periods of time.

SECONDARY STANDARDS - are to ensure esthetic qualities of water such as taste, odor or clarity. Rather than its healthfulness, these standards govern substances that may influence consumer acceptance of water.

Given that 100% of ETWD's potable water resource is fully treated and delivered by Metropolitan Water District of southern California (MWDSC) through an enclosed and protected conveyance system, the majority of the State and federal primary and secondary source water quality monitoring requirements are performed by MWDSC. The District's physical responsibility for water quality monitoring is associated with the distribution system. To monitor the distribution system water quality the District utilizes both in house and outside lab services. Routine distribution analysis conforming to CDPH requirements is conducted for the following constituents:

1) Microbiological - The number of microbiological samples and the frequency of analysis during the month is based on the population and/or service connections served. Utilizing a population of 50,000, the CDPH requires that 20 "representative" samples be collected and analyzed for coliform bacteria. The objective is to maintain water quality that is absent of coliform bacteria which is a general indicator for the existence of fecal coliform.

2) Chlorine Residual - The chlorine residual monitoring is performed in conjunction with the microbiological monitoring. The CDPH requirement for treated surface water mandates that the distribution system maintain a "detectable" residual. The number of and frequency of sampling is determined utilizing the same formula applied to microbiological requirements. At a minimum, we are obligated to collect and analyze for chlorine residual each time we collect the representative microbiological samples. Per EPA Disinfectants & Disinfection Byproduct Rule (D/DBP), which was effective January 2002, requires quarterly reporting for all sampling.

3) TTHM & HAA5 Stage 2 DBPR Compliance The U.S. Environmental Protection Agency (EPA) published the Stage 2 Disinfectants and Disinfection Byproducts Rule (Stage 2 DBPR) on January 4, 2006. The Stage 2 DBPR builds on existing regulations by requiring water systems to meet disinfection byproduct (DBP)* maximum contaminant levels (MCLs) at each monitoring site in the distribution system to better protect public health. The Stage 2 DBP rule is intended to reduce potential cancer and reproductive and developmental health risks from disinfection byproducts (DBPs) in drinking water, which form when disinfectants are used to control microbial pathogens.
This final rule strengthens public health protection for customers of systems that deliver disinfected water by requiring such systems to meet maximum contaminant levels as an average at each compliance monitoring location (instead of as a system-wide average as in previous rules) for two groups of DBPs, trihalomethanes (TTHM) and five haloacetic acids (HAA5). The rule targets systems with the greatest risk and builds incrementally on existing rules. This regulation will reduce DBP exposure and related potential health risks and provide more equitable public health protection. The Stage 2 DBPR is being released simultaneously with the Long Term 2 Enhanced Surface Water Treatment Rule to address concerns about risk tradeoffs between pathogens and DBPs.

The mandatory requirement under the Stage 2 DBP rule, known as an Initial Distribution System Evaluation (IDSE) was completed by ETWD in 2008 and a Stage 2 monitoring plan has been approved by CDPH. Full Stage 2 compliance begins in 2012. The IDSE identified the locations with high disinfection byproduct concentrations. These locations will then be used by the District as the 8 sampling sites for Stage 2 DBP rule compliance monitoring. Compliance with the maximum contaminant levels for two groups of disinfection byproducts (TTHM and HAA5) will be calculated for each monitoring location in the distribution system. This approach, referred to as the locational running annual average (LRAA), differs from current requirements, which determine compliance by calculating the running annual average of samples from all monitoring locations across the system. The Stage 2 DBP rule also requires each system to determine if they have exceeded an operational evaluation level, which is identified using their compliance monitoring results. The operational evaluation level provides an early warning of possible future MCL violations, which allows the system to take proactive steps to remain in compliance. A system that exceeds an operational evaluation level is required to review their operational practices and submit a report to the state that identifies actions that may be taken to mitigate future high DBP levels, particularly those that may jeopardize their compliance with the DBP MCLs.

4) Physical Quality - Physical Quality analysis is associated with the esthetic qualities of the finished water. Primarily, we are performing analysis for taste, odor and Turbidity (Clarity). In accordance with CDPH requirements, the District collects a minimum of 15 samples per month.

5) Nitrites - Although the chloramine disinfection process has been effective in controlling TTHM levels, it requires increased monitoring and adjustment as a result of its susceptibility to the Nitrification process. Nitrification is a biological process caused by naturally occurring ammonia oxidizing bacteria. Nitrification in chloraminated drinking water can have various adverse impacts on water quality, the most serious of which is the loss of total chlorine residual which is required by the CDPH and the subsequent potential to increase bacteria-iological activity within the finished or treated water system. MWD has developed an effective nitrification monitoring and prevention program which ETWD staff have adopted and incorporated into the District's daily water quality monitoring and action plan. The number and frequency of this type of monitoring is not currently regulated by CDPH. Staff monitor the level of nitrites in source water, reservoirs and the distribution system daily and weekly in conjunction with the microbiological and chlorine sampling program. A nitrite level of between 0.015 and 0.030 would signal an alert. > 0.030 would require action such as the addition of chlorine to produce a chloramine residual.

EL TORO WATER DISTRICT
MONTHLY POTABLE WATER QUALITY ANALYSIS
MONTH: February YEAR : 2018

CONSTITUENT		INSIDE LAB		OUTSIDE LAB	
ANALYSIS	MCL	NO.	RESULTS	NO.	RESULTS
1 Microbiological	Pres/Absence	147(A)	Pres/Absence	0	Average
2 Chlorine (ppm)	Detectable Resid	195	Average = 1.52 ppm	0	
3 TTHM (ppb) (Stage 2)	0.080 ppb		N/A	0	
3 HAA5 (ppb) (Stage 2)	0.060 ppb		N/A	0	
4 Physical Quality:			RANGE		
Turbidity (ppm)	5 NTU	20	0.01 to 0.07	0	
Odor	3 Units	20	ND<1	0	
Color	15 Units	20	ND<5	0	
Temperature	No standard	20	54.3°F To 65°F	0	
5 Nitrite (Alert/Action level)ppm	0.015 to 0.030 ppm	82	0.002 to 0.010 Res.	0	

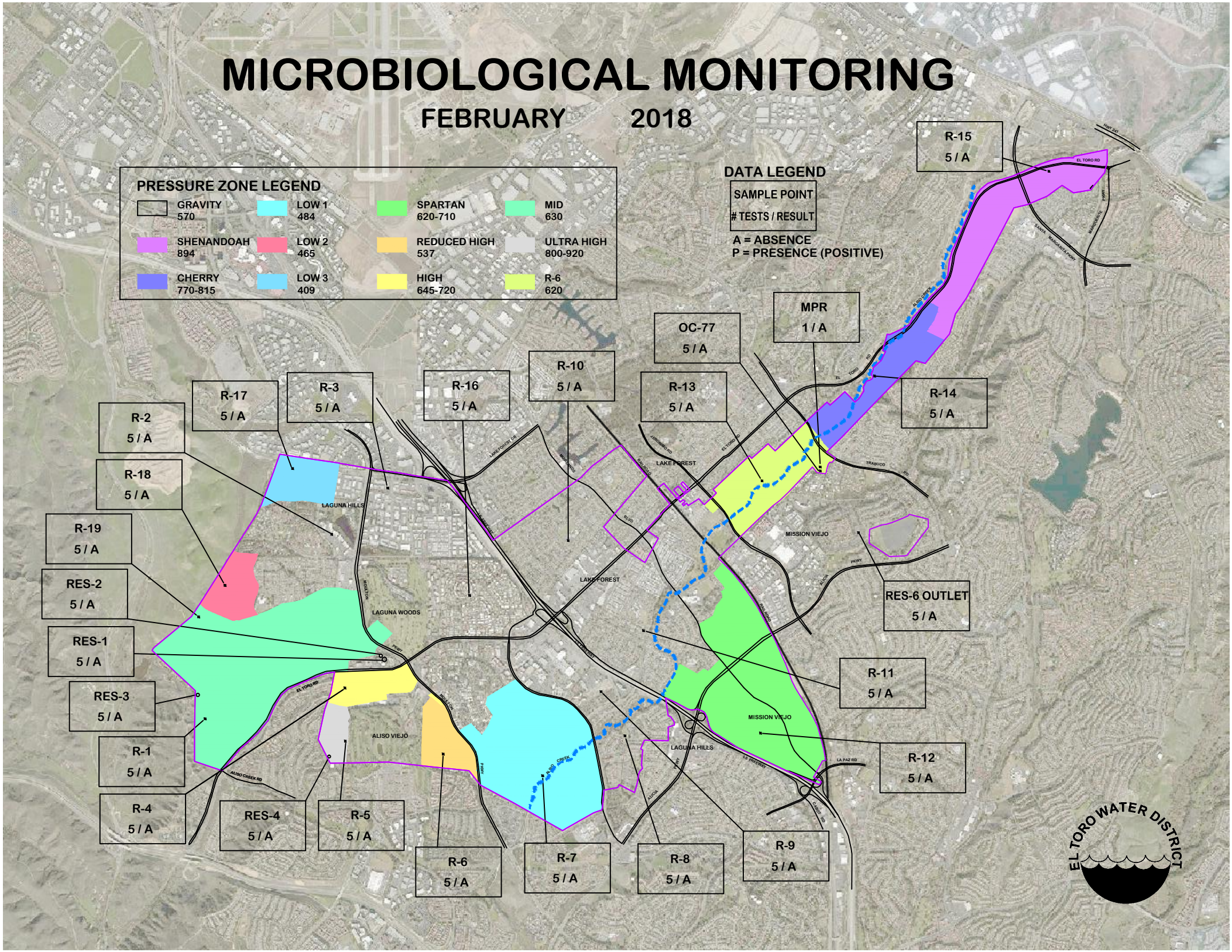
To ensure water quality compliance, the District annually performs approximately 8,750 water quality analytical evaluations of the samples collected from the distribution system.

Abbreviations:

RES	**Indicates that the nitrification was isolated to a reservoir and treated**
ND	**None detected**
Pres/Absence	**Presence (P) or Absence (A) related to a positive or negative bacteriological result**
MCL	**Maximum Contaminant Level**
NTU	**Nephelometric Turbidity Units, a measure of the suspended material in the water**
ppm	**Parts per million**
ppb	**Parts per billion**
Total Coliform	**No more than 5% of the monthly samples may be total coliform-positive**
N/A	**Not available**

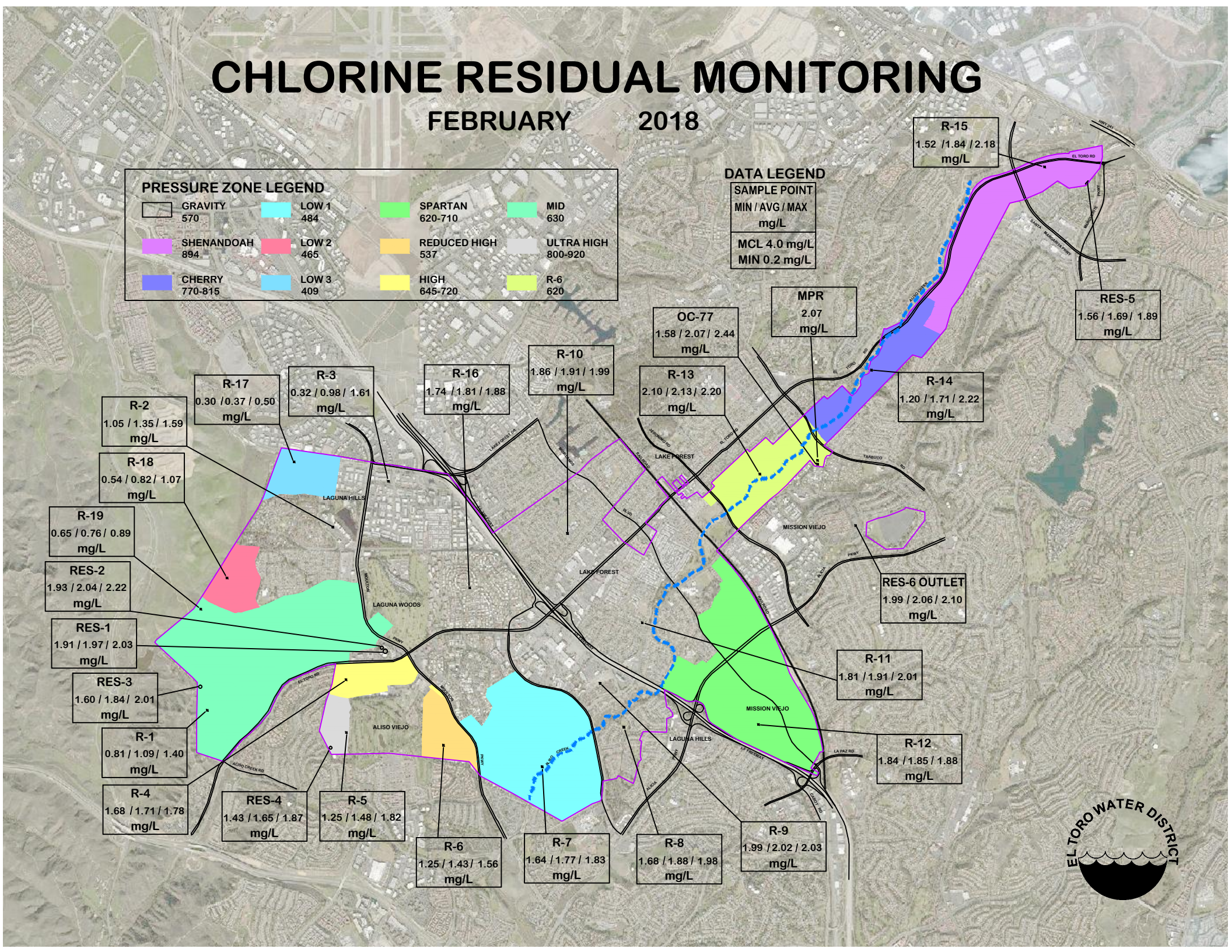
MICROBIOLOGICAL MONITORING

FEBRUARY 2018



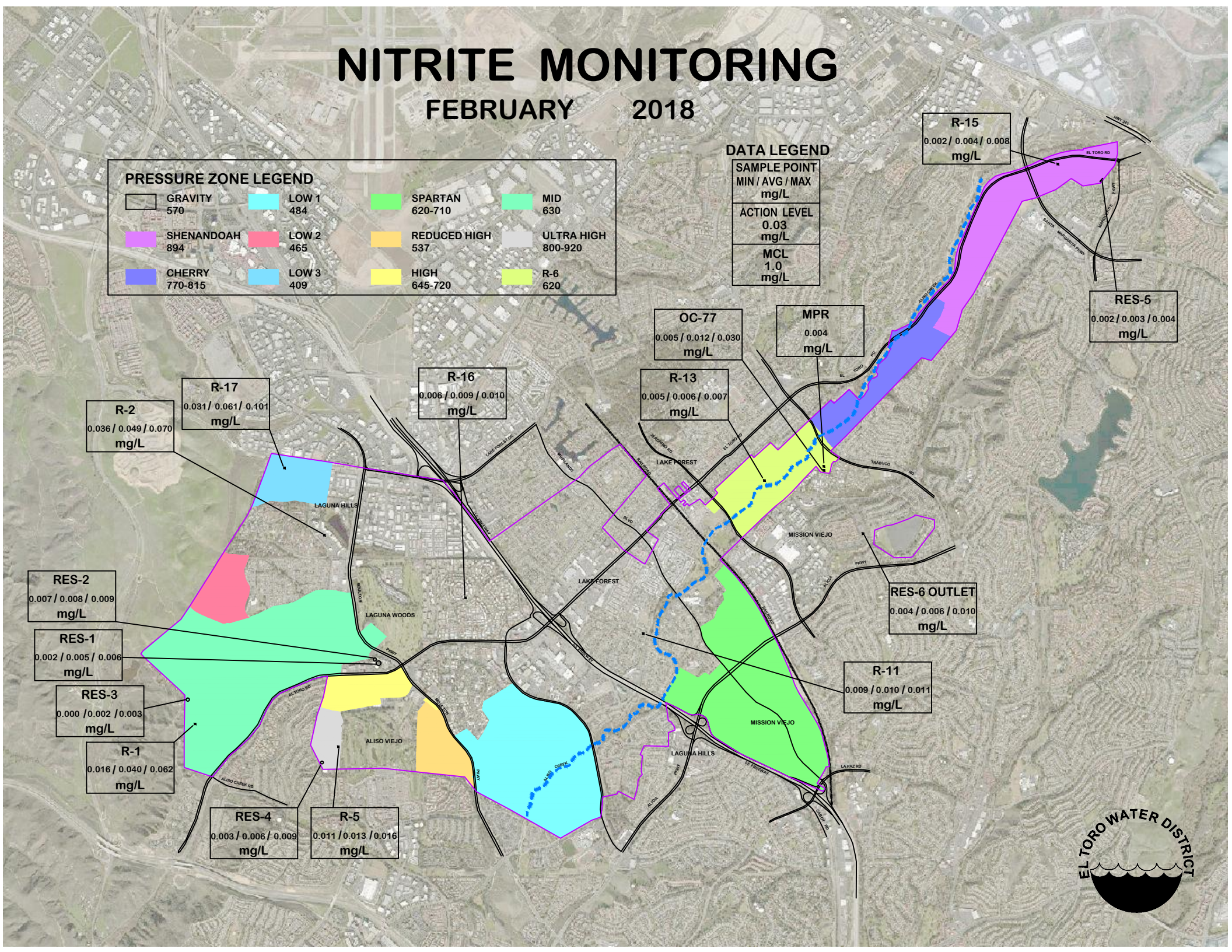
CHLORINE RESIDUAL MONITORING

FEBRUARY 2018



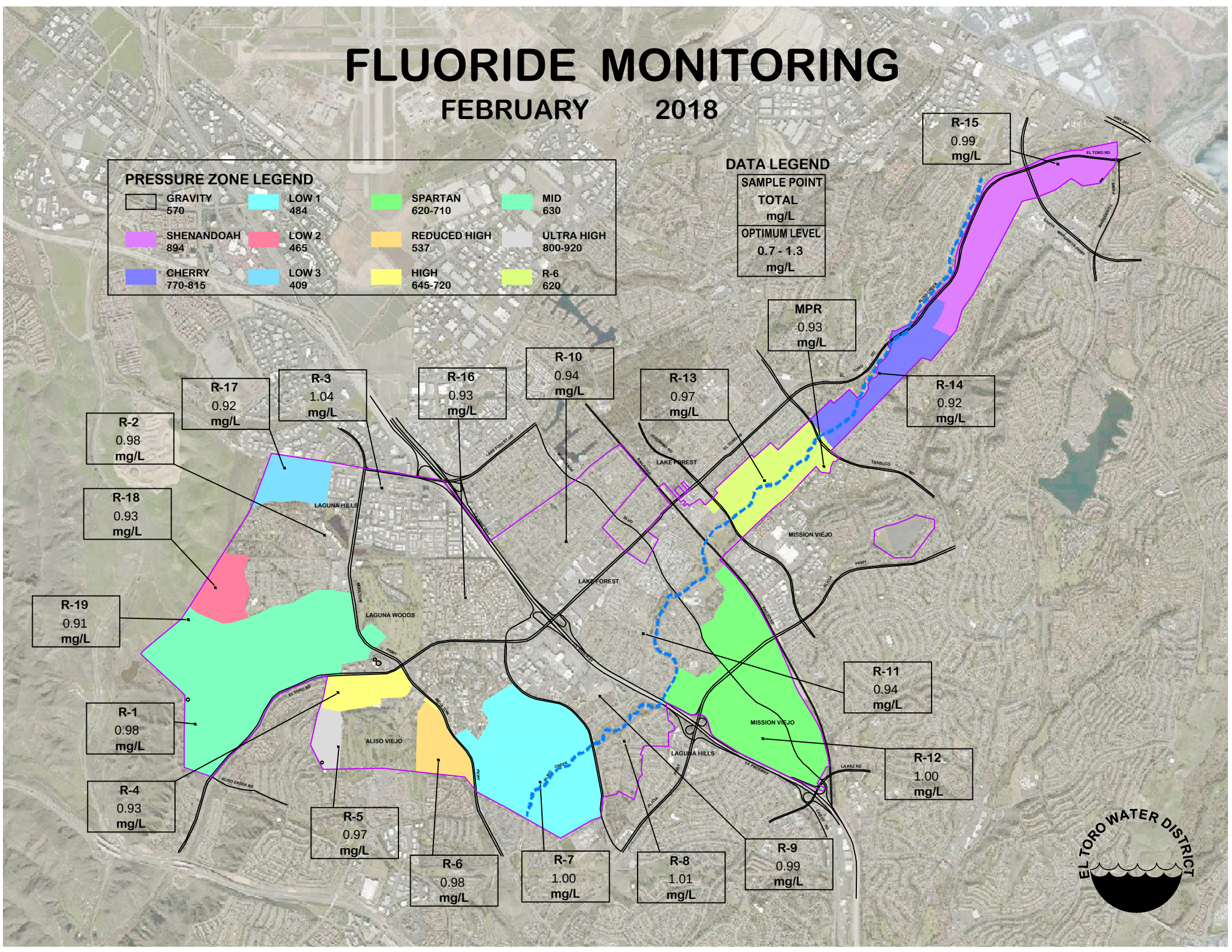
NITRITE MONITORING

FEBRUARY 2018



FLUORIDE MONITORING

FEBRUARY 2018



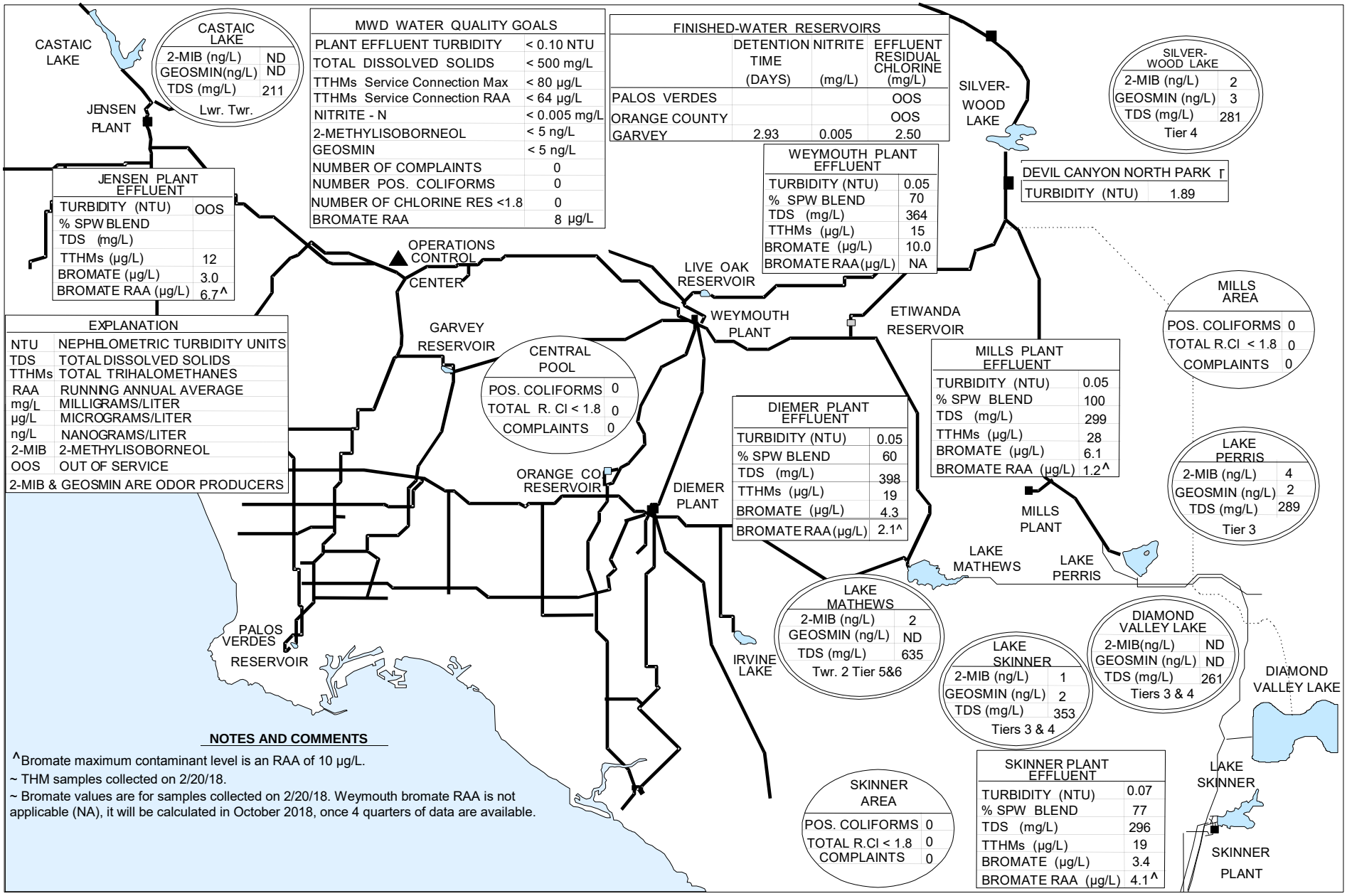
Weekly Water Quality System Status

Wednesday, March 07, 2018

Printed On: 3/7/2018 3:58:12 PM

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

No violations of State or Federal regulations were recorded during the current period.



CASTAIC LAKE	
2-MIB (ng/L)	ND
GEOSMIN(ng/L)	ND
TDS (mg/L)	211
Lwr. Twr.	

MWD WATER QUALITY GOALS	
PLANT EFFLUENT TURBIDITY	< 0.10 NTU
TOTAL DISSOLVED SOLIDS	< 500 mg/L
TTHMs Service Connection Max	< 80 µg/L
TTHMs Service Connection RAA	< 64 µg/L
NITRITE - N	< 0.005 mg/L
2-METHYLISOBORNEOL	< 5 ng/L
GEOSMIN	< 5 ng/L
NUMBER OF COMPLAINTS	0
NUMBER POS. COLIFORMS	0
NUMBER OF CHLORINE RES <1.8	0
BROMATE RAA	8 µg/L

FINISHED-WATER RESERVOIRS	DETENTION TIME (DAYS)	NITRITE (mg/L)	EFFLUENT RESIDUAL CHLORINE (mg/L)
PALOS VERDES			OOS
ORANGE COUNTY			OOS
GARVEY	2.93	0.005	2.50

SILVER-WOOD LAKE	
2-MIB (ng/L)	2
GEOSMIN (ng/L)	3
TDS (mg/L)	281
Tier 4	

JENSEN PLANT EFFLUENT	
TURBIDITY (NTU)	OOS
% SPW BLEND	
TDS (mg/L)	
TTHMs (µg/L)	12
BROMATE (µg/L)	3.0
BROMATE RAA (µg/L)	6.7^

WEYMOUTH PLANT EFFLUENT	
TURBIDITY (NTU)	0.05
% SPW BLEND	70
TDS (mg/L)	364
TTHMs (µg/L)	15
BROMATE (µg/L)	10.0
BROMATE RAA (µg/L)	NA

DEVIL CANYON NORTH PARK	
TURBIDITY (NTU)	1.89

EXPLANATION	
NTU	NEPHELOMETRIC TURBIDITY UNITS
TDS	TOTAL DISSOLVED SOLIDS
TTHMs	TOTAL TRIHALOMETHANES
RAA	RUNNING ANNUAL AVERAGE
mg/L	MILLIGRAMS/LITER
µg/L	MICROGRAMS/LITER
ng/L	NANOGRAMS/LITER
2-MIB	2-METHYLISOBORNEOL
OOS	OUT OF SERVICE

2-MIB & GEOSMIN ARE ODOR PRODUCERS

CENTRAL POOL	
POS. COLIFORMS	0
TOTAL R. CI < 1.8	0
COMPLAINTS	0

MILLS AREA	
POS. COLIFORMS	0
TOTAL R.CI < 1.8	0
COMPLAINTS	0

DIEMER PLANT EFFLUENT	
TURBIDITY (NTU)	0.05
% SPW BLEND	60
TDS (mg/L)	398
TTHMs (µg/L)	19
BROMATE (µg/L)	4.3
BROMATE RAA (µg/L)	2.1^

MILLS PLANT EFFLUENT	
TURBIDITY (NTU)	0.05
% SPW BLEND	100
TDS (mg/L)	299
TTHMs (µg/L)	28
BROMATE (µg/L)	6.1
BROMATE RAA (µg/L)	1.2^

LAKE PERRIS	
2-MIB (ng/L)	4
GEOSMIN (ng/L)	2
TDS (mg/L)	289
Tier 3	

LAKE MATHEWS	
2-MIB (ng/L)	2
GEOSMIN (ng/L)	ND
TDS (mg/L)	635
Twr. 2 Tier 5&6	

LAKE SKINNER	
2-MIB (ng/L)	1
GEOSMIN (ng/L)	2
TDS (mg/L)	353
Tiers 3 & 4	

DIAMOND VALLEY LAKE	
2-MIB(ng/L)	ND
GEOSMIN (ng/L)	ND
TDS (mg/L)	261
Tiers 3 & 4	

SKINNER AREA	
POS. COLIFORMS	0
TOTAL R.CI < 1.8	0
COMPLAINTS	0

SKINNER PLANT EFFLUENT	
TURBIDITY (NTU)	0.07
% SPW BLEND	77
TDS (mg/L)	296
TTHMs (µg/L)	19
BROMATE (µg/L)	3.4
BROMATE RAA (µg/L)	4.1^

NOTES AND COMMENTS

^Bromate maximum contaminant level is an RAA of 10 µg/L.

~ THM samples collected on 2/20/18.

~ Bromate values are for samples collected on 2/20/18. Weymouth bromate RAA is not applicable (NA), it will be calculated in October 2018, once 4 quarters of data are available.

MWD water quality goals meet or exceed all State and Federal regulations.

WATER QUALITY INFORMATION LINE: (800) 354-4420
VISIT MWD ON THE WEB AT http://www.mwdh2o.com

EL TORO WATER DISTRICT
COLLECTION SYSTEM ACTIVITY REPORT

MONTH ENDING: **February** **2018**

ODOR COMPLAINTS	NUMBER	LOCATION, ORIGIN, ACTION:
Outside Laguna Woods Village		
Outside Laguna Woods Village		
Laguna Woods Village		
New World		
Private System		
Other: WRP		
TOTAL	**0**	

ROOT FOAMING	FOOTAGE	CHEMICAL USED	CHEMICAL COST	COMMENTS:
Outside Laguna Woods Village				
Laguna Woods Village				
New World				
Other				
TOTAL	**0**			

ROOT CUTTING	FOOTAGE	COMMENTS:
Outside Laguna Woods Village		
Laguna Woods Village		
New World		
TOTAL	**0**	

HYDRO-CLEANING	FOOTAGE	COMMENTS:
Outside Laguna Woods Village		
Laguna Woods Village		
New World		
Private System		
Hot Spots	16,965	
ETWD TOTALS:	16,965	
SANTA MARGARITA TOTALS:		
COMBINED TOTALS:	**16,965**	

TV INSPECTIONS	FOOTAGE	COMMENTS:
Outside Laguna Woods Village		
Laguna Woods Village	8,565	
New World		
Private System		
Other		
TOTAL	**8,565**	

Wet Wells	**Number**	**3**	Mathis-La Paz- Delta
Flow Meter/Sampling	**Number**		
WATER TANK FILLS 27	**27,000**		

Memorandum

DATE: March 14, 2018

TO: Member Agencies – MWDOC Division Five

FROM: Sat Tamaribuchi, Director – Division Five

SUBJECT: Monthly Water Usage Data, Tier 2 Projection & Water Supply Information

---

The attached figures show the recent trend of water consumption in Orange County (OC), an estimate of Tier 2 volume for MWDOC, and selected water supply information.

Fig. 1 OC Water Usage, Monthly by Supply MWD imported water and groundwater were about even for supply in January.

Fig. 2 OC Water Usage, Monthly, Comparison to Previous Years Water usage in January 2018 was above average compared to the last 5 years. Higher usage was due to no precipitation and above normal temperatures for the month of January. We are seeing an increase in overall water usage compared to the previous Fiscal Year. In June 2016, all water conservation became voluntary for MWDOC agencies and the Great California Drought was declared over by the Governor in April 2017.

Fig. 3 Historical OC Water Consumption OC water consumption is projected to be 540,000 AF in FY 2017-18 *(this includes ~15 TAF of agricultural usage and non-retail water agency usage).* This is about 21,000 AF more than FY 2016-17 and is about 49,000 AF more than FY 2015-16 (During the SWRCB mandatory water restrictions). Water usage per person is projected to be slightly higher than in FY 2017-18 for Orange County at 151 gallons per day (This includes recycled water). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency (water conservation) efforts

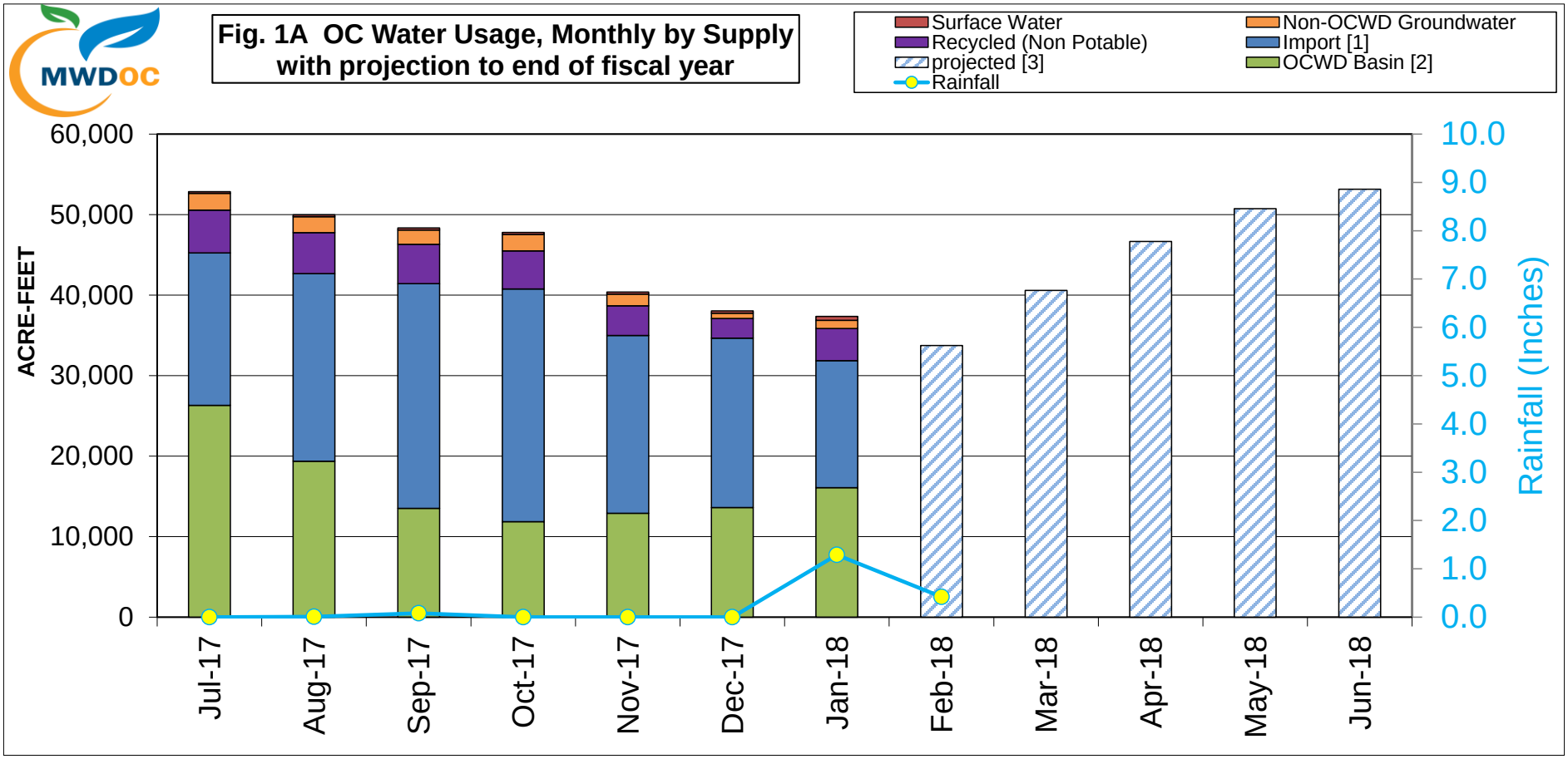
Fig. 4 MWDOC "Firm" Water Purchases, 2018 "Firm" water above the Tier 1 limit will be charged at the higher Tier 2 rate. Tier 2 purchases are projected to be zero in 2018.

Water Supply Information Includes data on Rainfall in OC; the OCWD Basin overdraft; Northern California and Colorado River Basin hydrologic data; the State Water Project (SWP) Allocation, and regional storage volumes. The data have implications for the magnitude of supplies from the three watersheds that are the principal sources of water for OC. Note that a hydrologic year is Oct. 1st through Sept. 30th.

- Orange County's accumulated rainfall through early March was well below average for this period. Water year to date rainfall in Orange County is 1.83 inches which is 18% of normal.

- Northern California accumulated precipitation through early March was around 65% of normal for this period. Water Year 2017 was the wettest water year on record. The Northern California snowpack was 30% of normal as of March 3. The State of California was in a declared Drought Emergency that started January 2014 and just recently ended in April of 2017. As of late February, 47.9% of California is experiencing moderate drought conditions while 91.5% of the state is experiencing abnormally dry conditions. The State Water Project Contractors Table A Allocation was remains at 20% as of late January.

- Colorado River Basin accumulated precipitation through early March was 67% average for this period. The Upper Colorado Basin snowpack was 72% of normal as of March 5. The Colorado River Basin saw above average conditions in WY 2017 but the region has been still trying to rebound from the previous long term drought. Lake Mead and Lake Powell combined have about 69% of their average storage volume for this time of year. If Lake Mead's level falls below a "trigger" limit 1,075 ft. at the end of a calendar year, then a shortage will be declared by the US Bureau of Reclamation (USBR), impacting Colorado River water deliveries to the Lower Basin states. As of late February, Lake Mead levels were 13' above the "trigger" limit. The USBR predicts that the end of 2018 will not hit the "trigger" level.



[1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water, "Barrier Replenishment" deliveries, and deliveries into Irvine Lake.

[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '16-17 is 75%.

[3] MWDOC's estimate of monthly demand is based on the projected FY 15-16"Retail" water demand and historical monthly demand patterns.

[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.

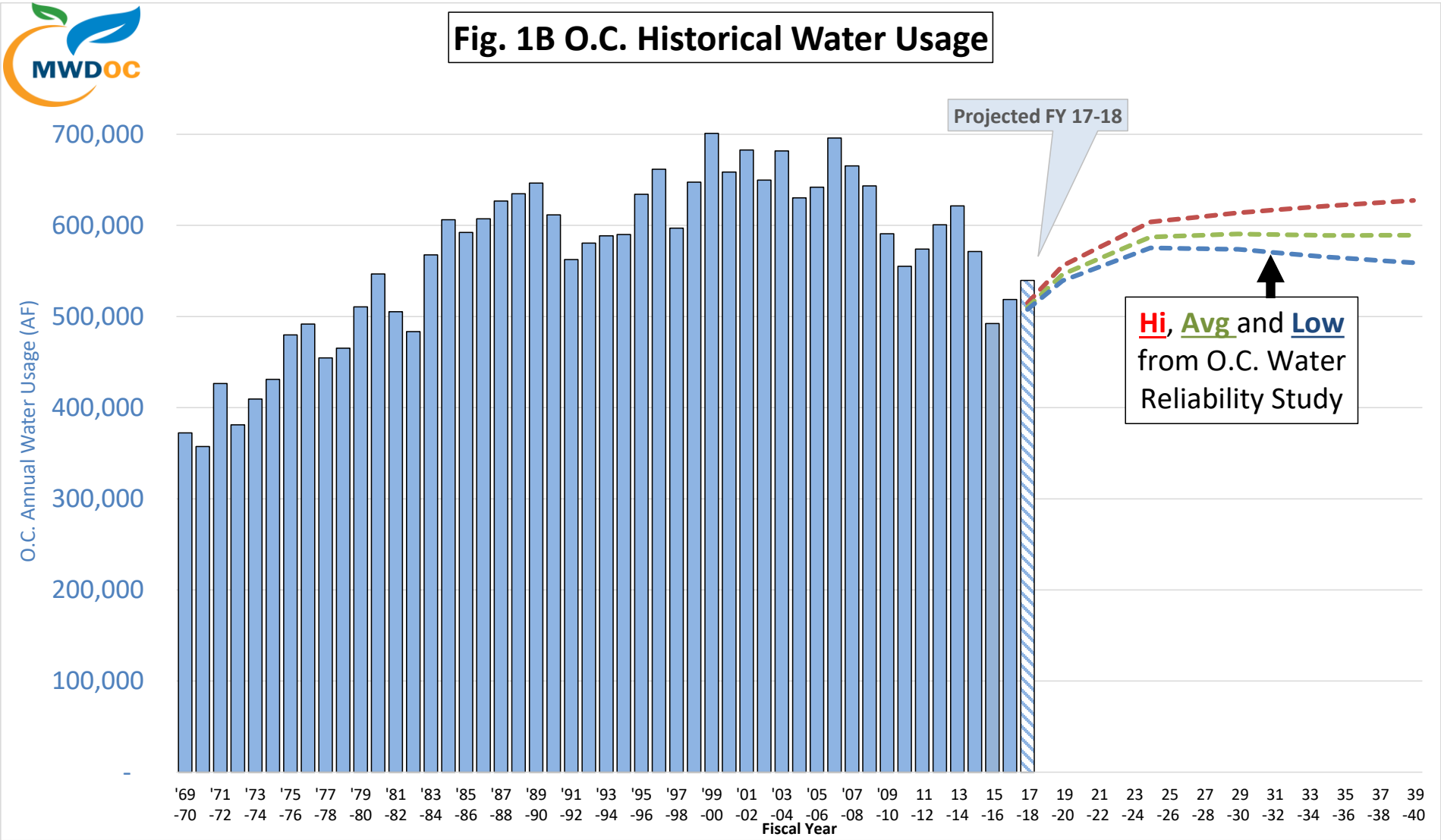
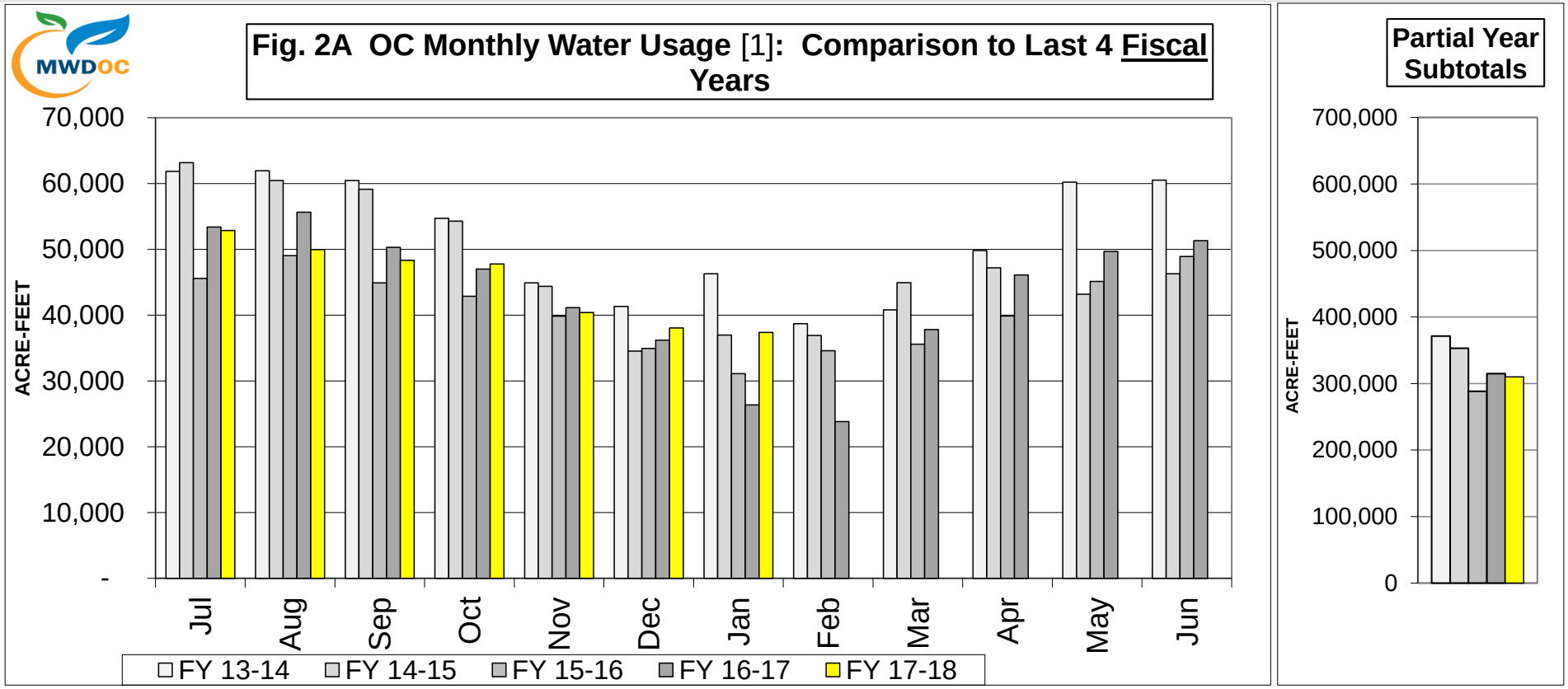
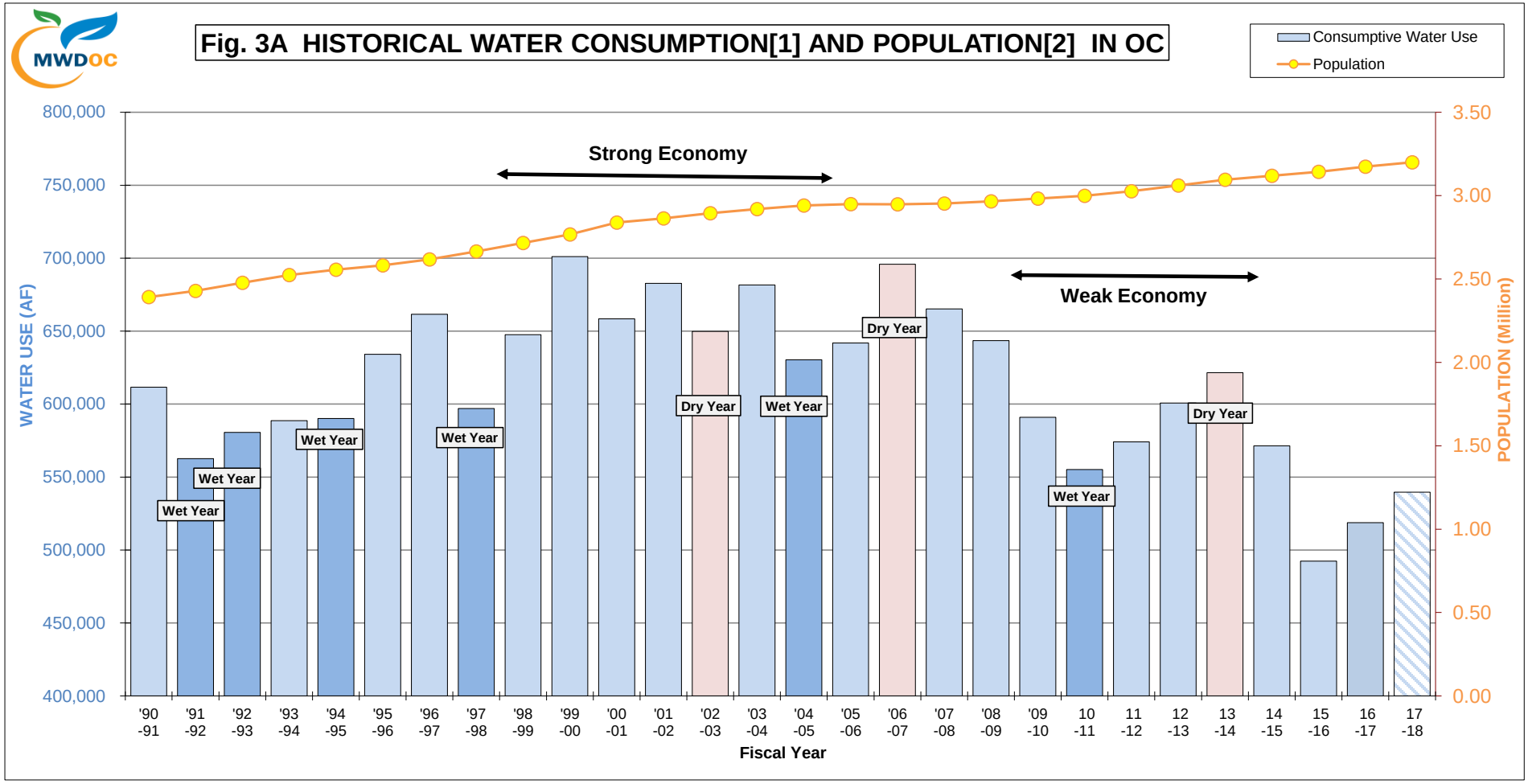


Fig. 1B O.C. Historical Water Usage
MWDOC
Projected FY 17-18
Hi, Avg and Low from O.C. Water Reliability Study
O.C. Annual Water Usage (AF)
700,000
600,000
500,000
400,000
300,000
200,000
100,000
-
'69 -70
'71 -72
'73 -74
'75 -76
'77 -78
'79 -80
'81 -82
'83 -84
'85 -86
'87 -88
'89 -90
'91 -92
'93 -94
'95 -96
'97 -98
'99 -00
'01 -02
'03 -04
'05 -06
'07 -08
'09 -10
11 -12
13 -14
15 -16
17 -18
19 -20
21 -22
23 -24
25 -26
27 -28
29 -30
31 -32
33 -34
35 -36
37 -38
39 -40
Fiscal Year

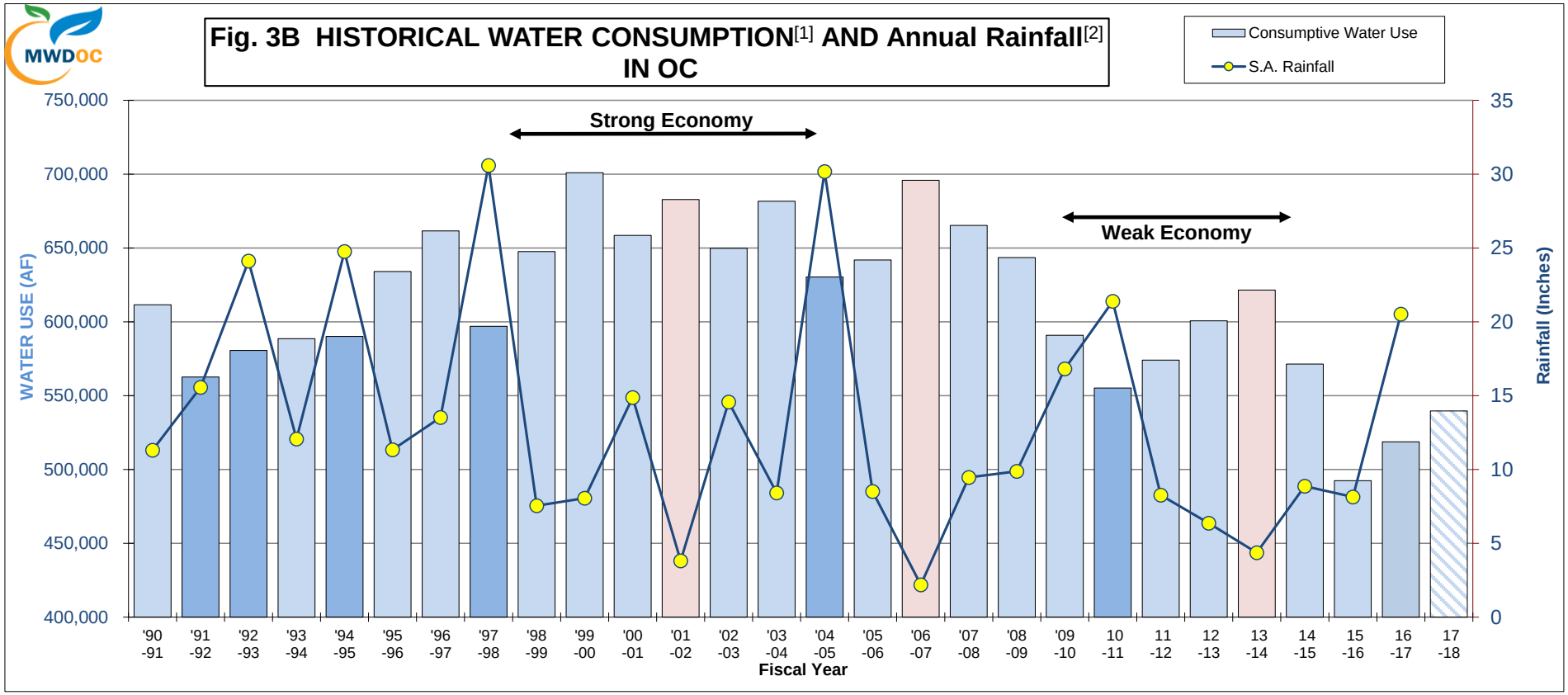


[1] Sum of Imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment "and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water; excludes GWRS production, groundwater pumped to waste, and waste brine from water treatment projects.) Recent months numbers include some estimation.

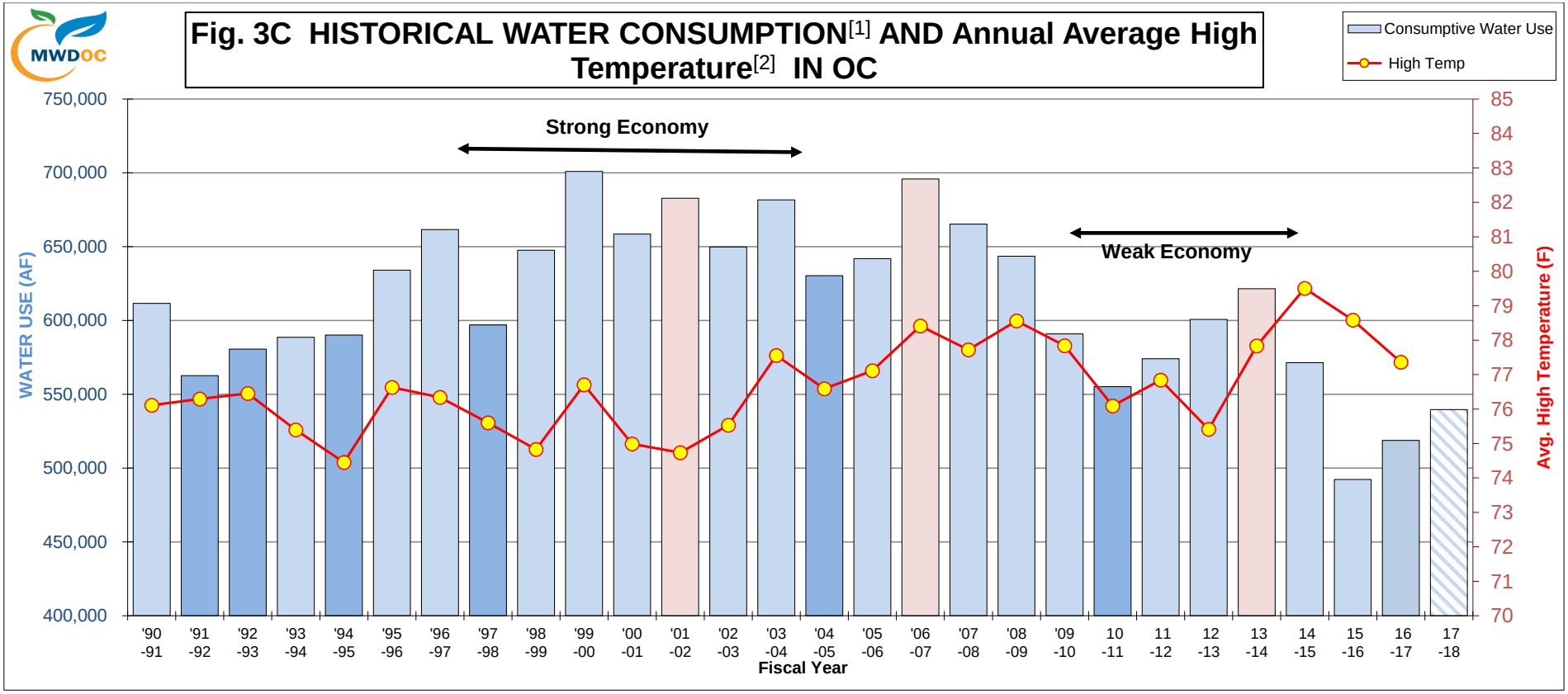


[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.

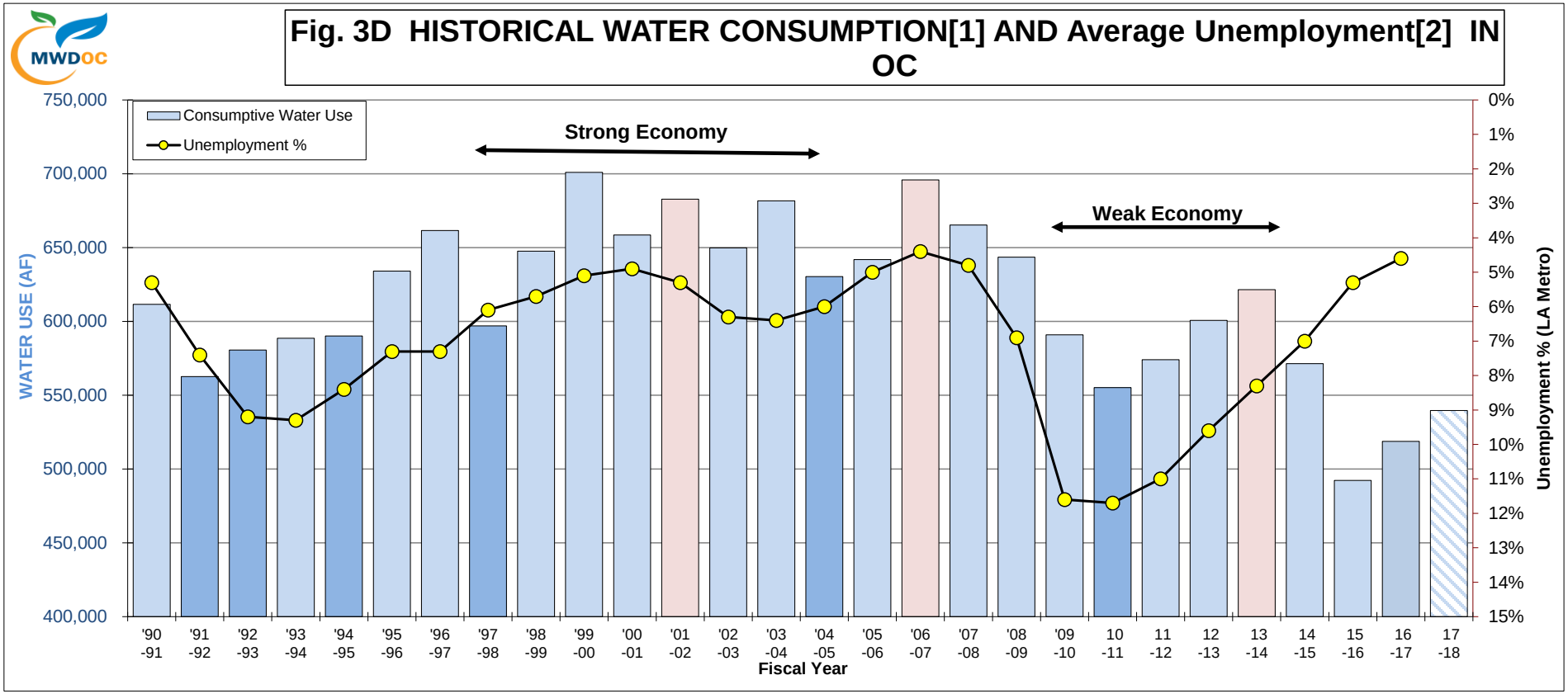
[2] Population estimates in the 2000s decade were revised by the State Dept. of Finance to reflect the 2010 Census counts.



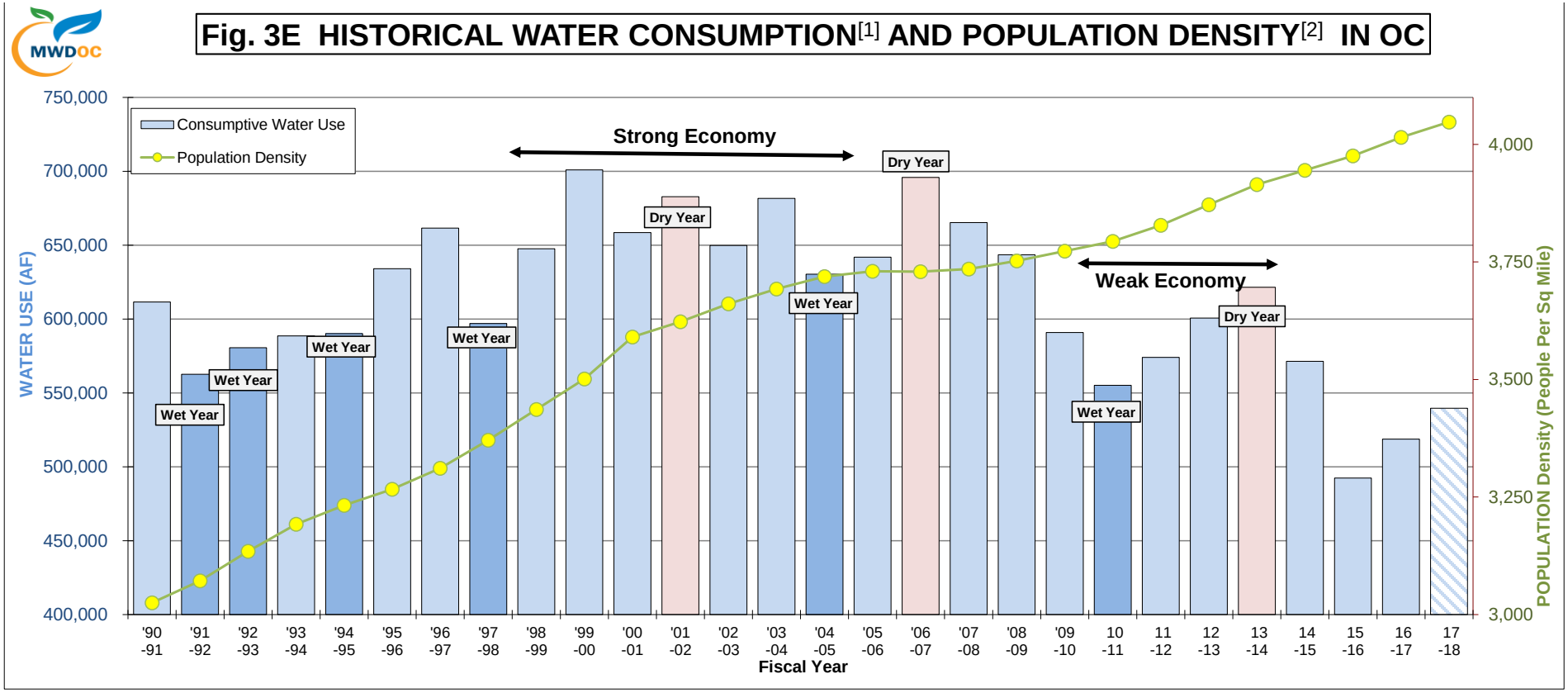
[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
[2] Rainfall data from Santa Ana Station #121



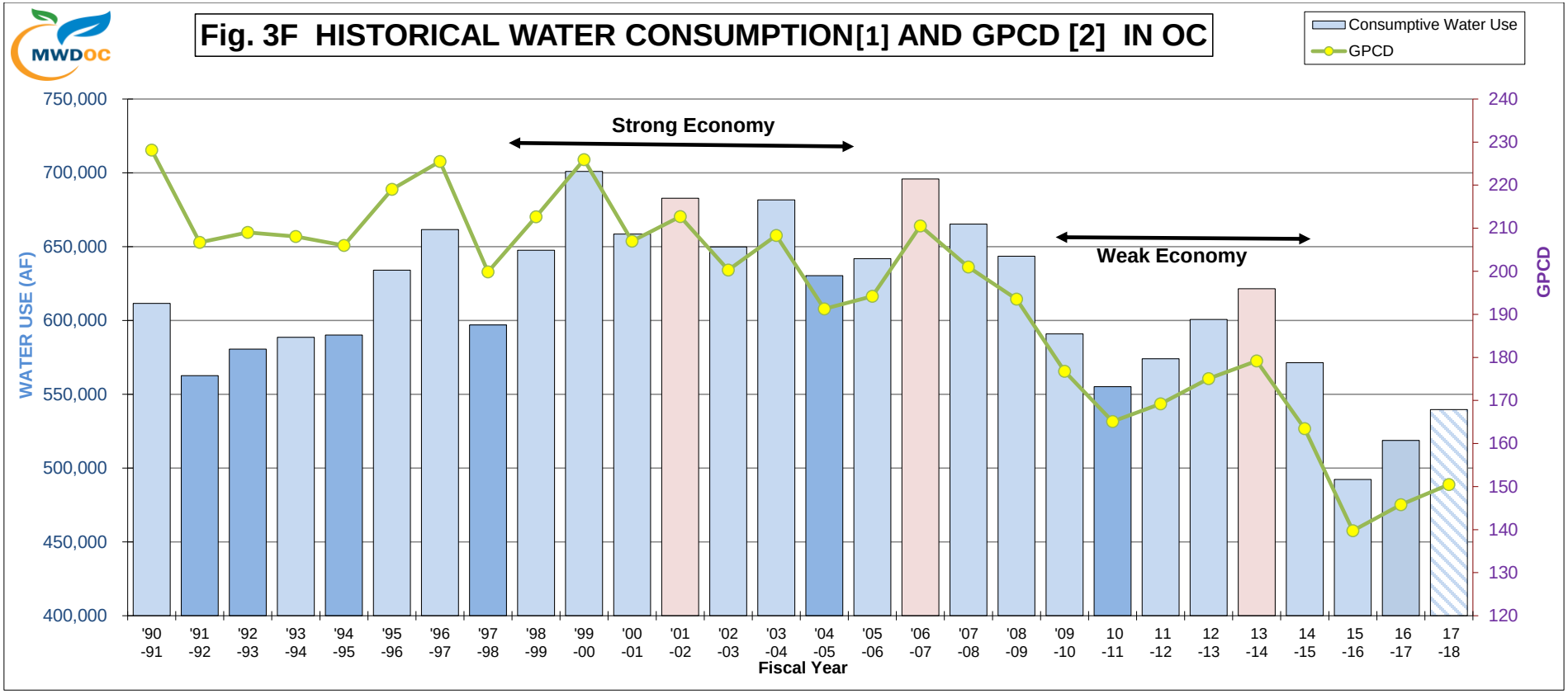
[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
[2] Temperature data is from Santa Ana Fire Station, elevation 135'



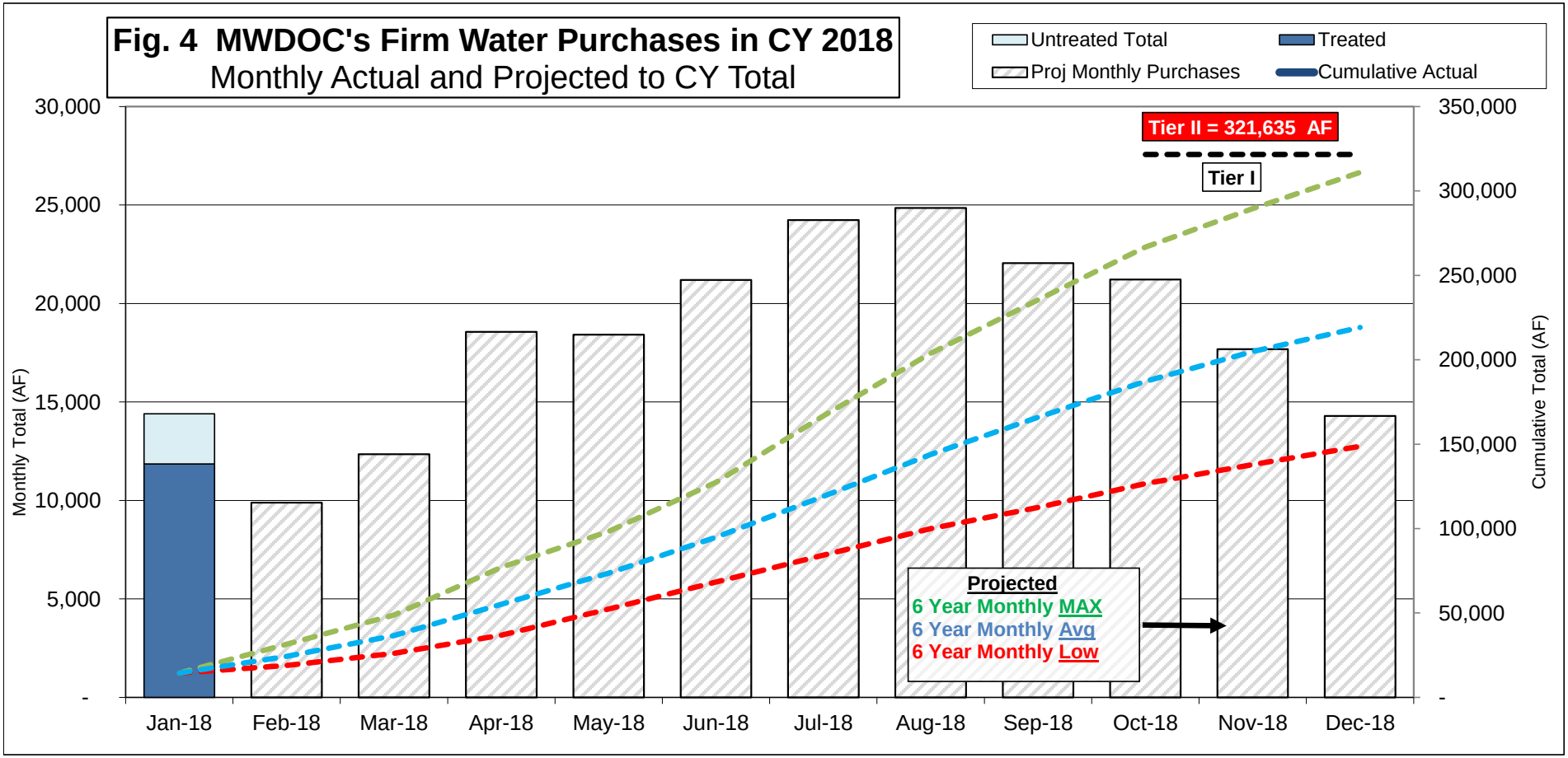
[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
[2] Employment Data source Bureau of Labor Statistic for Long Beach-L.A.-Santa Ana Metro Area



[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
[2] Population estimates in the 2000s decade were revised by the State Dept. of Finance to reflect the 2010 Census counts.



[1] Consumption includes potable, recycled and non-potable usage; excludes Barrier and Spreading water. The most recent data involve some estimation.
[2] Gallon per Capita Daily (includes all types of water usage and all type of water users).



Notes

1. "Firm" includes Full Service (both Treated and Untreated) and Barrier water.

2. Basin Pumping Percentage (BPP) is the percentage of a retail water agency's total water demand that they are limited to pump from the OCWD-managed groundwater basin. BPP pertains to Basin agencies only. For example, if a Basin agency's total demand is 10,000 AF/yr and OCWD sets the BPP at 72%, then the agency is limited to 7,200 AF of groundwater that year. There may be certain exceptions and/or adjustments to that simple calculation. OCWD sets the BPP for the Basin agencies, usually as of July 1st.

MWDOC

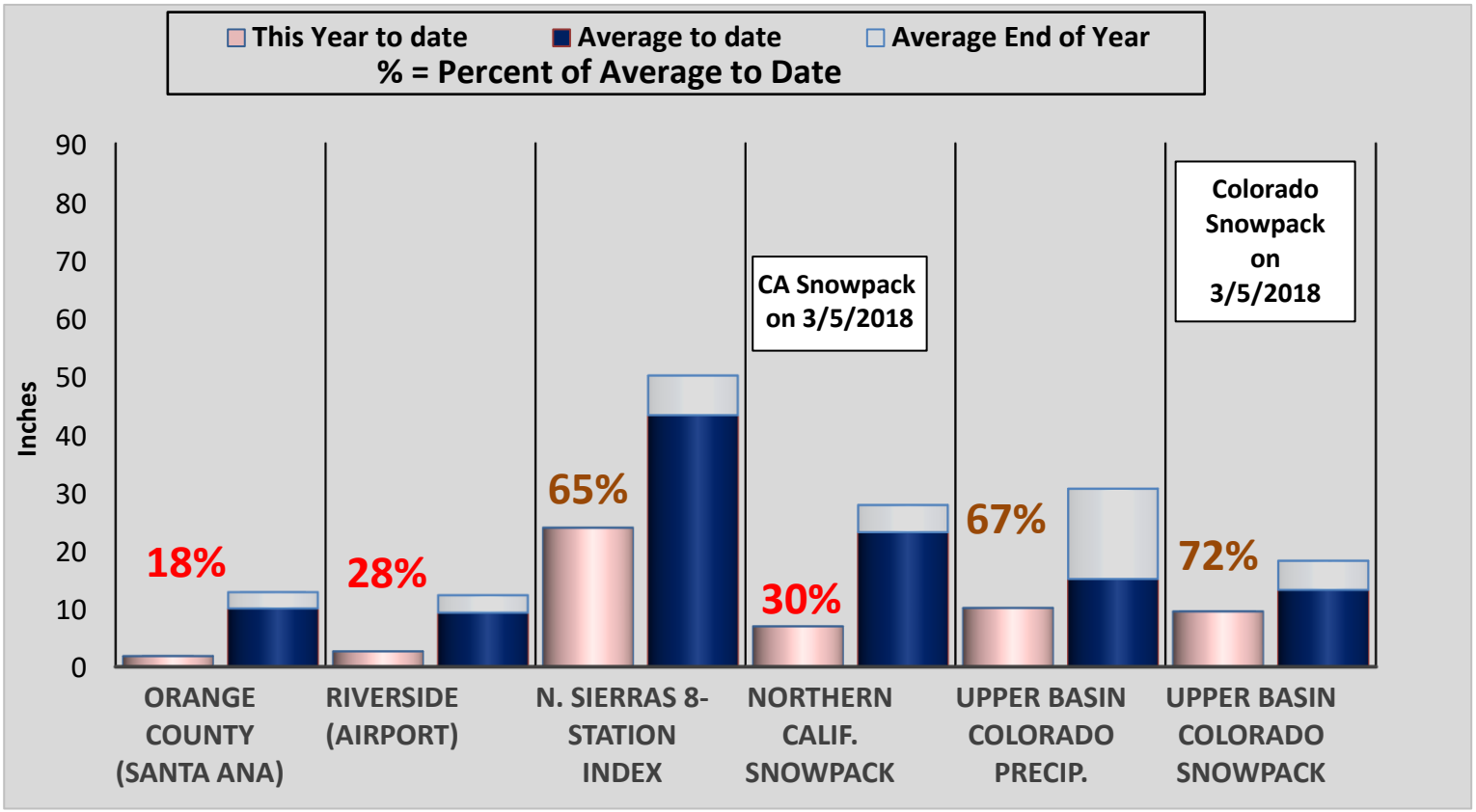
prepared by the Municipal Water District of Orange County

**numbers are subject to change*

printdate 2/27/2018

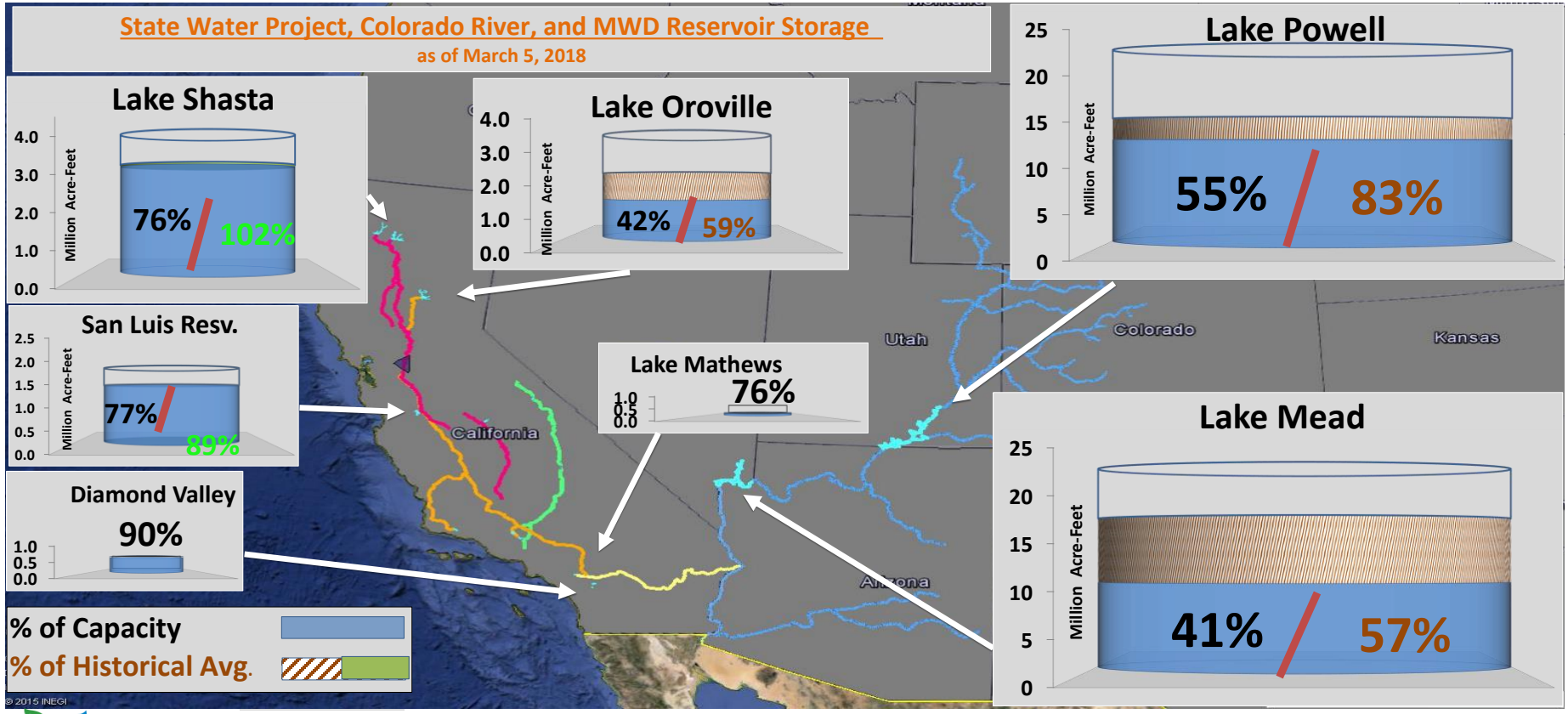
Accumulated Precipitation

for the *Oct.-Sep.* water year, through early March 2018



MWDOC

* The date of maximum snowpack accumulation (April 1st in Northern Calif. , April 15th in the Upper Colorado Basin) is used for year to year comparison.

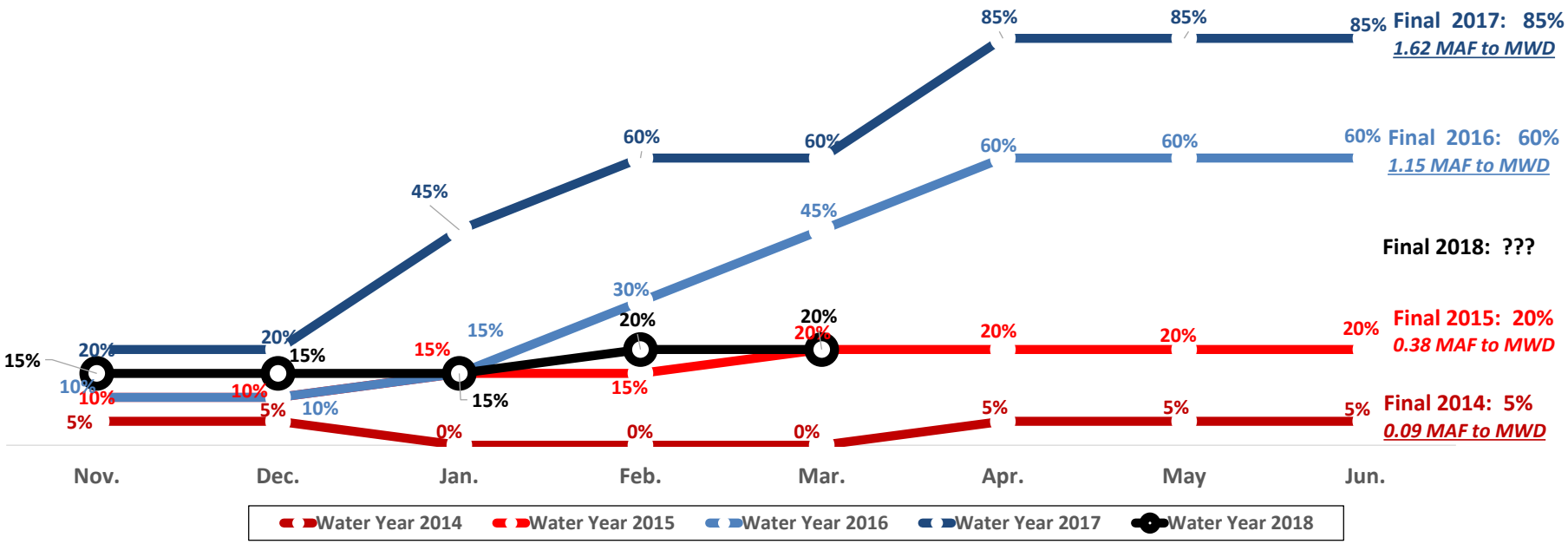


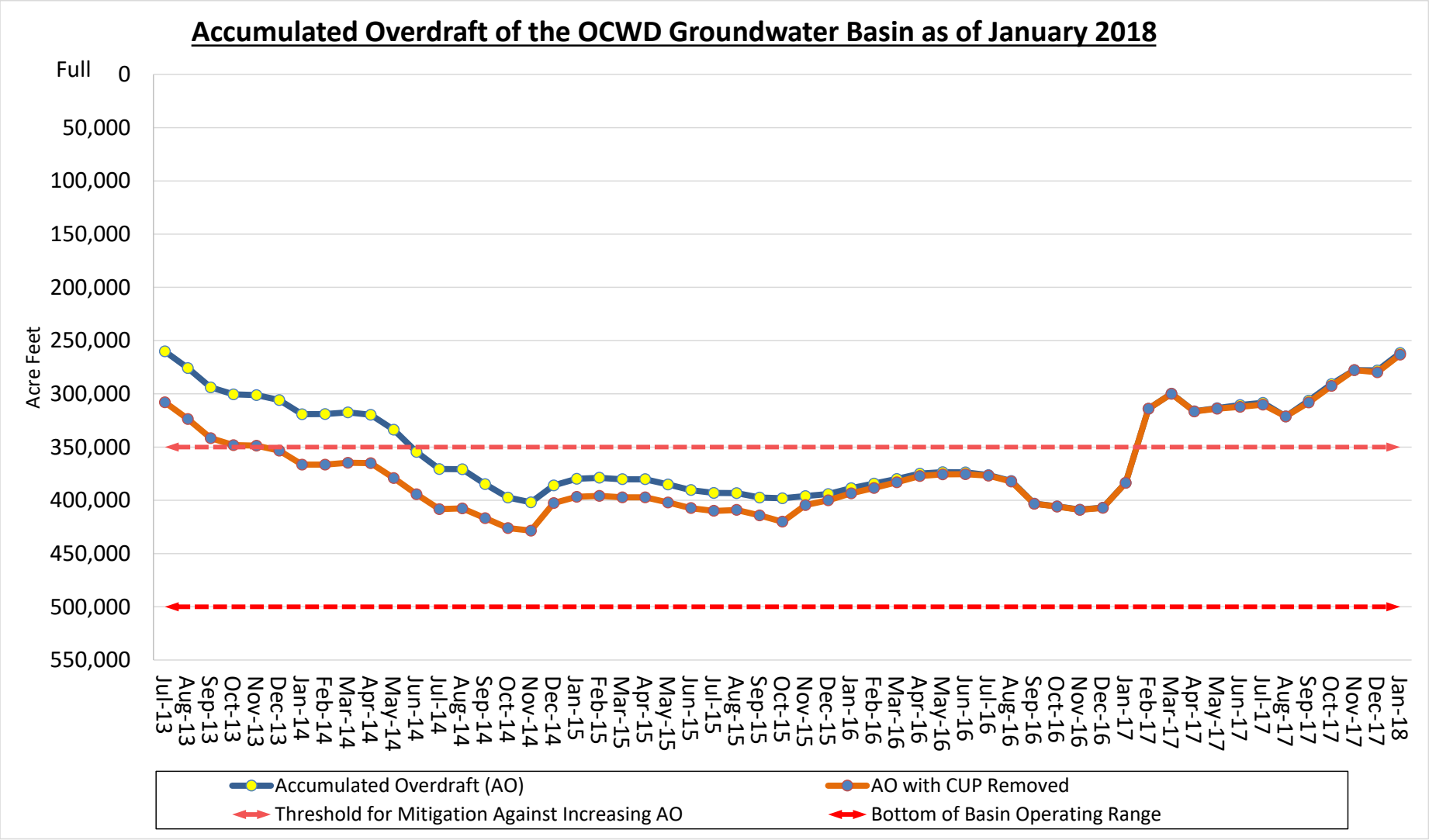
MWDOC

prepared by the Municipal Water District of Orange County
Number are Subject to Change

SWP TABLE A ALLOCATION

FOR STATE WATER PROJECT CONTRACTORS




Accumulated Overdraft of the OCWD Groundwater Basin as of January 2018
Full
0
50,000
100,000
150,000
200,000
250,000
300,000
350,000
400,000
450,000
500,000
550,000
Acre Feet
Jul-13
Aug-13
Sep-13
Oct-13
Nov-13
Dec-13
Jan-14
Feb-14
Mar-14
Apr-14
May-14
Jun-14
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Mar-16
Apr-16
May-16
Jun-16
Jul-16
Aug-16
Sep-16
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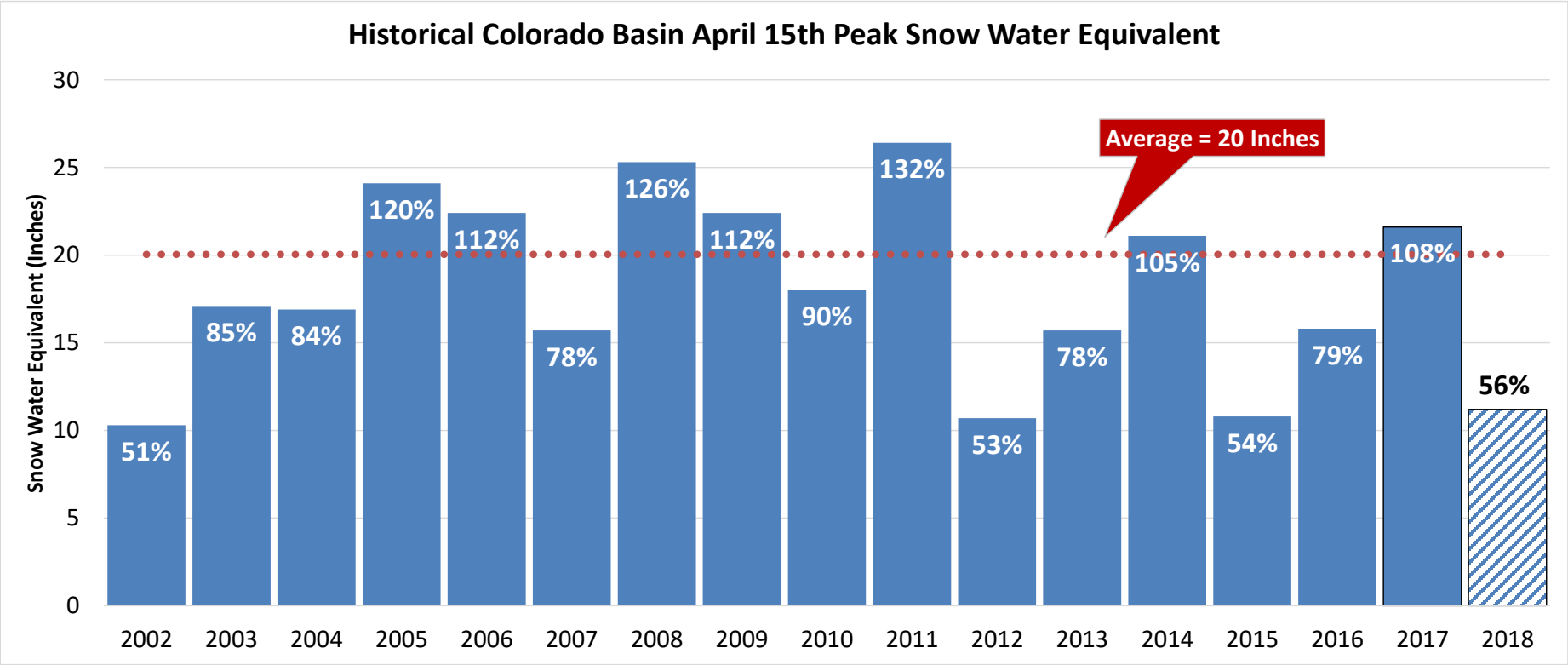
Nov-16
Dec-16
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Nov-17
Dec-17
Jan-18
Accumulated Overdraft (AO)
AO with CUP Removed
Threshold for Mitigation Against Increasing AO
Bottom of Basin Operating Range


Historical Colorado Basin April 15th Peak Snow Water Equivalent
Snow Water Equivalent (Inches)
30
25
20
15
10
5
0
Average = 20 Inches
51%
85%
84%
120%
112%
78%
126%
112%
90%
132%
53%
78%
105%
54%
79%
108%
56%
2002
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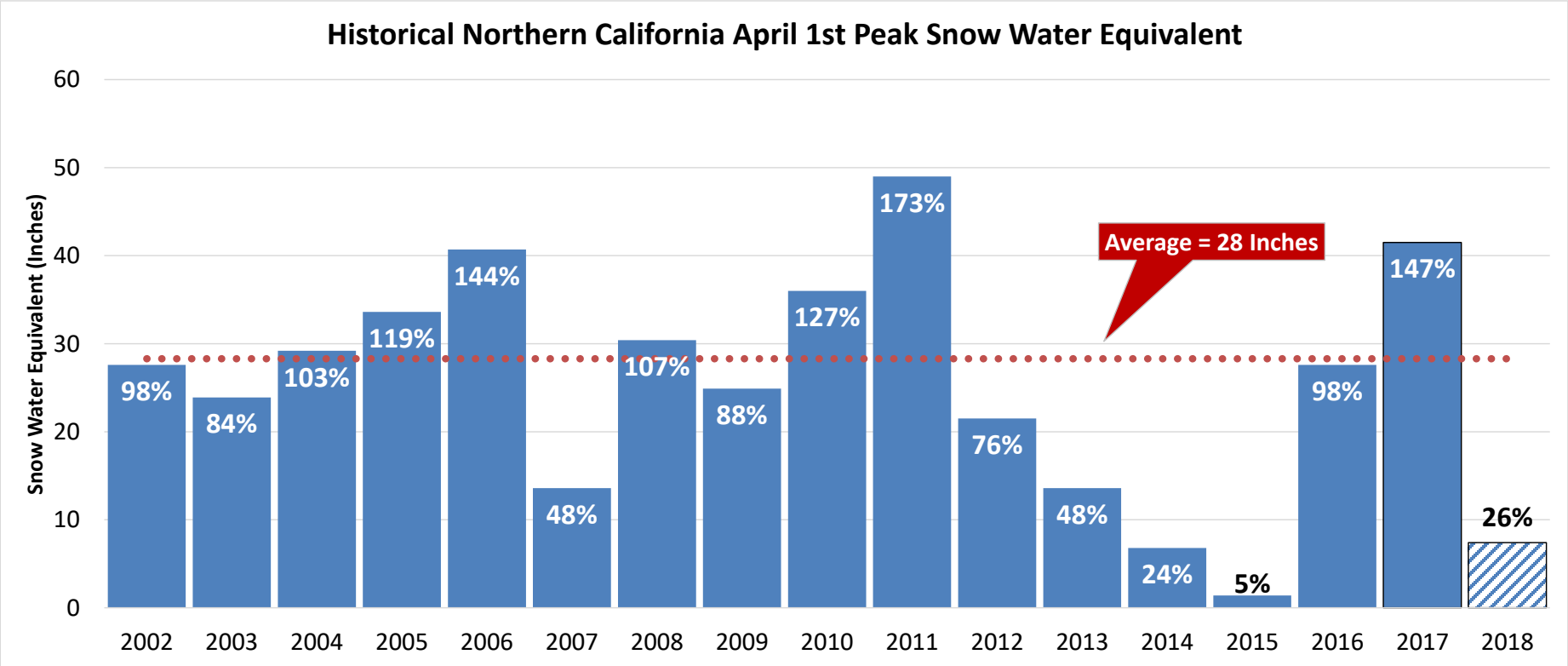
2015
2016
2017
2018


Historical Northern California April 1st Peak Snow Water Equivalent
Snow Water Equivalent (Inches)
60
50
40
30
20
10
0
Average = 28 Inches
98%
84%
103%
119%
144%
48%
107%
88%
127%
173%
76%
48%
24%
5%
98%
147%
26%
2002
2003
2004
2005
2006
2007
2008
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2010
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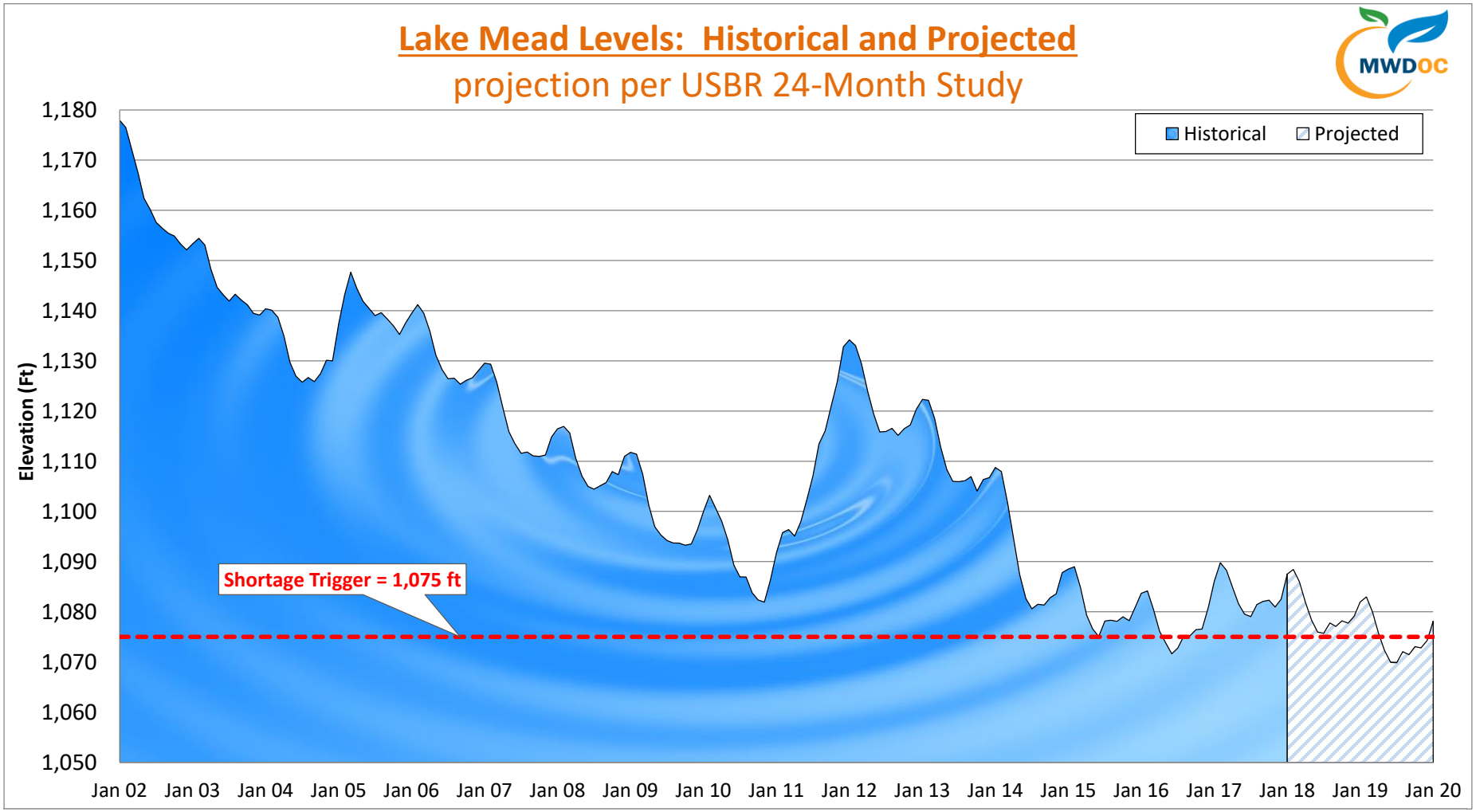
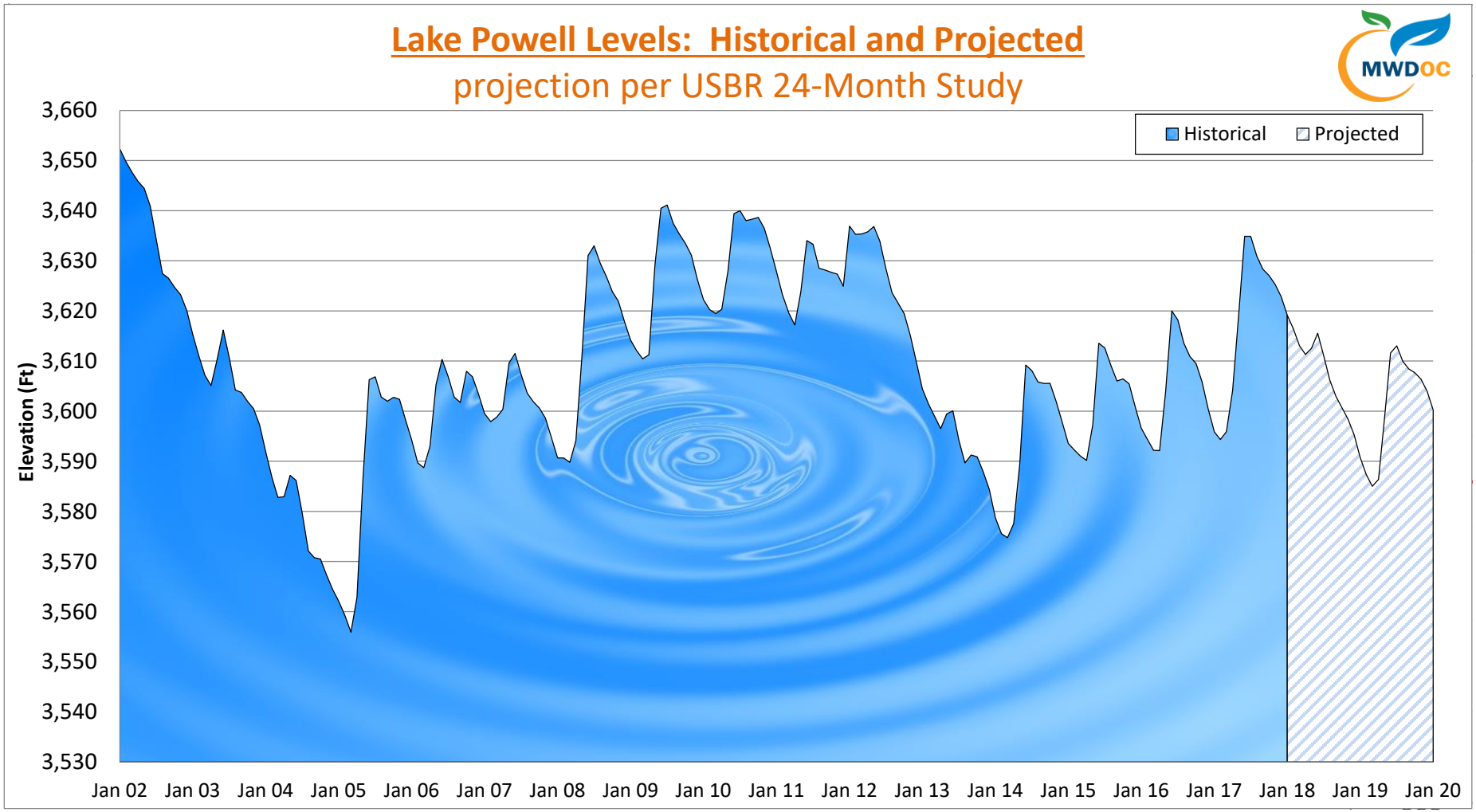
2017
2018


Lake Mead Levels: Historical and Projected
projection per USBR 24-Month Study
MWDOC
Historical
Projected
Elevation (Ft)
1,180
1,170
1,160
1,150
1,140
1,130
1,120
1,110
1,100
1,090
1,080
1,070
1,060
1,050
Shortage Trigger = 1,075 ft
Jan 02
Jan 03
Jan 04
Jan 05
Jan 06
Jan 07
Jan 08
Jan 09
Jan 10
Jan 11
Jan 12
Jan 13
Jan 14
Jan 15
Jan 16
Jan 17
Jan 18
Jan 19
Jan 20


Lake Powell Levels: Historical and Projected
projection per USBR 24-Month Study
MWDOC
Historical
Projected
Elevation (Ft)
3,660
3,650
3,640
3,630
3,620
3,610
3,600
3,590
3,580
3,570
3,560
3,550
3,540
3,530
Jan 02
Jan 03
Jan 04
Jan 05
Jan 06
Jan 07
Jan 08
Jan 09
Jan 10
Jan 11
Jan 12
Jan 13
Jan 14
Jan 15
Jan 16
Jan 17
Jan 18
Jan 19
Jan 20

WILL SERVE REQUEST STATUS REPORT

(February 2018)

All projects subject to previously issued Will Serve Letters are either Complete or the Will Serve Letter has Expired

(Will Serve Letters Expire One Year from Date of Issuance)

Date Requested	Applicant	Project Description	Type	Location	Status	Date Issued
6/21/17	23961 Calle De La Magdalena Investors, LLC	Calle De La Magdalena Fire Service	ND	23961 Calle De La Magdalena	Issued	6/28/17
6/22/17	Precision Hospitality & Development, LLC	Dunkin Donuts	ND	23771 El Toro Rd.	Issued	7/24/17
9/14/17	Elite Hospitality, Inc.	Home 2 Suites	ND	23061 Ave. de la Carlota	Issued	9/14/17
11/14/17	Laguna Hills Investment Company	Oakbrook Village Bldg. D	ND	24231 Ave. de la Carlota	Issued	12/19/17

ND = New Development

EL TORO WATER DISTRICT
UNAUTHORIZED DISCHARGE SUMMARY
YEAR OF 2018

DATE	PUBLIC / PRIVATE	SPILL TYPE	LOCATION	REASON	IMMEDIATE CORRECTIVE MEASURES	PREVIOUS MAINTENANCE		POST-INCIDENT PREVENTIVE MEASURES	RWQCB	DISCHARGED TO	SPILL VOLUME (PUBLIC) Gallons		SPILL VOLUME (PRIVATE) Gallons		REGULATORY NOTIFICATION AND RESPONSE
						CLEANING	TV				CONTAINED	SPILLED	CONTAINED	SPILLED	
January 29, 2018	Private	Sewer	23875 Syacmore Mission Viejo	Lateral Blockage	Ran Clean out in front yard, broke stoppage	N/A	N/A	Collections returned 1/30/18 to TV line	9	Yard			18		Notified OCEH, RWQCB-9, City of Mission Viejo
No			**Spill**		**to**			**Report**							
											#REF!	**0**	**18**	**0**	

LEGEND

S.DC = San Diego Creek	RES. = Residential	R.S. = Rocks
S.D. = Storm Drain	C. = Commercial	C.W.D. = Calcium Water Deposits
A.C. = Aliso Creek	S.B. = Siphon	B.P, = Broken Pipe
G.B. = Grease Blockage	P.F. = Power Failure	U.W. = Untreated Water
S. = Sticks	P. = Paper	R. = Roots

El Toro Water District
SWRCB Emergency Drought Regulations
Monthly Urban Water Supplier Reporting/ Tracking

Month	Total Purchases 2013 (AF)	ET 2013	Total Purchases 2015/16/17/18 (AF)	ET 2015/16/17	Delta (AF)	Delta %	Residential % of Total 2015/16/17	Residential Usage 2015/16/17 (AF)	GPCD 2015/16/17	RW 2013 (AF)	RW 2015/16/17 (AF)
June	996.66	6.00	773.57	5.73	-223.09	-22%	61.75%	477.68	107	62.62	55.65
July	1,016.80	5.80	723.00	5.95	-293.8	-29%	60.26%	435.68	94	56.51	87.87
August	1,042.70	6.55	790.17	6.24	-252.53	-24%	61.06%	482.48	104	49.34	124.29
September	963.00	5.26	663.40	4.96	-299.6	-31%	63.32%	420.06	94	46.06	101.44
October	811.60	3.92	613.70	3.86	-197.9	-24%	61.46%	377.18	82	25.45	90.39
November	684.20	2.51	528.90	3.26	-155.3	-23%	64.97%	343.63	77	16.87	58.30
December	593.20	2.49	430.70	2.36	-162.5	-27%	67.92%	292.53	63	15.55	32.44
January	543.15	2.53	417.00	1.89	-126.15	-23%	75.41%	314.46	68	13.00	23.43
February	502.41	2.89	455.20	3.83	-47.21	-9%	74.80%	340.50	79	18.35	55.08
March	736.34	4.06	474.45	3.99	-261.89	-36%	70.86%	336.20	73	35.55	52.33
April	825.00	4.82	526.00	5.15	-299	-36%	71.43%	375.72	84	53.97	105.24
May	874.56	5.97	621.70	4.65	-252.86	-29%	67.21%	417.84	90	62.80	133.64
June	996.66	6.00	731.50	5.81	-265.16	-27%	66.57%	486.96	109	62.62	172.45
July	1,016.80	5.80	770.10	6.78	-246.7	-24%	67.21%	517.56	112	56.51	195.68
August	1,042.70	6.55	753.50	5.96	-289.2	-28%	64.76%	488.00	105	49.34	198.34
September	963.00	5.26	672.80	4.50	-290.2	-30%	65.56%	441.09	99	46.06	160.69
October	811.60	3.92	600.30	3.23	-211.3	-26%	65.59%	393.77	85	25.45	110.38
November	684.20	2.51	524.60	2.76	-159.6	-23%	69.16%	362.81	81	16.87	80.81
December	593.20	2.49	429.60	1.91	-163.6	-28%	71.19%	305.82	66	15.55	49.90
January	543.15	2.53	357.22	1.99	-185.93	-34%	78.25%	279.51	60	13.00	27.75
February	502.41	2.89	341.84	1.77	-160.57	-32%	79.10%	270.39	65	18.35	21.00
March	736.34	4.06	544.19	4.27	-192.15	-26%	77.34%	420.88	91	35.55	88.91
April	825.00	4.82	634.95	5.17	-190.05	-23%	69.72%	442.66	99	53.97	146.88
May	874.56	5.97	669.86	4.70	-204.7	-23%	67.16%	449.91	97	62.80	170.35
June	996.66	6.00	734.87	5.25	-261.79	-26%	67.01%	492.44	110	62.62	168.67
July	1,016.80	5.80	849.65	6.34	-167.15	-16%	65.31%	554.91	120	56.51	206.55
August	1,042.70	6.55	829.15	6.13	-213.55	-20%	64.21%	532.43	115	49.34	201.74
September	963.00	5.26	684.25	4.80	-278.75	-29%	64.06%	438.35	98	46.06	157.58
October	811.60	3.92	731.30	3.57	(80.30)	-10%	66.20%	484.11	105	25.45	144.70
November	684.20	2.51	548.66	2.36	-135.54	-20%	66.12%	362.75	81	16.87	79.64
December	593.20	2.49	646.24	3.26	53.04	9%	69.45%	448.82	97	15.55	105.69
January	543.15	2.53	481.56	2.38	-61.59	-11%	71.74%	345.48	75	13.00	59.07
February	502.41	2.89	529.34	3.12	26.93	5%	71.59%	378.95	91	18.35	92.01
Total	26,332.96	143.55	20,083.27	137.93	-6249.69	-24%	68.11%	13,511.58	90	1,215.89	3,558.89

Bob Hill

From: SWRCB Office Research, Planning & Performance <drinc@waterboards.ca.gov>
Sent: Monday, March 12, 2018 11:07 AM
To: Bob Hill
Subject: Monitoring Report Acknowledgement for February 2018

Hello Robert Hill

Thank you for your Monitoring Report. Below is the information you have submitted for the month of February 2018. If this information is incorrect, you can edit the report or re-submit your report for the month with the corrected information. We use your most recently submitted monthly report in our calculations.

Reporter	Robert Hill
Urban Water Supplier(Number)	El Toro Water District (562)
Reporting Month	0218
Stage/Mandatory	None
Days Outside Irrigation	
Total Potable Water Production	529.34 AF
2013 Same Month Production	502.41 AF
CII Water	71.67 AF
Commercial Agricultural Water	0 AF
Commercial Agricultural Water 2013	AF
Recycled Water	92.01 AF
Non-revenue Water	AF
Residential Use Percentage	71.59 %
Population	48628
Estimated R-GPCD	91
Number Complaints	0
Number Follow-ups	0

Number Warnings	0
Rate Penalties	0
Other Penalties	
Enforcement Actions	
Actions Taken	
Implementation Comments	
Qualification	

To edit your report click HERE (After logging in, select the report to edit, click on "Edit", make your corrections, and click on "Update" when finished)

State Water Resources Control Board Office of Research, Planning & Performance

(WRP) Tertiary Treatment Plant

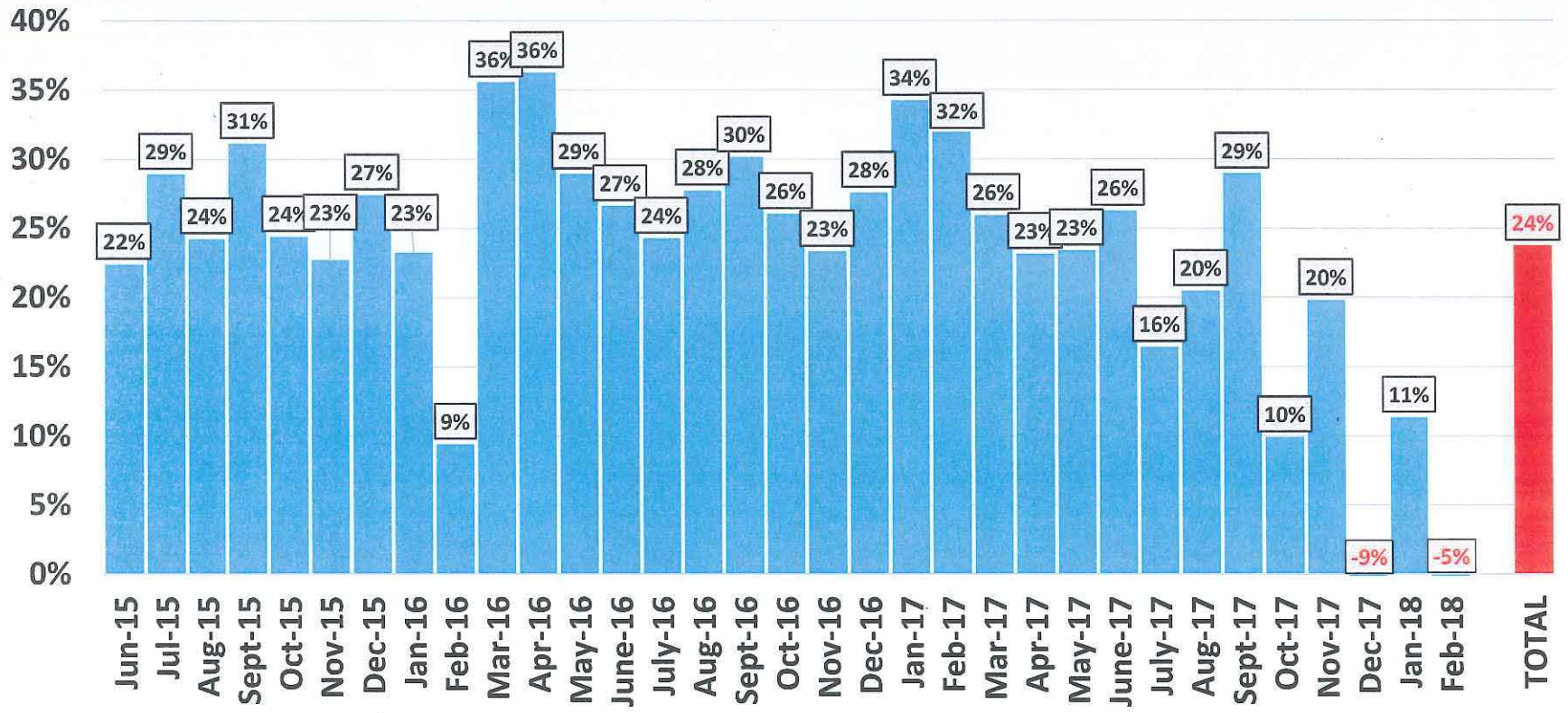
Feb-18

Total Recycled Water Production

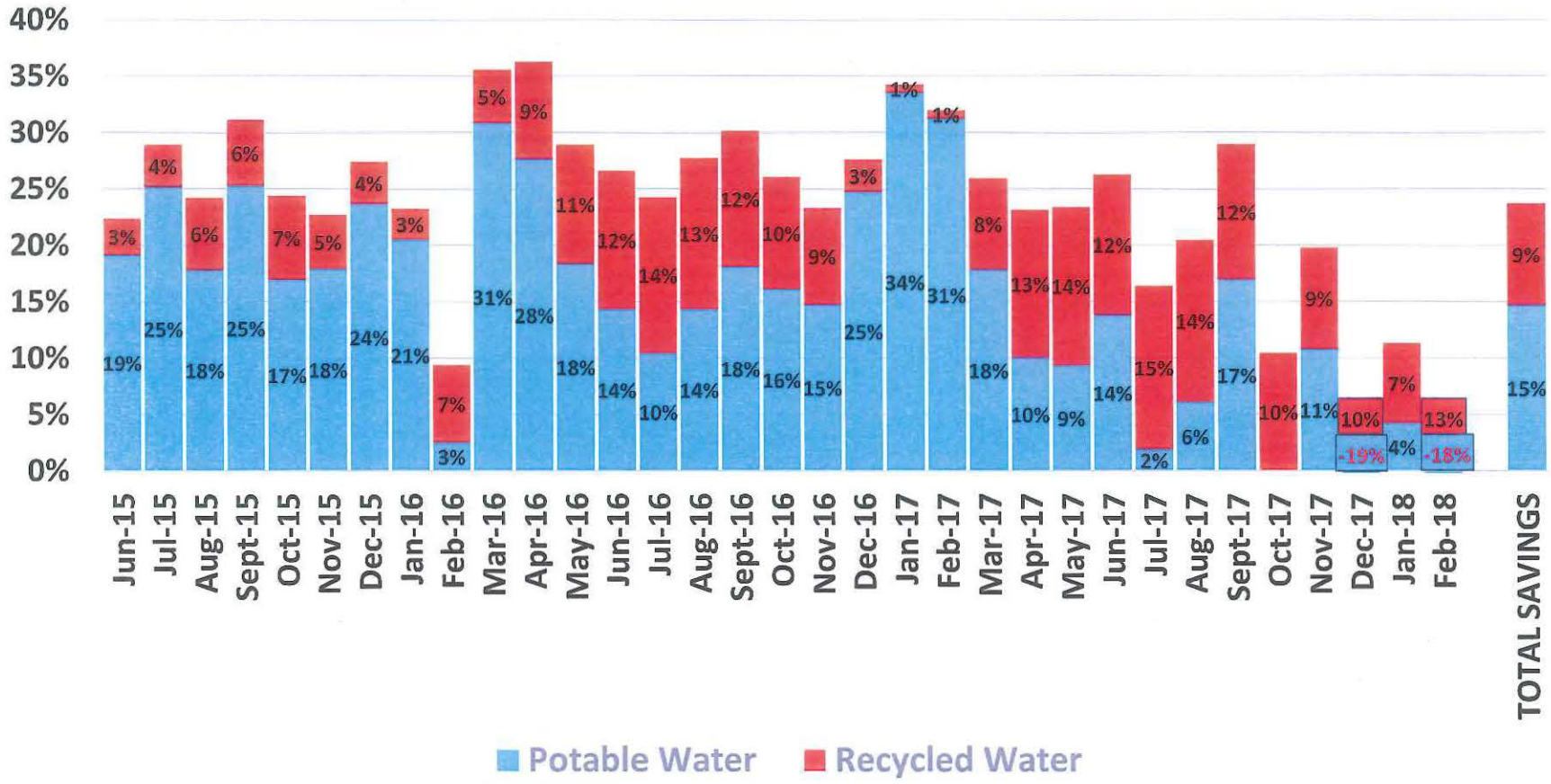
Flow, Units	G.C. Irrigation	Main Distribution	WRP Irrigation/Utility	Total, Production
Avg. Daily Q MGD	0.268	0.753	0.049	1.070
Total Q MG	7.507	21.093	1.383	29.983
Total Acre Feet	23.038	64.732	4.244	92.014

"No Supplemental Potable Water Usage This Month"

ETWD WATER SAVINGS COMPARED TO 2013



ETWD WATER SAVINGS COMPARED TO 2013



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ATTORNEY AND COUNSELOR AT LAW
FIFTH FLOOR
1050 THOMAS JEFFERSON STREET, NW
WASHINGTON, DC 20007
(202) 293-4064
jimbarker@jcbdc.com

Nicholas Crockett
Alia Cardwell

Municipal Water District of Orange County, California
Washington Update
March 13, 2018

The House and the Senate are working hard to finish the current Omnibus Spending Bill for the 2018 Fiscal Year. This bill will fund federal government activities through September 30, 2018.

The current plan is to pass the funding bill by March 23rd, the day that the current Continuing Resolution tolls.

We are expecting to see increased funding for domestic programs. There have been no details released publicly yet about water spending, but two staffers within the Senator Feinstein office and several other House staffers have advised us that they predict we will see some funding for discretionary grants in the bill. As a result, we are likely to see the Administration release application information for the Ocean Water Desalination Grants that were made possible through the passage of the WIIN Act. Yesterday, Senator Feinstein's Office predicted we will see those grants released in April or May.

Turning to the Infrastructure Bill, in a sign that the Infrastructure Bill is truly in trouble, Senator John Cornyn (R-Texas), a Member of Senate Republican Leadership, said last week that he believed it would be very tough to pass an Infrastructure bill this year.

In the House, Chairman Shuster of the House T&I Committee may very well try to move an Infrastructure bill in that body during his final year in public office. And getting such a bill through the House is one thing, but getting a large bill like this through the Senate is an altogether tougher lift.

One of the issues Chairman Shuster has pushed is a gasoline tax to help pay for the Infrastructure Bill—but last week, Speaker Ryan made it clear that House Leadership

will not support any increase in the gasoline tax—thus making it even more difficult for Shuster to find the funding needed to pay for such a bill.

There are two major issues in play at the moment for the proposed Infrastructure Bill. One deals with "where the $200 Billion in federal dollars comes from –to pay for the Infrastructure Program". The other issue deals with the notion that many of our nation's cities are complaining that the $200 Billion over ten years (that's $20 Billion a year for ten years) is simply inadequate for the infrastructure demands of our nation.

Here are two bills that we are tracking that are likely to pass the House of Representatives. Their consideration in the Senate is more uncertain.

Bill: HR 3387 The "Drinking Water System Improvement Act"
Sponsor: Rep. Gregg Harper (R-Miss.)
Status: Passed the House Energy and Commerce Committee in July.

A House bill to provide billions of dollars for rebuilding and repairing crumbling drinking water in the wake of the lead poisoning in Flint, Mich., could find bipartisan support for being included in an infrastructure package.

The bill, approved in committee by voice vote, would reauthorize the Drinking Water State Revolving Fund for five years and allow it pay out grants up to $8 billion for communities across the nation.

It would be a boost of about $1.2 billion over current federal spending on the popular grant program with carve-outs to make it easier for dollars to go to disadvantaged communities like Flint.

The White House and congressional Republicans have both repeatedly said overhauling drinking water systems would be a major element of their infrastructure legislation.

A Senate version of the bill, however, has yet to surface.

Bill: HR 3043 The "Hydropower Policy Modernization Act"
Sponsor: Rep. Cathy McMorris Rodgers (R-Wash.)
Status: Passed the full House, 257-166, in November. Awaiting action in the Senate.

Legislation streamlining the federal process for hydropower permitting fits with the GOP view that less regulation will spur infrastructure projects.

H.R. 3043, much like H.R. 2910, would give FERC more control over the permitting process. The bill would designate FERC as the federal lead for processing applications for hydropower.

The arguments for and against the measure are similar, too. Republicans say that it would bring "certainty" to permitting. Environmentalists and tribal groups say it could undercut state authority under the Clean Water Act and hand the reins to FERC in an area where it has no real expertise.

H.R. 3043 made it out of the Energy and Commerce Committee by voice vote, but the panel's top Democrats came out against it just before it hit the full House.

And some moderate Democrats think the party only hurts itself by refusing to compromise on permitting reform for hydropower and other carbon-free energy projects.

"What we're concerned about is achieving high standards, and if there's a way to achieve high standards with less drag on the economy, we ought to welcome that, not fight it," Rep. Scott Peters (D-Calif.) said in a recent interview. "The frustration that people feel can lead to what Trump wants to do, which is to get rid of all regulations."

Congressman Peters has his own hydropower permit streamlining bill, HR 2274. The measure passed the House under fast-track procedure in June.

MWDOC Water Luncheon In Washington, DC

MWDOC helped host and organize a very successful luncheon where Representatives Calvert, Rohrabacher, Issa, and Royce attended and participated. Both Congressmen Issa and Royce were presented framed resolutions honoring their service to Orange County water interests. In addition, we had Water Leaders in town from various water districts in Southern California participate in the luncheon as well as an excellent turnout from staffers working in the Congressional Delegation. All told, our attendance was approximately 54 individuals.

3/13/18 JCB

BEST BEST & KRIEGER LLP
ATTORNEYS AT LAW

Memorandum

To: Municipal Water District of Orange County
From: Syrus Devers, Best Best & Krieger
Date: March 19, 2018
Re: Monthly State Political Report

Legislative Report

In general, the Capitol is settling in to its regular work pace. The next important date is the start of the Spring Break recess on March 22nd. Only a minority of the newly introduced bills will be heard before then, which means nearly all the rest have to be heard in the four weeks after the Legislature returns on April 2nd. The deadline for fiscal bills to pass out of policy committees is April 27th.

SB 623 (Monning) / Budget Trailer Bill (Tax on Water): As predicted, this issue has become the most serious threat this year. Although little focus is on SB 623 itself, the Brown Administration and legislative leadership are teaming up to push this issue through the budget. As part of a coordinated lobbying effort within ACWA, BB&K staff took the lead on setting up a meeting with several key legislators, including Assembly Member Richard Bloom, who chairs the Budget Subcommittee #3 that will hear the Budget Trailer Bill. The meeting with Chairman Bloom did not go well. He clearly stated his intent to support the issue and that Assembly leadership was supportive as well. He further opined that the Senate was in support. BB&K was in the meeting with the Chair of the corresponding Senate Budget Subcommittee. That meeting was more positive but Assembly Member Bloom is likely correct about the attitude of the Senate. Both subcommittees have indicated they will refrain from passing the trailer bills this week, or "hold them open," but that is small comfort. This issue will make it to the floors of both houses and will likely be a live issue in August.

SB 2050 (Caballero-Small district consolidation): ACWA has now taken a "Favor" position on this bill, which allows ACWA and BB&K staff to be on message together, which is a critical part of opposing SB 623 and the Budget Trailer Bill.

SB 998 (Dodd-Water shut off prohibitions): BB&K staff is part of a working group that has met twice to craft a strategy to oppose SB 998. Lobbying on bill, however, has yet to begin. The likely hearing date is April 3rd.

SB 606 (Skinner)/AB 1668 (Friedman-Water efficiency bill package): The amendments that MWDOC staff have been involved with since last November have now been made public. BB&K and MWDOC staff attended an ACWA working group meeting in Sacramento where

opponents debated the new amendments. As has been the case in the past, opponents offered critiques of the amendments, some of which were well taken, but would not negotiate a set of amendments that would remove their opposition. The group even reopened, and suggested new language, to current bill provisions that have not been the subject of debate since last summer. One of the main points of debate has always been the size of the credit for recycled water delivered for potable reuse. Current bill language allows for a credit equal to 10% of a water district total water budget, and several water agencies, including members of MWDOC, are advocating for a 30% credit. For the first time, water districts that have been a part of the opposition coalition from the beginning expressed doubt that such a position was defensible.

As this report was being prepared on March 13th, at 4:15 p.m., Assembly Members Rubio, Caballero and Weber released a letter commenting on the new amendments. The letter states the amendments do not go far enough and called for three amendments: a 30% credit for recycled water delivered for potable reuse, clarity for how outdoor standards will be set (an issue that MWDOC staff would support), and nonspecific language regarding the availability of water supplies during a drought. This letter was not discussed in the ACWA working group. So it is unclear if this represents the amendments that would move the opponents to neutral or support, or if this solely represents the unified position of these three members. Hopefully BB&K can provide clarity at the PAL Committee meeting.

The County of Orange Report

March 13, 2018
by Lewis Consulting Group

Riverbed Homeless Relocated

- 404 tons of debris
- 13,950 needles (approx. # based on disposal containers)
- 5,279 pounds of hazardous waste (human waste, propane, pesticides and other materials)

County Staff will work with 700 individuals and try to place them in longer term settings - substance abuse rehabilitation, mental health care and medical recuperation beds. These are all voluntary options and the question is how many will just choose to return to the streets?

Following the closure of the homeless encampment along the two mile stretch of the Santa Ana Riverbed, between the I-5 in Orange and Ball Road in Road in Anaheim, the County engaged in a massive clean-up operation. Removal of debris includes 404 tons of trash, nearly 14,000 needles and over 5,000 pounds of hazardous waste. All of this was in danger of ending up in the ocean.

ORANGE COUNTY LAFCO EST. 1963 Update

The March 14th LAFCO meeting was held after the PAL print deadline. Items of interest will be reported orally at PAL on March 19, 2018.

On the March 14th agenda:

- a final vote reorganization allowing the City of La Habra to annex 6 unincorporated islands. The territory currently has a population of 1,267. The area totals approximately 180 acres. Some of the islands have received water from the California Domestic Water Company. The City of La Habra is acquiring that water system. One of the 6 islands will still be serviced by Suburban Water Systems.
- a re-visit to the Comprehensive Organizational Assessment list of recommendations prepared by Kelly Associates Management Group. Staff is one again recommending a YES vote on budget augmentations totaling $128,599 over 2 years.
- Announcement of 2018 LAFCO Strategic Planning Session - April 11, 2018 8:15A-12:00P OCTA Board Room #8, 500 S. Main Street, Orange. A review of completion of agency goals and identify projects and activities for 2018-2019 work plan. This is a public meeting with public comments.

County Supervisor Election Update

Filing has now closed and the list of candidates for the O.C. Board of Supervisors are as follows:

District 2 - Michelle Steel will be challenged by Michael Mahony and aerospace executive Brendon Perkins, the election could be decided in June.

District 4 - OPEN SEAT (Shawn Nelson) - one of the most interesting and important elections in the O.C. The 6 candidates are:

Cynthia Aguirre - Budget Analyst
Doug Chaffee - Fullerton Mayor
Rose Espinoza - La Habra Councilmember
Joe Kerr - retired Fire Captain & union leader
Lucille Kring - Anaheim Councilmember
Tim Shaw - La Habra Councilmember

District 5 - Lisa Bartlett runs unopposed and will serve another 4 years.
District 1 - Andrew Do has two more years on his current term.
District 3 - Todd Spitzer has 2 more years until he is "termed out". There will be a Special Election in 2019 if he is elected District Attorney in 2018.

More Elections of Note. . .

Congress

39th Congressional District - OPEN SEAT (Ed Royce). Filing remains open until Wednesday, March 14. So far 15 candidates have qualified for the ballot. They include 2 Independents, 5 Republicans and 8 Democrats. Apparently there are another 8 candidates who might file by the Wednesday deadline.
45th Congressional District - Mimi Walters. The congresswoman faces a field of 4 Democrats and 1 Independent.
48th Congressional District - Dana Rohrabacher. The under siege incumbent faces 1 Independent, 1 Libertarian, 5 republicans and 9 Democrats. The likelihood is Rohrabacher will make the "top 2 run-off", but who would he face a Democrat or former ally and well-financed Republican Scott Baugh?
49th Congressional District - OPEN SEAT (Darrell Issa). So far there are 13 candidates from both Orange and San Diego county. Filing so far are 3 minor party candidates, 6 Republicans and 4 Democrats. Filing remains open until March 14 and more candidates are anticipated to file.

State Senate

29th State Senate District - Josh Newman. Filing for this office remains open until April 4th but will only be of consequence if Senator Newman is recalled from office.
32nd State Senate District - OPEN SEAT (Tony Mendoza). Scandal plagued Tony Mendoza is one of 10 candidates vying for this reliably Democrat Senate seat. However there are 8 Democrats and 2 Republicans running. A perfect "top 2" storm?
34th State Senate District - Janet Nguyen. Senator Nguyen has attracted 3 opponents, including Democrat heavyweight Tom Umberg.

State Assembly

72nd Assembly District - OPEN SEAT (Travis Allen). Look for either Tyler Diep, Greg Haskin or Long Pham to face-off against Josh Lowenthal in November.
73rd Assembly District - Bill Brough. In addition to a democrat opponent, Brough is now facing a last minute entrant, Ed Sachs Mission Viejo Mayor.
74th Assembly District - Matthew Harper. Who will Harper face in November? Republican Katherine Daigle or one of 3 Democrats?

Speaking of Orange County

Courtesy of Orange County Treasurer Shari Friedenrich

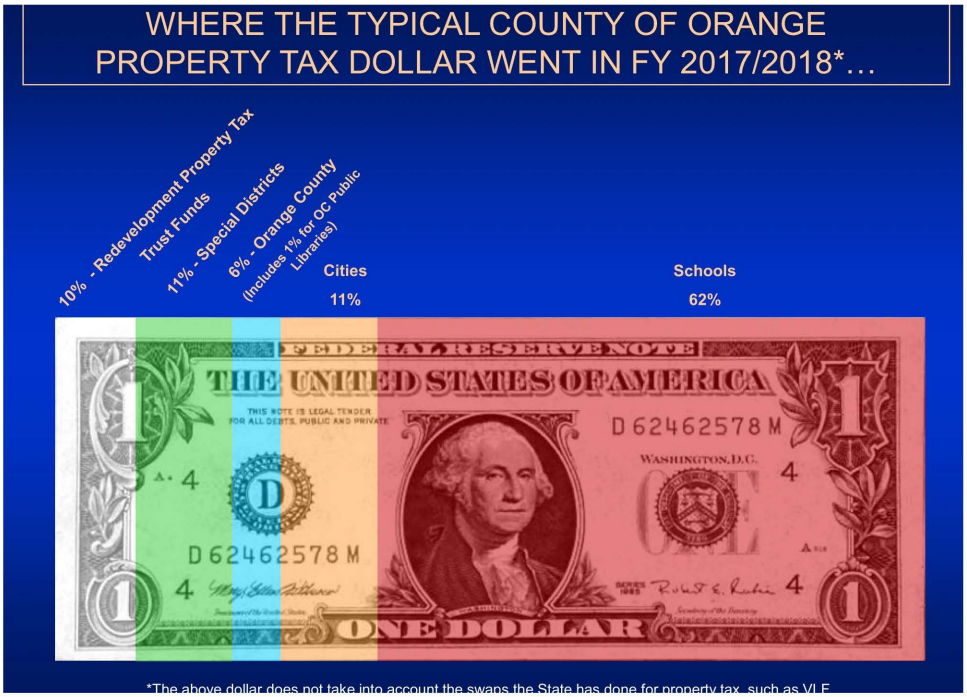
FOR IMMEDIATE RELEASE
DATE: March 8, 2018

Contact: Shari Freidenrich
(714) 834-7625
Treasurer@ttc.ocgov.com

TOP TWENTY PROPERTY TAXPAYERS SECURED AND UNSECURED FOR FY 2017-18

Orange County Treasurer-Tax Collector, Shari L. Freidenrich, announced that the Top Twenty Property Taxpayers for Fiscal Year (FY) 2017-18 in the secured and unsecured categories in the County of Orange are as follows:

Secured:			Unsecured:		
1.	Irvine Company	$94,856,224	1.	Charter Comm. Inc. (Time Warner)	$3,783,915
2.	Walt Disney Parks & Resorts US	$55,322,385	2.	Cox Communications, Inc.	$2,614,215
3.	Southern California Edison Co. (Edison International)	$38,457,750	3.	Boeing Company	$2,463,752
4.	Five Points Holdings, LLC	$19,541,581	4.	Broadcom Corporation	$1,517,019
5.	Sempra Energy (SDG&E, So. Cal. Gas)	$10,785,475	5.	Southwest Airlines Company	$1,454,917
6.	AT&T (Pacific Bell Telephone Company)	$10,025,636	6.	Allergan	$1,313,276
7.	United Laguna Hills Mutual (Laguna Woods)	$9,882,519	7.	Panasonic Avionics Corporation	$1,289,557
8.	BEX Portfolio, Inc.	$8,442,913	8.	Jazz Semiconductor, Inc.	$1,276,757
9.	Anbang Insurance Group Co. (Ritz-Carlton, Montage)	$7,571,665	9.	Applied Medical	$1,274,081
10.	Bella Terra Associates, LLC	$5,949,022	10.	Kimberly-Clark Worldwide, Inc.	$1,209,888
11.	South Coast Plaza	$4,683,956	11.	American Airlines, Inc.	$1,151,795
12.	Olen Properties Corporation	$4,558,001	12.	Wells Fargo Bank	$1,021,028
13.	Mainplace Shoppingtown LLC	$3,913,858	13.	Oakley, Inc.	$996,409
14.	Knott's Berry Farm	$3,891,187	14.	Western Digital	$831,686
15.	B. Braun Medical, Inc.	$3,866,035	15.	AT&T	$788,952
16.	The Mayer Corporation (Waterfront Beach Resort)	$3,498,770	16.	JP Morgan Chase Bank	$782,197
17.	Marblehead Development Partner	$3,449,820	17.	Albertsons Companies, Inc.	$764,088
18.	KSL Capital Partners (Monarch Beach Resort)	$3,195,103	18.	The Kroger Company	$758,197
19.	Manulife US REIT (Hancock S-REIT Irvine Corp.)	$3,147,357	19.	Irvine Company	$756,920
20.	Vestar	$3,120,030	20.	Allianz Asset Management, Inc.	$746,498



Will March Mini Miracle Help Avert Drought?

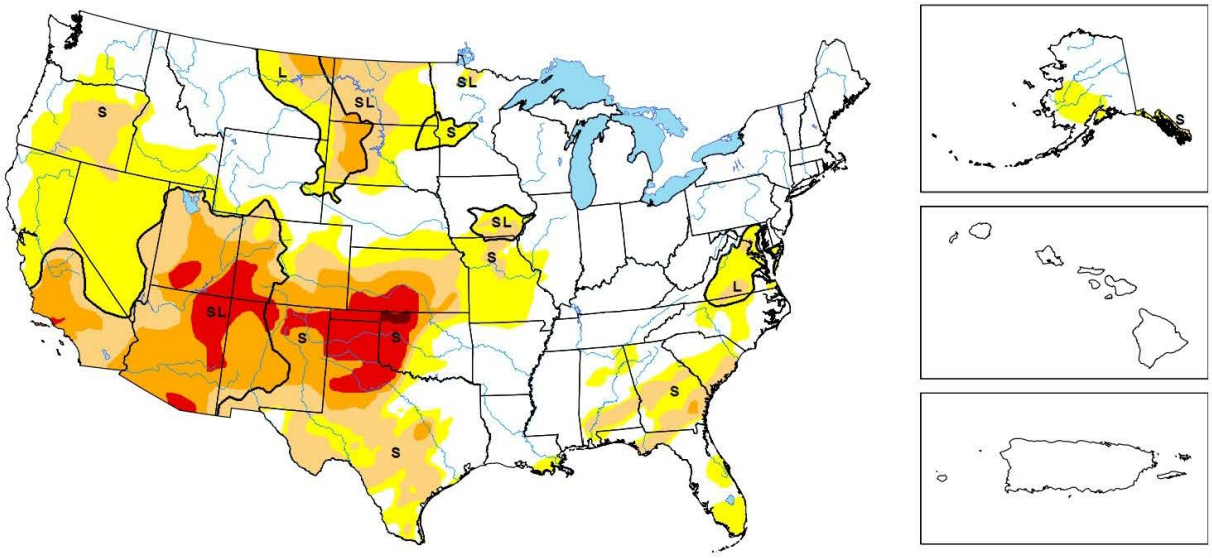
On February 14th the California snowpack measured 14% of normal. However, thanks to some early March precipitation, the California snowpack improved to 37% of normal as measured on March 5, 2018. With more storms predicted in mid-March, how much additional improvement will be measured?

United States Drought Monitor

Login

Map for March 8, 2018

Data valid: March 6, 2018 | Author: Richard Tinker, NOAA/NWS/NCEP/CPC



The data cutoff for Drought Monitor maps is each Tuesday at 7 a.m. EST. The maps, which are based on analysis of the data, are released each Thursday at 8:30 a.m. Eastern Time.

Intensity and Impacts

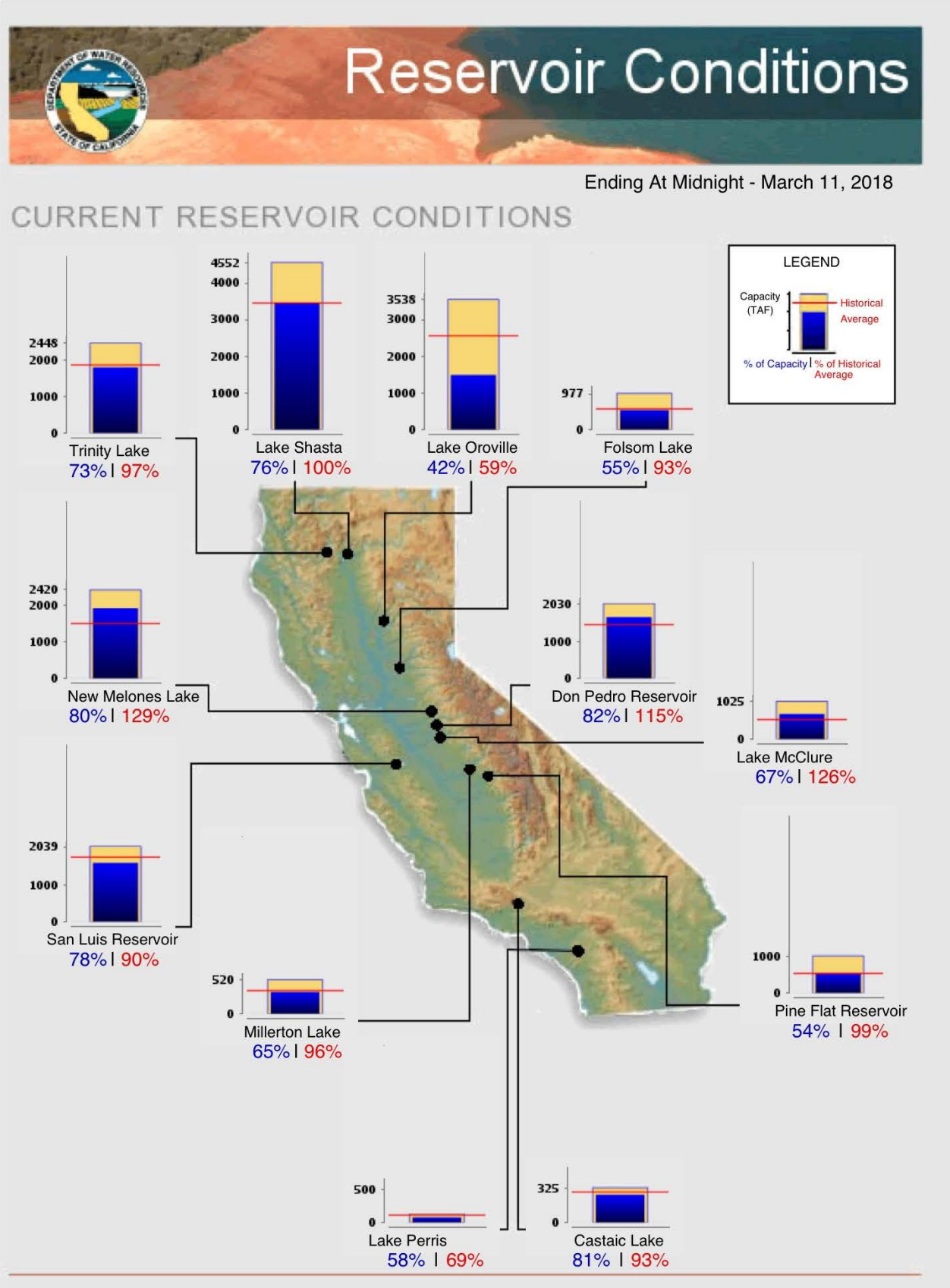
- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)

- Delineates dominant impacts

S - Short-Term impacts, typically less than 6 months (e.g. agriculture, grasslands)

L - Long-Term impacts, typically greater than 6 months (e.g. hydrology, ecology)

California Reservoirs Are Still Providing a Good Buffer



MWDOC

PAL Committee

Prepared by, Best Best & Krieger, 3/13/2018

A. Priority Support/Oppose

Measure	*Author*	*Topic*	*Brief Summary*	*Position*	*Priority*	*Notes 1*
AB 1668	*Friedman D*	*Water management planning.*	*Current law requires the state to achieve a 20% reduction in urban per capita water use in California by December 31, 2020. Current law requires each urban retail water supplier to develop urban water use targets and an interim urban water use target, as specified. This bill would require the State Water Resources Control Board, in coordination with the Department of Water Resources, to adopt long-term standards for the efficient use of water, as provided, and performance measures for commercial, industrial, and institutional water use on or before June 30, 2021.*	*Support*	*A. Priority Support/Oppose*	
AB 1876	*Frazier D*	*Sacramento-San Joaquin Delta: Delta Stewardship Council.*	*The Sacramento-San Joaquin Delta Reform Act of 2009 establishes the Delta Stewardship Council, which consists of 7 members, and requires the council to develop, adopt, and commence implementation of a comprehensive management plan for the Delta, known as the Delta Plan. This bill would increase the membership of the council to 13 members, including 11 voting members and 2 nonvoting members, as specified.*	*Opposition*	*A. Priority Support/Oppose*	
AB 2050	*Caballero D*	*Small System Water Authority Act of 2018.*	*Would create the Small System Water Authority Act of 2018 and state legislative findings and declarations relating to authorizing the creation of small system water authorities that will have powers to absorb, improve, and competently operate noncompliant public water systems. The bill would define various terms and require a change in organization to be carried out as set forth in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.*	*Support*	*A. Priority Support/Oppose*	
SB 606	*Skinner D*	*Water management planning.*	*Current law requires the state to achieve a 20% reduction in urban per capita water use in California by December 31, 2020. Current law requires each urban retail water supplier to develop urban water use targets and an interim urban water use target, as specified. The bill would require an urban retail water supplier to calculate an urban water use objective no later than July 1, 2022, and by July 1 every year thereafter, and its actual urban water use by those same dates.*	*Support*	*A. Priority Support/Oppose*	

SB 623	Monning D	Water quality: Safe and Affordable Drinking Water Fund.	Would establish the Safe and Affordable Drinking Water Fund in the State Treasury and would provide that moneys in the fund are continuously appropriated to the State Water Resources Control Board. The bill would require the board to administer the fund to secure access to safe drinking water for all Californians, while also ensuring the long-term sustainability of drinking water service and infrastructure. The bill would authorize the state board to provide for the deposit into the fund of federal contributions, voluntary contributions, gifts, grants, bequests, and settlements from parties responsible for contamination of drinking water supplies.	Opposition	A. Priority Support/Oppose	The public goods charge bill.
SB 998	Dodd D	Water shutoffs: urban and community water systems.	Would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on residential service shutoff available in English, Spanish, or any other language spoken by at least 5% of the people residing in its service area. The bill would require the policy to include certain components and be available on the system's Internet Web site and be provided annually to customers in writing.	Oppose unless amended	A. Priority Support/Oppose	

B. Watch

Measure	Author	Topic	Brief Summary	Position	Priority	Notes 1
AB 272	Gipson D	Water utility service: sale of water utility property by a city.	Would permit a city that owns and operates a public utility for furnishing water service to sell the public utility for the purpose of consolidating its public water system with another public water system pursuant to the procedures that are generally applicable to the sale of real property by a city, only if the potentially subsumed water system is wholly within the boundaries of the city, if the city determines that it is uneconomical and not in the public interest to own and operate the public utility and if certain requirements are met.	Watch	B. Watch	Addresses water district consolidation in urban areas. Tracked because it may impact SB 623 debate.
AB 2060	Garcia, Eduardo D	Water: grants: advanced payments.	Current law requires a regional water management group, within 90 days of notice that a grant has been awarded, to provide the Department of Water Resources with a list of projects to be funded by the grant funds where the project proponent is a nonprofit organization or a disadvantaged community, or the project benefits a disadvantaged community. Current law requires the department, within 60 days of receiving the project information, to provide advanced payment of 50% of the grant award for those projects that satisfy specified criteria, including that the grant award for the project is less than $1,000,000 and requires the advanced funds to be handled as prescribed. This bill would instead require the department to provide advanced payment for those	Out for Analysis	B. Watch	

			projects of $500,000 or 50% of the grant award, whichever is less.			
AB 2064	*Gloria D*	*Integrated regional water management plans: grants: advanced payment.*	*Current law, until January 1, 2025, requires a regional water management group, within 90 days of notice that a grant has been awarded, to provide the Department of Water Resources with a list of projects to be funded by the grant funds if the project proponent is a nonprofit organization or a disadvantaged community or the project benefits a disadvantaged community. Current law requires the department, within 60 days of receiving this project information, to provide advanced payment of 50% of the grant award for those projects that satisfy specified criteria and require the advanced funds to be handled, including that the funds are required to be spent within 6 months of the date of receipt unless the department waives this requirement. The bill, until January 1, 2025, would require a project proponent, upon completion of the first one-half of a project receiving an above-described grant award, to provide a first one-half project accountability report to the department that reports the completion of objectives for the first one-half of the project and documents the expenditure and use of advanced grant funds.*	*Watch*	*B. Watch*	
AB 2072	*Quirk D*	*State Water Resources Control Board: contaminants of emerging concern.*	*Would require the State Water Resources Control Board, to the extent that the state board determines funds are available, to establish and maintain a dedicated program to research contaminants of emerging concern to understand the contaminants entering drinking water supplies. The bill would require the program to research the impacts of contaminants of emerging concern on human health and the environment, as prescribed.*	*Watch*	*B. Watch*	
AB 2339	*Gipson D*	*Water utility service: sale of water utility property by a city.*	*Would permit a city that owns and operates a public utility for furnishing water service to sell the public utility for the purpose of consolidating its public water system with another public water system pursuant to the procedures that are generally applicable to the sale of real property by a city, only if the potentially subsumed water system is wholly within the boundaries of the city, if the city determines that it is uneconomical and not in the public interest to own and operate the public utility and if certain requirements are met. The bill would prohibit the city from selling the public utility for one year if 50% of interested persons, as defined, protest the sale.*	*Watch*	*B. Watch*	
AB 3206	*Friedman D*	*Water conservation: water meters: accuracy and performance*	*Would require the State Energy Resources Conservation and Development Commission, on or before January 1, 2020, to adopt regulations setting standards for the accuracy of water meters purchased, repaired, or reconditioned on and after the effective date of those regulations, including water meters*	*Out for Analysis*	*B. Watch*	

		standards.	*installed pursuant to the Water Measurement Law, as specified. The bill would allow a water purveyor to install a water meter possessed by that water purveyor before the effective date of the regulations for a time period deemed appropriate by the commission.*			
SB 966	*Wiener D*	*Onsite treated nonpotable water systems.*	*Would, on or before December 1, 2022, require the State Water Resources Control Board, in consultation with the California Building Standards Commission, to adopt regulations for risk-based water quality standards for the onsite treatment and reuse of nonpotable water, as provided. The bill would authorize the state board to contract with public or private entities regarding the content of the standards and would exempt those contracts from, among other provisions, review and approval of the Department of General Services.*	*Watch*	*B. Watch*	

Total Measures: 13

Total Tracking Forms: 13

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
AB 18 **E. Garcia (D)** Sponsor: Author	Amended 8/30/17 Senate Appropriations Committee	**California Clean Water, Climate, Coastal Protection and Outdoor Access for All Act of 2018:** Enacts the California Clean Water, Climate, Costal Protection and Outdoor Access for All Act of 2018, which places a general obligation bond of $3.470 billion before voters at the June 5, 2018, statewide primary election.	**SUPPORT AND SEEK AMENDMENTS** based upon Board-adopted policy principles dated June 2003	Recognizes the need for additional state funding for water infrastructure at time when significant water investments are acutely necessary. Requested amendments include: state support for voluntary settlements with upstream water users, both for habitat improvement and flow enhancements; additional funding for development of local water supplies; increased funding for new water treatment systems, extensions of service or consolidations for non-compliant water systems located in disadvantaged communities; flood protection; and Salton Sea restoration, consistent with CNRA Salton Sea Management Plan.
AB 732 **Frazier (D)** Sponsor: Author	Amended 5/30/17 Senate Appropriations Committee	**Delta Levee Maintenance:** Delta levee maintenance program was established for reimbursement of costs incurred in connection with maintenance or improvement of projects or non-project levees in the Sacramento-San Joaquin Delta. AB 732 extends the current 75% state reimbursement rate for Delta levee maintenance costs in excess of $1,000 per mile, until July 1, 2020.	**WATCH** based upon prior position on SB 554 (Wolk) from 2016	Metropolitan dropped its opposition to AB 732 after the Delta Stewardship Council directed staff to enter into a Memorandum of Understanding with the Central Valley Flood Protection Board (CVFPB) and DWR to develop and recommend a new set of guidelines, including a methodology and local agency requirements for evaluating a local agency's ability to pay for cost of levee maintenance or improvements under the Delta Levee Subventions Program.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
AB 869 **Rubio (D)** Sponsor: Author	Amended 8/24/17 Senate Natural Resources and Water Committee	**Recycled Water:** Would require long-term standards for urban water use conservation and water use to include credit for recycled water, as specified. Would state that water conservation does not include curtailment of use of recycled water. Would prohibit urban retail water supplier from being required to reduce amount of recycled water it produces, sells or distributes for beneficial potable or nonpotable uses during period when water conservation measures are in effect.	**SUPPORT IF AMENDED** based upon Board-adopted legislative policy priorities dated 5/8/17	AB 869 is consistent with provisions found in SB 606 (Skinner/Hertzberg) and AB 1668 (Friedman) Metropolitan, with a few distinctions. Recognizes that recycled water is an efficient use and should be treated as such in any new water use efficiency targets, although expands credit specified in SB 606 and AB 1668 to include nonpotable recycled water. Attempts to override authority extended to Governor under Emergency Services Act regarding curtailment of potable and nonpotable recycled water.
AB 1270 **Gallagher (R)** Sponsor: Author	Amended 1/22/18 Signed by Governor on 2/26/18 Chapter 3, Statutes of 2018	**Dams and Reservoirs – Inspections and Reporting:** Requires DWR to inspect dams, reservoirs, and critical appurtenant structures within its jurisdiction once per fiscal year, with the exception of low hazard potential dams which shall receive inspections, at a minimum, every two fiscal years. Also requires owners to disclose information sufficient to enable DWR to determine conditions of dams, reservoirs, and critical appurtenant structures regarding their safety and to perform, at the owner's expense, other work necessary to secure maintenance and operation that will safeguard life and property.	**WATCH** (1/22/18)	Based upon Metropolitan's decades of experience in building, monitoring, maintaining and operating more than 20 dams within the district's regional water distribution system, the bill addresses security and inspection concerns previously identified.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
AB 1323 **Weber (D)** Sponsor: San Diego County Water Authority	Amended 5/30/17 Senate Appropriations Committee	**Water Efficiency Targets:** Provides that if a statute is not chaptered during 2017-18 legislative session to establish water conservation targets and long-term drought contingency planning, DWR shall convene stakeholder workgroup by February 1, 2019, to develop, evaluate and recommend proposals for establishing new water use targets for urban retail water suppliers.	**SUPPORT** based upon Board-adopted legislative policy priorities dated 5/8/17	Metropolitan supports state agency implementation of a framework consistent with the water use efficiency goals set by the Legislature by working through a stakeholder process to ensure the goals are met in a way that recognizes the unique challenges of agencies throughout California.
AB 1654 **Rubio (D)** Sponsor: Regional Water Authority and Irvine Ranch Water District	Amended 7/12/17 Senate Rules Committee	**Drought Contingency Planning:** As a step towards developing a single legislative proposal, the bill was amended in the Senate Natural Resources and Water Committee to state the intent of the Legislature to enact legislation necessary to help make water conservation a California way of life.	**WATCH** based upon Board-adopted legislative policy priorities dated 5/8/17	Author declined to incorporate work product stemming from legislative negotiations during summer recess [see summary of SB 606 (Skinner/Hertzberg) and AB 1668 (Friedman)].
AB 1667 **Friedman (D)** Sponsor: Author	Amended 7/3/17 Senate Natural Resources and Water Committee	**Water Management Planning:** Reflects the Brown Administration's June 2017 proposal to implement Executive Order B-37-16 and the framework contained in the report Making Water Conservation a California Way of Life for urban and agricultural water usage and drought planning.	**SUPPORT IF AMENDED** based upon Board-adopted legislative policy priorities dated 5/8/17	AB 1667 is consistent, in part, with the policy priorities adopted by Metropolitan's board. There are specific provisions, however, that require revisions to merit full support.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
AB 1668 **Friedman (D)** Sponsor: Author	Amended 9/8/17 Senate Rules Committee	**Water Management Planning:** Proposes targets for indoor residential water use and performance measures for CII water. References the Model Water Efficient Landscape Ordinance for outdoor water use. Also clarifies SWRCB enforcement authority for non-compliance; updates agricultural water use efficient requirements; and provides for countywide and small system drought planning.	**SUPPORT** based upon Board-adopted legislative policy priorities dated 5/8/17	AB 1668 recognizes the Legislature's critical role in providing appropriate oversight to implementation of water conservation efforts by the Department of Water Resources and the State Water Resources Control Board, while preserving local decision making. Bill includes a water-budget based target-setting approach that could be customized to unique location conditions and could be equally effective in reducing water use.
AB 1876 **Frazier (D)** Sponsor: Author	Introduced 1/16/18 Assembly Water, Parks and Wildlife Committee Date of Hearing: 3/20/18	**Delta Plan:** Seeks to alter the composition of the Delta Stewardship Council (DSC) so that it is dominated by in-Delta interests.	**OPPOSE** based upon June 2007 Board-adopted Delta Action Plan	Altering the composition of the DSC, as proposed in AB 1876, could create a potential bias against projects that have a statewide benefit or, in contrast, in support of proposed land development within the Delta, which was identified by the DSC in the Delta Plan as among the threats to the region. A disproportionate representation of local jurisdictions that have been opposed to the DSC and Delta Plan risk the state achieving the co-equal goals of a restored Delta and a reliable water supply for California.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
AB 2283 Holden (D) Sponsor: Author	Introduced 2/13/18 Assembly Revenue and Taxation Committee Date of Hearing: 3/19/18	**Income Tax Exclusions – Turf Removal Water Conservation Programs:** Would extend, until December 1, 2024, the exclusion from gross income of any amount received as a rebate, voucher or other financial incentive issued by a local water agency or supplier for expenses incurred for participation in a turf removal water conservation program.	**SUPPORT** based upon past support of AB 2434 (Gomez), Chapter 738, Statutes of 2014	Extending the existing tax exclusion by five years will provide relief to state taxpayers and could encourage participation in turf removal programs. In January 2014, Metropolitan added turf removal to the SoCal Water$mart Regional Program, making it available to customers throughout the service area.
AB 2543 Eggman (D) Sponsor: Author	Introduced 2/15/18 Assembly Accountability and Administrative Review Committee	**State Agencies - Infrastructure Project Budget and Schedule:** Would require state agencies to publicly report significant changes in the cost or schedule of large and complex infrastructure projects. The bill seeks to incorporate a recommendation from the October 2017 report on CA WaterFix by the State Auditor General.	**OPPOSE UNLESS AMENDED** based upon June 2007 Board-adopted Delta Action Plan	While an open and transparent project delivery process is important to public agencies and their customers, the bill is vague in its terminology and application to state infrastructure projects. Project opponents could use an alleged violation of the reporting requirement to bring any action to halt, delay or modify a project.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
AB 2697 Gallagher (R) **Sponsor:** California Waterfowl and Pheasants Forever	Introduced 2/15/18 Assembly Water, Parks and Wildlife Committee	**Water Transfers – Idled Agricultural Lands:** Would require the Wildlife Conservation Board to establish an incentive program to encourage landowners to voluntarily cultivate or retain cover crops or natural vegetation on idled lands to provide wildlife habitat for waterfowl and other game birds. The bill also requires the Department of Water Resources (DWR) to allow non-irrigated cover crops or natural vegetation to remain on idled agricultural lands, without penalty to the landowner, unless DWR determines, based on scientific or other credible evidence, that an injury to another legal user of water would occur.	**OPPOSE UNLESS AMENDED** based upon past opposition to AB 472 (Frazier) in 2017	Although supportive of the incentive program, Metropolitan opposes requiring DWR to allow cover crops on idled agricultural lands, without penalty to the landowner. These provisions make it more difficult for DWR to ensure that water transfers are legitimate by shifting the burden of proof from the transferor to DWR regarding harm caused by allowing excess vegetation to remain.
SB 606 Skinner (D) and Hertzberg (D) Sponsor: Authors	Amended 9/6/17 Assembly Floor	**Water Management Planning:** Provides for the calculation of water use objectives by urban retail water supplies. Specifies SWRCB enforcement tools and timelines. Contains revisions to UWMP reporting and filing requirements. Provides for preparation of Water Shortage Contingency Plans and annual water supply and demand assessment by urban wholesale and retailer water suppliers. Measure also recognizes that recycled water is an efficient use and should be treated as such in the calculation for new water-use efficiency targets.	**SUPPORT** based upon Board-adopted legislative policy priorities dated 5/8/17	Preserves the legislative process for setting water-use efficiency goals yet recognizes the role of state agencies to implement a detailed framework consistent with those goals. Bill contains numerous opportunities for stakeholder engagement to ensure requirements of the measure are met in a way that recognizes the unique challenges of water agencies throughout California. SB 606 preserves local and regional decision-making and control in determining actions to avoid shortage or mitigate shortage impacts.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
SB 623 **Monning (D)** Sponsor: Community Water Center and Western Growers Association	Amended 8/21/17 Assembly Rules Committee	**Safe and Affordable Drinking Water Fund:** Would establish the Safe and Affordable Drinking Water Fund to assist communities and individual domestic well owners who lack access to safe drinking water, particularly those in small, rural disadvantaged communities. Fund may pay for replacement water; domestic well testing and investigations; planning, construction, operation and maintenance costs for system improvements; and outreach to eligible communities. Revenue for the Fund would come from an agricultural fee on fertilizer sales and dairy operations and a permanent tax on ratepayers of urban retail water systems.	**OPPOSE UNLESS AMENDED** based upon December 2017 Board-adopted State Legislative Priorities	Generally speaking, the water industry agrees with the intent of SB 623. The lack of access to safe drinking water in certain disadvantaged communities is a public health and social issue that the state must address. Potential revenue sources identified for the Fund should reflect the "beneficiary pays" principle, as opposed to a fee or assessment levied on water agencies for funding the broader public benefits.
SB 919 **Dodd (D)** Sponsor: The Nature Conservancy	Amended 2/26/18 Senate Natural Resources and Water Committee Date of Hearing: 3/13/18	**Water Resources – Stream Gages:** SB 919 would require the Department of Water Resources (DWR) to develop a plan to deploy a network of stream gages that includes a determination of funding needs and opportunities for reactivating existing gages. In consultation with its sister agencies and other interested parties, DWR is required to prioritize the deployment of stream gages based upon gaps in the existing system.	**SUPPORT** based upon Board-adopted legislative policy priorities dated 12/12/17 and June 2007 Board-adopted Delta Action Plan	A robust and accurate data collection system will support informed decision-making regarding water management. Having a more reliable and accurate system of stream gages can also help integrate groundwater recharge during high-flow events. Good information and science leads to sound public policy on water management.

Metropolitan Water District of Southern California
State Legislation Matrix 3/12/2018

Bill Number Author	Amended Date; Location	Title-Summary	MWD Position	Effects on Metropolitan
SB 1493 Senate Committee on Natural Resources and Wildlife Sponsors: Multiple	Introduced 2/21/18 Senate Natural Resources and Water Committee	**State Lands:** Represents the Senate Natural Resources and Water Committee omnibus "code clean-up" bill. Sections 21 and 22 would repeal the State Lands Commission's (SLC) Statutory Trust Grant issued to Metropolitan and returns the tide and submerged lands at Bolsa Chica to the State of California. Metropolitan has not, and does not intend to, move forward with projects as defined in the grant.	**WATCH** based on MWD Real Property and Asset Management Committee discussion on 12/12/17	The tide and submerged lands granted to Metropolitan in 1967 by the State Lands Commission are subject to a reversionary interest. The state is choosing to exercise that interest to focus its resources on other matters rather than annually monitoring and reviewing the inactive status of the grant.

ETWD Education Outreach
March 22, 2018

The following provides an update on the education and outreach ETWD is developing or has completed.

Drought Log

Lupe and Maria continue to update the drought response log for customer service. This includes phone calls, walk-ins and emails regarding water waste complaints and ETWD's permanent mandatory conservation measure inquiries. There were no water waste complaints for the month of February.

Messaging/Materials

The March bill message will remind customers to turn off their irrigation during the rain and for at least 48 hours after.

RWEP Phase II

Construction street alerts and the LWV TV-6 commercial continue. Dennis will be filming the third commercial installment in the next few weeks.

Demonstration Garden

All the large interpretive and plant id signs have been installed in the demonstration garden. Two benches will be installed next week.
The Demonstration Garden dedication is scheduled for March 30, 2018 at 10:30 a.m. Event program agenda: Director Goldman and Bob Hill will introduce the project. Patti Arlt, Sr. Government & Regional Affairs Representative with Metropolitan Water District and Joe Berg, Director of Water Use Efficiency with MWDOC will discuss the importance of the project, water conservation and rebate/grant funding. Senator John Moorlach, Assemblyman Matthew Harper, Supervisor Bartlett and Lake Forest Mayor Dr. Jim Gardner will all present certificates. The dedication of the garden and tours will follow.

Education Program Update

The "What About Water?" Inside the Outdoors high school program for El Toro High School is scheduled for March 22, 2018. The high school expo is scheduled the evening of April 18, 2018 (note new date).

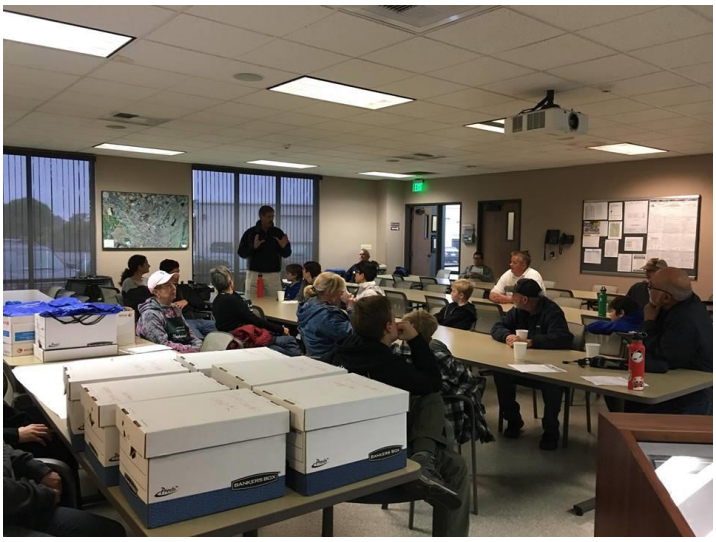
El Toro High School – Inside the Outdoors Program

On March 7th Director Adjarian, Sherri Seitz, Tiffany Baca (MWDOC) and Sarah Wilson (MWDOC) attended the first What About Water Program presentation at El Toro High School. Overall, the presentation has greatly improved since inception. Inside the Outdoors has approximately 50 minutes with the class and begins the program with general water questions regarding water sources, drought, precipitation, groundwater and recycled water. The students enter their answers into a key pad and this tells the instructor what he needs to focus on. When complete, the presenter goes over each question in a presentation style and then re-asks the same questions after. Students re-enter their answers. This tells the presenter what the student learned during the visit. Director Adjarian suggestions regarding the presentation will be forwarded to MWDOC and the Inside the Outdoors for consideration.

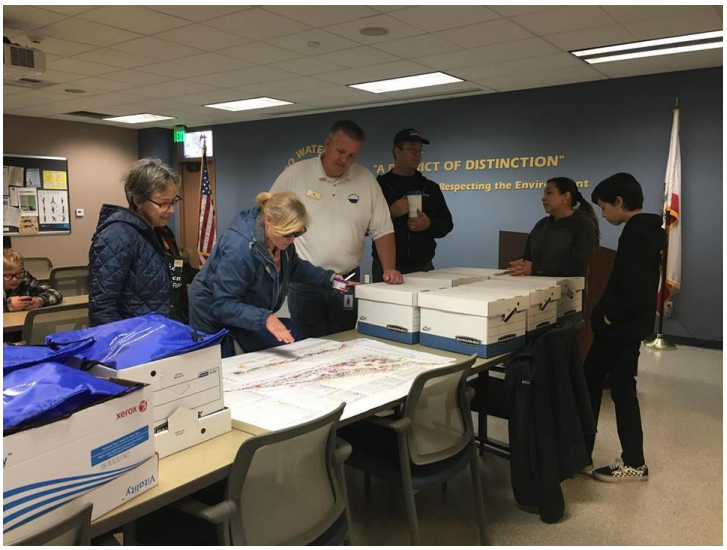
<u>Community Events</u>

ETWD Demonstration Garden Plant ID Signage Community Project

On March 10, 2018 ETWD directors Jose Vergara, Fred Adjarian and Mark Monin, ETWD staff: Sherri Seitz, Steve Wingen, Bob Hazzard, Dominic Bergin, Matt Wagner, Roman Kociban, partnered with the Boys Scouts and the Lake Forest Garden Club to install 400 individual plant signs in the demonstration project. Volunteers included: Troops 604 - JC Hostick, Nicholas Saginor, Anothony Cisreros; Troop 623 – Carter Bohn, Griffin Bohn, Colin Bohn, Matthew Kim; Troop 727 – Ryan Linnel; Troop 1210 – Alex Georgiou and members of the Lake Forest Garden Club - Annie Hall, Stephanie Gillette and Pilar Vergara. The Boys Scouts received 3 Water Conservation service hours. The District recognizes and appreciates the volunteers help in this community project. Letters will be sent to the individuals thanking them for their volunteer services.



EL TORO WATER DISTRICT
"A DISTRICT OF DISTINCT
Serving Public - Respecting the E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Respecting the Envir
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EL TORO WATER DISTRICT

South County Pet Expo

On March 10th Director Monin attended the South County Pet Expo at the Lake Forest Sports Park and received the Crystal Award of Appreciation to El Toro Water District from Supervisor Bartlett. ETWD staff Garth Botha and Steve Hancock provided water to attendees from the ETWD emergency water trailer and discussed how to use water during emergencies. The event was well attended even in the rain.

CITY OF LAKE FOREST
DECEMBER 20, 1991

EL TORO WATER DISTRICT
El Toro
Water District

EL TORO WATER DIST
EMERGENCY DRINKING
WATER STATION
El Toro
Water District

ETWD Community Outreach Schedule

Thursday, March 22, 2018

- El Toro High School – Inside the Outdoors program – Time TBD
  Staff will attend program

Friday, March 30, 2018

- Demonstration Garden Dedication – 10:30 am at ETWD

Wednesday, April 11, 2018

- City of Lake Forest Meet the Mayor – 5:30 pm at Mercedes Benz of Foothill Ranch
  District is sponsoring water wise table decorations

Wednesday, April 18, 2018 (Note new date)

- El Toro High School – Water Expo – 5:00 p.m. -7:00 p.m.
  ETWD will have a booth at the event

Wednesday, April 19, 2018

- Concerned Citizens of Laguna Woods Village – Time TBD
  ETWD will have a booth at the event

Friday, April 20, 2018

- 2018 South County Senior Summit – Presented by OC Supervisor Bartlett and the Office on Aging, Laguna Woods Village and the Age Well Senior Services. ETWD will have a booth at the event. The event will be held at LWV Clubhouse 3 from 8:00 a.m. – 12:00 pm.

Saturday, April 21, 2018

- City of Mission Viejo Earth Day – Cordova Park – 8:00 a.m. – 12:00 p.m.
  ETWD will have a booth at the event

Wednesday, April 25, 2018

- City of Laguna Woods – Bus Tour to Dairy Forks and SOCWA
  District is tentatively providing two speakers for the bus part of the tour

Thursday, April 26, 2018

- H20 for HOA's - City of Laguna Niguel City Hall – 8:00 a.m. – 12:00 p.m. ETWD is partnering with MNWD, SMWD, City of Mission Viejo, City of Laguna Hills, City of Laguna Niguel and City of Aliso Viejo to hold a H20 for HOA's program for home owner associations and their landscape professionals.

Submitted by: Sherri Seitz 3/14/18

EL TORO WATER DISTRICT
CONSERVATION PROGRAM
Monthly
Status Report
March 22, 2018

REBATE PROGRAMS

The following tables are the current device rebate amounts for MET, MWDOC and ETWD for the fiscal year 2017/18.

Select device purchases are eligib+le for rebates while devices meet eligibility requirements and while funding lasts. The rebate process is completed online through www.ocwatersmart.com. Customers without computer access can call 888-376-3314 to apply.

1) Residential Rebate Program:

Device	MET Rebate	MWDOC Grant	ETWD Rebate	Total Rebate (up to)
High Efficiency Clothes Washer **(WF-water factor 4.0 or less)**	**$85**		**$65**	**$150**
Premium High Efficiency Toilet (1.08 gpf or less)	**$40**		**$35**	**$75**
Rotating Sprinkler Nozzles	**$2 ea**		**$1**	**$3**
Smart Irrigation Timer	**$80**	**$100**	**$70**	**$250**
Turf Removal (up to 2,000 sq ft)*		**$1 sq. ft.**	**$1 sq. ft.**	**$2 sq. ft.**
Soil Moisture Sensor System <1 Acre >1 Acre	**$80** **$35/station**	**$100**	**$70**	**$250** **$35/station**
Rain Barrels – 1/1 – 6/30/17	**$35**		**$15**	**$50**
Cisterns (200 -500 gallon) (501-999 gallon) (1,000 gallon or more)	**$250** **$300** **$350**			**$250** **$300** **$350**
Drip Irrigation (up to 3 kits)	**Up to $175** **per kit**			**$175**

***Designated recycled water sites are not eligible for turf removal rebates.**

2) Commercial Plumbing/Irrigation Devices Rebate Program:

Device	MET Rebate	MWDOC Grant	ETWD Rebate	Total Rebate (up to)
Premium High Efficiency Toilet (4 liter)	**$40**			**$40**
Multi-family Premium High Efficiency Toilet (4 liter)	**$40**			**$40**
Zero Water/Ultra Low Water Urinal	**$200**			**$200**
Plumbing Flow Control Valve (min. 10)	**$5**			**$5**
Smart Irrigation Timer (weather based or central computer)	**$35/station**			**$35/station**
Rotating Sprinkler Nozzles (minimum quantity of 15)	**$2**		**$1**	**$3**
Rotating Nozzles – Large Rotary	**$13**			**$13**
Turf Removal (up to 25,000 sq ft)*		**$1 sq. ft.**		**$1 sq. ft.**
Soil Moisture Sensor System	**$35/station**			**$35/station**

***Designated recycled water sites are not eligible for turf removal rebates.**

WATER USE EFFICIENCY PLAN UPDATE (WATER CONSERVATION PLAN)

The District Water Budget-Based Tiered Conservation Rate Structure (WBBTCRS) pricing structure is the primary plan that gives customers the incentive needed to be efficient. The Plan efforts initially will concentrate on those customers continually in the Inefficient and Excessive Tiers (Tiers 3 and 4). As of February 2018 year-to-date sales, residential accounted for 62% of the overall Tier 3 usage and dedicated irrigation accounted for 60% of Tier 4 usage.

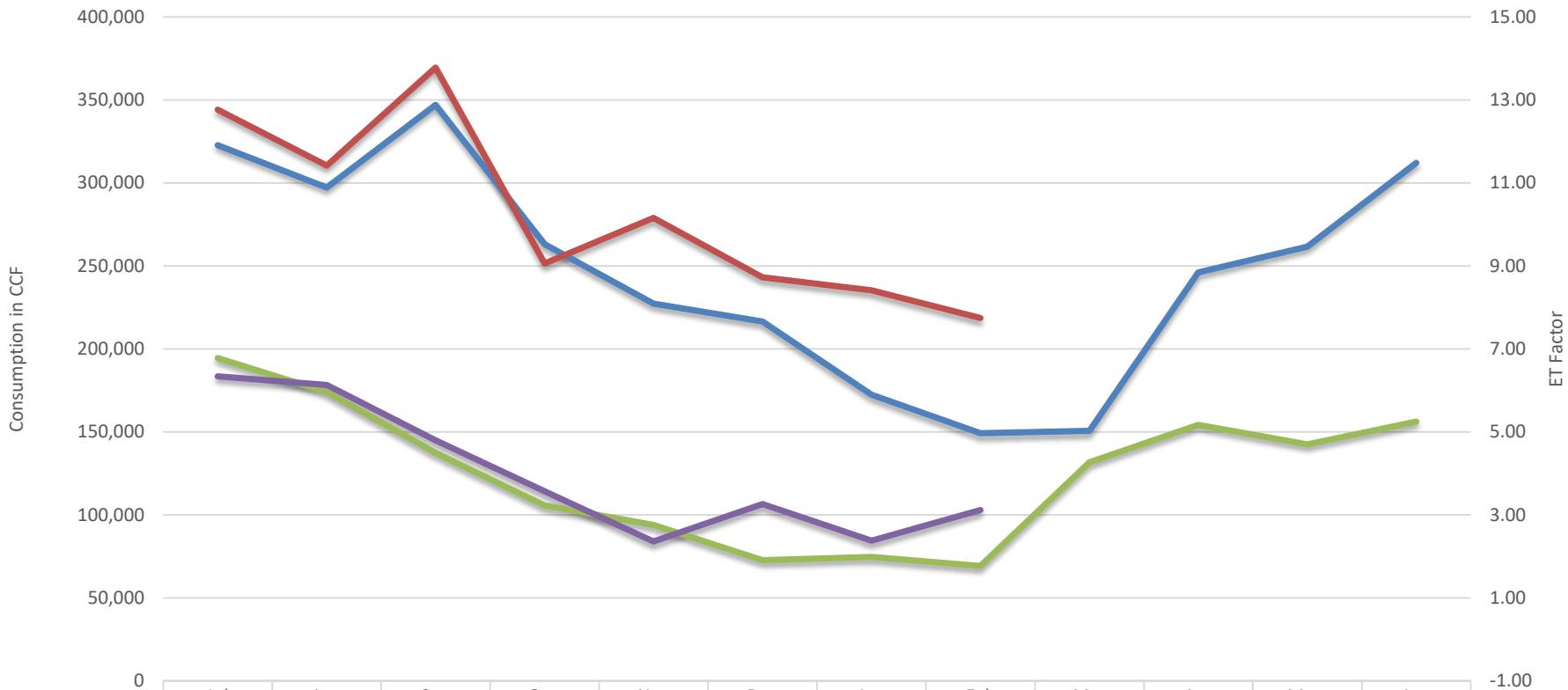
TOTAL CONSUMPTION COMPARISON TO EVAPOTRANSPIRATION (ET) FACTOR

Included in this month's Conservation Report is a chart comparing the current fiscal year 2017/18 consumption and ET factor to the fiscal 2016/17 consumption and ET factor. The ET factor increased 43% from February 2017 when compared to February 2018. There was a 46% increase in consumption reflected in February 2018.

MWDOC's—WATER USE EFFICIENCY PROGRAMS SAVINGS AND IMPLEMENTATION REPORT / ETWD's—WATER USE EFFICIENCY PROGRAM SAVINGS REPORT

The current MWDOC and ETWD's Program Savings Reports follow this report. MWDOC's report show all their client agencies current participation levels in water use efficiency programs and savings calculations. ETWD's report show current District customer participation in water use efficiency programs along with savings provided in acre/feet per year, million gallons per year and avoided water costs based on those calculations.

By: Sherri Seitz
Date: March 14, 2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016-2017	322,764	297,273	346,995	263,120	227,277	216,478	172,428	149,232	150,697	246,036	261,524	312,014
2017-2018	344,078	310,451	369,472	251,478	278,939	243,123	235,364	218,623				
16/17 ET	6.78	5.96	4.50	3.23	2.76	1.91	1.99	1.77	4.27	5.17	4.70	5.25
17/18 ET	6.34	6.13	4.80	3.57	2.36	3.26	2.38	3.12				
%	107%	104%	106%	96%	123%	112%	136%	146%	0%	0%	0%	0%

El Toro Water District
Water Use Efficiency Program Savings

Program	Program Start Year	Program/Total Years	Avoided Water Use Acre Feet/Annual	Avoided Water Use Million Gallons/Annual	Avoided Water Costs Based on MWDOC Rate ($2.16 CCF) Annual
High Efficiency Toilet (HET)	2005	13	40.4	13.2	$38,021
High Efficiency Clothes Washers--Residential	2001	17	20.8	6.8	$19,575
*SoCal Water Smart Commercial Plumbing Fixtures Rebate Program (ULFT's, HET's, Urinals, HECW, Cooling Tower Conductivity Controllers)	2002	16	40.9	13.3	$38,491
**Water Smart Landscape Program - Ended 2016	1997	20	242.9	79.2	$228,594
SmarTimer Program--Irrigation Timers	2004	14	176.9	57.7	$166,481
Synthetic Turf Rebate Program-Ended 2011	2007	8	0.9	0.3	$847
Rotating Nozzles Rebate Program	2007	11	108.3	35.3	$101,921
Turf Removal Program	2010	8	40.6	13.2	$38,209
Computer Controlled Irrigation System--Gate 11--Ended 2006	2001	6	8.9	2.9	$8,357
***Ultra Low Flush Toilets (ULFT)--Ended 2009	1992	16	193.2	58.0	$167,487
Totals			873.8	284.8	$822,316

*** Formerly the Save Water Save a Buck - Commercial Rebate Program**
**** Formerly the Landscape Performance Certification Program**
***** Correction on date and total**

Because of our participation in Water Use Efficiency Programs, the District will not be using an estimated 284.8 million gallons of water per year.

rev/ss 3/14/2018

Orange County

Water Use Efficiency Programs Savings
and
Implementation Report

Retrofits and Acre-Feet Water Savings for Program Activity

Program	Program Start Date	Retrofits Installed in	Month Indicated		Current Fiscal Year		Overall Program		
			Interventions	Water Savings	Interventions	Water Savings	Interventions	Annual Water Savings[4]	Cumulative Water Savings[4]
High Efficiency Clothes Washer Program	2001	January-18	376	1.08	2,428	28.83	115,340	3,979	26,949
Smart Timer Program - Irrigation Timers	2004	January-18	250	3.01	1,848	103.20	22,333	7,965	46,482
Rotating Nozzles Rebate Program	2007	January-18	412	1.65	1,206	4.82	564,024	2,762	18,325
Commercial Plumbing Fixture Rebate Program	2002	January-18	328	1.17	4,005	47.62	89,284	4,828	44,262
Industrial Process/Water Savings Incentive Program (WSIP)	2006	January-18	0	0.00	0	0.00	28	582	2,706
Turf Removal Program[3]	2010	January-18	65,665	0.77	410,261	18.04	21,315,862	2,985	10,243
High Efficiency Toilet (HET) Program	2005	January-18	52	0.18	335	8.41	59,982	2,217	16,722
Water Smart Landscape Program [1]	1997						12,677	10,621	72,668
Home Water Certification Program	2013						312	7.339	15.266
Synthetic Turf Rebate Program	2007						685,438	96	469
Ultra-Low-Flush-Toilet Programs [2]	1992						363,926	13,452	162,561
Home Water Surveys [2]	1995						11,867	160	1,708
Showerhead Replacements [2]	1991						270,604	1,667	19,083
Total Water Savings All Programs				**8**	**420,083**	**211**	**23,511,677**	**51,321**	**422,192**

(1) Water Smart Landscape Program participation is based on the number of water meters receiving monthly Irrigation Performance Reports.

(2) Cumulative Water Savings Program To Date totals are from a previous Water Use Efficiency Program Effort.

(3) Turf Removal Interventions are listed as square feet.

[4] Cumulative & annual water savings represents both active program savings and passive savings that continues to be realized due to plumbing code changes over time.

HIGH EFFICIENCY CLOTHES WASHERS INSTALLED BY AGENCY

through MWDOC and Local Agency Conservation Programs

Agency	FY 11/12	FY 12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total	Current FY Water Savings Ac/Ft (Cumulative)	Cumulative Water Savings across all Fiscal Years	15 yr. Lifecycle Savings Ac/Ft
Brea	144	93	115	114	76	57	31	1,898	0.30	449.60	982
Buena Park	145	105	106	91	76	54	33	1,551	0.41	351.67	803
East Orange CWD RZ	10	10	8	8	8	3	1	193	0.00	48.58	100
El Toro WD	112	134	121	111	65	47	32	1,553	0.32	354.01	804
Fountain Valley	158	115	102	110	76	65	31	2,431	0.38	598.00	1,258
Garden Grove	236	190	162	165	251	127	52	3,615	0.63	845.60	1,871
Golden State WC	485	265	283	359	260	138	102	5,117	1.21	1,196.29	2,648
Huntington Beach	582	334	295	319	225	180	92	8,338	1.08	2,088.31	4,314
Irvine Ranch WD	2,170	1,763	1,664	1,882	1,521	1,373	853	25,519	10.14	5,639.77	13,204
La Habra	128	82	114	87	66	53	36	1,363	0.42	307.81	705
La Palma	46	34	25	34	29	10	9	467	0.13	106.38	242
Laguna Beach CWD	57	38	37	39	32	19	15	947	0.19	229.00	490
Mesa Water	176	114	86	89	113	80	33	2,551	0.41	637.62	1,320
Moulton Niguel WD	679	442	421	790	688	575	339	10,260	3.94	2,255.64	5,309
Newport Beach	142	116	92	95	66	61	34	2,658	0.42	679.12	1,375
Orange	262	218	163	160	124	80	46	3,944	0.56	993.34	2,041
Orange Park Acres	-					-	-	12	0.00	3.76	6
San Juan Capistrano	110	76	73	92	63	33	20	1,479	0.27	351.19	765
San Clemente	206	140	94	141	75	70	57	2,677	0.72	636.42	1,385
Santa Margarita WD	679	553	662	792	466	367	197	9,713	2.20	2,199.59	5,026
Seal Beach	51	31	29	38	23	9	15	617	0.17	146.20	319
Serrano WD	20	13	10	26	8	11	5	362	0.04	90.50	187
South Coast WD	112	89	79	68	43	44	28	1,612	0.35	380.95	834
Trabuco Canyon WD	62	30	45	47	34	28	15	813	0.18	189.79	421
Tustin	97	78	59	80	66	44	31	1,643	0.34	402.44	850
Westminster	208	121	82	109	149	84	39	2,625	0.50	623.82	1,358
Yorba Linda	273	181	167	156	123	56	36	3,788	0.42	952.56	1,960
MWDOC Totals	7,350	5,365	5,094	6,002	4,726	3,668	2,182	97,746	25.73	22,757.96	18,884
Anaheim	477	331	285	295	266	213	110	10,792	1.43	2,606.75	5,584
Fullerton	270	200	186	211	165	107	63	3,758	0.76	809.43	1,944
Santa Ana	190	163	131	132	259	141	73	3,044	0.90	775.12	1,575
Non-MWDOC Totals	937	694	602	638	690	461	246	17,594	3.10	4,191.31	3,399
Orange County Totals	8,287	6,059	5,696	6,640	5,416	4,129	2,428	115,340	28.83	26,949.27	22,283

SMART TIMERS INSTALLED BY AGENCY

through MWDOC and Local Agency Conservation Programs

Agency	FY 11/12		FY 12/13		FY 13/14		FY 14/15		FY 15/16		FY16/17		FY17/18		Total Program		Cumulative Water Savings across all Fiscal Years
	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm	Res	Comm.	
Brea	8	0	9	8	4	0	43	6	20	4	31	4	28	0	159	80	521.72
Buena Park	4	19	3	0	0	0	4	10	7	4	10	7	13	3	44	44	147.67
East Orange CWD RZ	5	0	2	0	0	0	2	0	1	0	11	1	6	0	31	1	18.80
El Toro WD	26	2	7	2	11	0	8	9	9	17	33	8	24	4	139	359	2,476.50
Fountain Valley	8	2	3	2	4	0	7	10	13	1	33	12	17	16	108	56	178.65
Garden Grove	7	0	5	2	9	0	10	14	13	11	28	0	22	0	123	38	173.20
Golden State WC	13	3	9	49	9	25	39	12	35	16	56	37	75	5	300	197	812.43
Huntington Beach	15	4	18	33	20	35	19	2	42	12	88	94	39	30	311	298	1,061.60
Irvine Ranch WD	267	71	414	135	71	59	67	310	239	207	344	420	369	56	2,138	2,342	11,330.93
La Habra	3	0	4	7	2	0	4	7	3	1	12	7	4	0	40	44	203.18
La Palma	1	0	1	0	2	0	2	0	3	2	1	0	4	0	14	2	5.98
Laguna Beach CWD	109	2	76	2	71	0	86	0	86	1	27	0	10	0	507	20	235.04
Mesa Water	21	0	10	2	15	2	17	28	36	12	149	41	31	0	349	154	733.07
Moulton Niguel WD	179	31	51	74	40	45	46	95	163	100	236	129	257	16	1,171	817	3,577.28
Newport Beach	275	12	242	26	168	75	11	9	28	43	30	12	24	0	1,062	409	2,615.40
Orange	25	0	20	24	13	9	18	31	51	13	69	10	54	14	339	179	936.09
San Juan Capistrano	103	2	14	18	6	11	6	19	20	8	22	8	20	5	242	130	642.45
San Clemente	212	17	26	7	28	2	28	24	26	3	37	13	22	0	1,073	374	2,655.49
Santa Margarita WD	262	7	53	171	64	93	53	321	189	136	326	221	239	192	1,393	1,564	5,671.10
Santiago CWD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Seal Beach	0	3	1	0	1	36	1	12	2	2,446	2	4	5	0	12	2,502	5,119.58
Serrano WD	3	0	1	0	0	0	4	0	11	2	4	0	3	0	41	2	13.96
South Coast WD	78	10	13	16	8	4	104	73	9	11	7	0	10	2	288	214	1,147.62
Trabuco Canyon WD	12	0	6	0	2	0	6	1	16	50	13	3	18	0	121	157	950.38
Tustin	11	0	8	4	9	1	18	14	33	8	33	23	23	1	166	81	339.47
Westminster	2	0	1	1	2	0	13	17	7	1	17	12	16	0	81	44	197.20
Yorba Linda	22	0	20	0	12	5	32	2	61	27	72	71	55	12	393	195	827.01
MWDOC Totals	1,671	185	1,017	583	571	402	648	1,026	1,123	3,136	1,691	1,137	1,388	356	10,645	10,303	42,591.78
Anaheim	23	60	19	10	9	26	7	52	30	34	87	10	47	0	291	457	2,606.44
Fullerton	22	51	9	29	8	0	40	26	32	12	53	7	49	0	248	199	933.90
Santa Ana	6	5	8	19	7	8	9	27	22	26	15	3	8	0	90	100	350.07
Non-MWDOC Totals	51	116	36	58	24	34	56	105	84	72	155	20	104	0	629	756	3,890.41
Orange County Totals	1,722	301	1,053	641	595	436	704	1,131	1,207	3,208	1,846	1,157	1,492	356	11,274	11,059	46,482

ROTATING NOZZLES INSTALLED BY AGENCY
through MWDOC and Local Agency Conservation Programs

Agency	FY 13/14			FY 14/15			FY 15/16			FY 16/17			FY 17/18			Total Program			Cumulative Water Savings across all Fiscal Years
	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large	Small		Large	
	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm	Res	Comm.	Comm.	Res	Comm.	Comm.	Res	Comm.	Comm.	
Brea	84	0	0	157	45	0	74	2,484	0	0	0	0	0	0	0	572	2,749	0	49.46
Buena Park	53	0	0	248	0	0	45	98	0	0	0	0	0	0	0	509	173	2,535	813.11
East Orange	30	0	0	221	0	0	0	0	0	0	0	0	30	0	0	781	0	0	19.29
El Toro	56	3,288	0	1,741	28,714	0	730	4,457	0	55	242	0	0	0	0	3,369	46,222	890	1,191.53
Fountain Valley	0	0	0	107	0	0	222	0	0	0	0	0	0	0	0	710	0	0	17.21
Garden Grove	80	0	0	88	50	0	110	0	0	55	98	0	0	0	0	933	299	0	32.52
Golden State	192	0	0	583	1,741	0	1,088	0	0	207	6,008	0	74	0	0	3,522	11,316	0	242.07
Huntington Beach	120	0	0	798	1,419	0	1,345	2,836	0	149	3,362	0	0	0	0	3,797	12,526	2,681	1,310.95
Irvine Ranch	11,010	4,257	0	1,421	632	0	1,989	5,047	0	335	9,511	0	286	0	0	47,423	94,561	2,004	4,745.62
La Habra	15	0	0	109	338	0	300	0	0	0	0	0	0	0	0	481	1,236	900	365.97
La Palma	0	0	0	0	0	0	46	505	0	0	2,385	0	0	0	0	56	2,890	0	26.08
Laguna Beach	2,948	878	0	2,879	1,971	0	1,390	0	0	0	0	0	0	0	0	12,139	2,896	0	301.19
Mesa Water	361	0	0	229	0	0	166	0	0	113	0	0	36	0	0	2,066	385	343	195.29
Moulton Niguel	361	227	0	1,596	4,587	0	5,492	1,441	0	153	5,872	0	468	0	0	12,342	20,515	2,945	1,690.28
Newport Beach	19,349	6,835	0	460	3,857	0	348	670	0	0	0	0	45	0	0	46,723	21,413	0	1,584.28
Orange	245	120	0	304	668	0	631	91	0	0	0	0	0	0	0	3,170	1,072	0	109.25
San Juan Capistrano	370	0	0	495	737	0	310	593	0	75	123	0	0	0	0	5,495	8,852	0	445.50
San Clemente	415	5,074	0	326	0	0	426	0	0	0	0	0	83	0	0	10,072	7,538	1,343	799.92
Santa Margarita	389	0	0	1,207	1,513	0	1,820	837	0	15	0	0	104	0	0	16,269	6,921	611	824.37
Seal Beach	0	0	0	40	5,261	0	0	2,300	0	0	0	0	0	0	0	155	7,852	0	127.44
Serrano	105	0	0	377	0	0	695	0	0	0	0	0	0	0	0	3,405	0	0	93.29
South Coast	70	0	0	4,993	13,717	0	1,421	2,889	0	16	0	0	0	0	0	8,130	18,870	0	472.75
Trabuco Canyon	0	0	0	56	0	0	130	0	0	0	4,339	0	0	0	0	2,086	5,130	0	131.59
Tustin	329	0	0	408	0	0	317	386	0	65	-341	0	30	0	0	3,401	1,058	0	120.83
Westminster	0	0	0	54	0	0	73	0	0	105	0	0	50	0	0	514	0	0	11.18
Yorba Linda	40	990	0	921	0	0	1,715	0	0	213	0	0	0	0	0	6,081	4,359	500	460.06
MWDOC Totals	36,622	21,669	0	19,818	65,250	0	20,883	24,634	0	1,556	31,599	0	1,206	0	0	194,201	278,833	14,752	16,181.02
Anaheim	338	0	0	498	712	0	794	5,221	0	147	3,953	0	0	0	0	4,020	49,799	105	1,350.45
Fullerton	107	0	0	684	1,196	0	521	7,015	0	65	3,034	0	0	0	0	2,910	11,309	1,484	668.74
Santa Ana	86	2,533	0	310	0	0	0	1,420	0	0	1,106	0	0	0	0	859	5,752	0	124.46
Non-MWDOC Totals	531	2,533	0	1,492	1,908	0	1,315	13,656	0	212	8,093	0	0	0	0	7,789	66,860	1,589	2,143.65
Orange County Totals	37,153	24,202	0	21,310	67,158	0	22,198	38,290	0	1,768	39,692	0	1,206	0	0	201,990	345,693	16,341	18,324.67

COMMERCIAL PLUMBING FIXTURES REBATE PROGRAM[1]
INSTALLED BY AGENCY
through MWDOC and Local Agency Conservation Programs

Agency	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Totals	Cumulative Water Savings across all Fiscal Years
Brea	1	234	0	10	91	734	0	**1,365**	**494**
Buena Park	290	5	23	56	591	133	0	**2,489**	**1,217**
East Orange CWD RZ	0	0	0	0	0	0	0	**0**	**0**
El Toro WD	137	0	212	6	268	35	0	**1,062**	**655**
Fountain Valley	314	0	0	1	249	0	357	**1,229**	**657**
Garden Grove	0	4	1	167	676	410	0	**2,451**	**1,644**
Golden State WC	135	0	1	0	1,008	53	70	**2,935**	**2,086**
Huntington Beach	156	104	144	7	783	641	0	**2,954**	**1,753**
Irvine Ranch WD	646	1,090	451	725	11,100	5,958	1,717	**29,583**	**8,565**
La Habra	0	0	0	0	340	42	0	**925**	**605**
La Palma	0	0	0	0	0	509	0	**675**	**131**
Laguna Beach CWD	0	0	27	0	0	0	0	**446**	**342**
Mesa Water	41	6	0	79	661	782	0	**4,254**	**2,307**
Moulton Niguel WD	0	0	0	3	413	281	0	**1,277**	**908**
Newport Beach	35	0	0	566	0	0	0	**1,834**	**1,414**
Orange	73	1	271	81	275	2,851	0	**5,030**	**2,035**
San Juan Capistrano	0	0	14	0	0	0	0	**260**	**427**
San Clemente	19	0	0	1	0	0	0	**432**	**412**
Santa Margarita WD	0	0	0	2	90	743	0	**950**	**283**
Santiago CWD	0	0	0	0	0	0	0	**0**	**0**
Seal Beach	0	0	0	0	0	184	0	**538**	**471**
Serrano WD	0	0	0	0	0	0	0	**0**	**0**
South Coast WD	84	148	0	382	0	0	0	**1,320**	**577**
Trabuco Canyon WD	0	0	0	0	0	0	0	**11**	**16**
Tustin	0	0	0	75	358	212	2	**1,404**	**913**
Westminster	35	1	28	0	146	177	0	**1,138**	**1,093**
Yorba Linda	0	1	0	0	226	84	0	**595**	**616**
MWDOC Totals	**1,966**	**1,594**	**1,172**	**2,161**	**17,275**	**13,829**	**2,146**	**65,157**	**29,624**
Anaheim	48	165	342	463	3,072	309	1,003	**14,756**	**7,664**
Fullerton	0	94	0	178	476	621	274	**3,052**	**1,821**
Santa Ana	12	16	17	5	1,293	238	582	**6,319**	**5,153**
Non-MWDOC Totals	**60**	**275**	**359**	**646**	**4,841**	**1,168**	**1,859**	**24,127**	**14,638**
Orange County Totals	**2,026**	**1,869**	**1,531**	**2,807**	**22,116**	**14,997**	**4,005**	**89,284**	**44,262**

[1] Retrofit devices include ULF Toilets and Urinals, High Efficiency Toilets and Urinals, Multi-Family and Multi-Family 4-Liter HETs, Zero Water Urinals, High Efficiency Clothes Washers, Cooling Tower Conductivity Controllers, Ph Cooling Tower Conductivity Controllers, Flush Valve Retrofit Kits, Pre-rinse Spray heads, Hospital X-Ray Processor Recirculating Systems, Steam Sterilizers, Food Steamers, Water Pressurized Brooms, Laminar Flow Restrictors, and Ice Making Machines.

INDUSTRIAL PROCESS/WATER SAVINGS INCENTIVE PROGRAM

Number of Projects by Agency

Agency	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	Overall Program Interventions	Annual Water Savings[1]
Brea	0	0	0	0	0	0	0	0	0
Buena Park	0	0	0	0	1	0	0	2	54
East Orange	0	0	0	0	0	0	0	0	0
El Toro	0	0	0	0	0	0	0	0	0
Fountain Valley	0	0	0	0	0	1	0	1	23
Garden Grove	0	0	0	0	1	0	0	1	0
Golden State	0	0	0	0	0	0	0	1	3
Huntington Beach	0	2	0	1	2	0	0	5	132
Irvine Ranch	1	1	1	0	2	1	0	9	115
La Habra	0	0	0	0	1	0	0	1	0
La Palma	0	0	0	0	0	0	0	0	0
Laguna Beach	0	0	0	0	0	0	0	0	0
Mesa Water	0	0	0	0	0	0	0	0	0
Moulton Niguel	0	0	0	0	0	0	0	0	0
Newport Beach	0	0	0	1	0	0	0	1	21
Orange	0	0	0	0	1	2	0	4	88
San Juan Capistrano	0	0	0	0	0	0	0	0	0
San Clemente	0	0	0	0	0	0	0	0	0
Santa Margarita	0	0	0	0	0	0	0	0	0
Seal Beach	0	0	0	0	0	0	0	0	0
Serrano	0	0	0	0	0	0	0	0	0
South Coast	0	0	0	0	1	1	0	2	134
Trabuco Canyon	0	0	0	0	0	0	0	0	0
Tustin	0	0	0	0	0	0	0	0	0
Westminster	0	0	0	0	0	0	0	0	0
Yorba Linda	0	0	0	0	0	0	0	0	0
MWDOC Totals	1	3	1	2	9	5	0	27	571
Anaheim	0	0	0	0	0	0	0	0	0
Fullerton	0	0	0	0	0	0	0	0	0
Santa Ana	0	0	0	0	1	0	0	1	11
OC Totals	1	3	1	2	10	5	0	28	582

[1] Acre feet of savings determined during a one year monitoring period.

If monitoring data is not available, the savings estimated in agreement is used.

TURF REMOVAL BY AGENCY[1]

through MWDOC and Local Agency Conservation Programs

Agency	FY 13/14		FY 14/15		FY 15/16		FY 16/17		FY 17/18		Total Program		Cumulative Water Savings across all Fiscal Years
	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	Res	Comm.	
Brea	5,697	0	71,981	30,617	118,930	404,411	8,354	479	3,459	26,214	219,423	471,187	**306.86**
Buena Park	0	0	11,670	1,626	77,127	16,490	3,741	0	4,108	0	96,646	18,116	**48.39**
East Orange	1,964	0	18,312	0	27,844	0	0	0	0	0	48,120	0	**23.32**
El Toro	4,582	0	27,046	221,612	63,546	162,548	13,139	48,019	5,848	0	123,564	504,897	**324.99**
Fountain Valley	4,252	0	45,583	5,279	65,232	0	3,679	0	6,631	0	127,359	12,803	**68.98**
Garden Grove	8,274	0	67,701	22,000	177,408	49,226	11,504	0	4,487	0	287,921	117,403	**224.31**
Golden State	32,725	8,424	164,507	190,738	310,264	112,937	0	0	0	0	581,902	346,272	**506.98**
Huntington Beach	20,642	0	165,600	58,942	305,420	270,303	9,560	21,534	10,045	6,032	548,917	421,737	**491.06**
Irvine Ranch	36,584	76,400	234,905	317,999	782,844	2,675,629	231,483	46,725	56,843	47,467	1,387,416	3,211,064	**2,016.91**
La Habra	0	0	14,014	1,818	49,691	72,164	0	0	1,450	0	65,155	90,019	**77.05**
La Palma	0	0	4,884	0	10,257	59,760	0	0	0	0	15,141	59,760	**32.14**
Laguna Beach	4,586	226	13,647	46,850	47,614	0	3,059	0	220	0	75,301	48,788	**65.38**
Mesa Water	22,246	0	131,675	33,620	220,815	106,896	4,173	77,033	9,189	10,490	405,542	228,039	**286.86**
Moulton Niguel	14,739	40,741	314,250	1,612,845	889,748	1,059,279	220,749	0	61,224	0	1,517,687	2,840,054	**2,137.22**
Newport Beach	894	0	33,995	65,277	76,675	375,404	2,924	0	861	6,499	122,351	449,526	**256.27**
Orange	11,244	0	120,093	281,402	289,990	106,487	12,847	2,366	9,377	0	472,473	398,978	**438.23**
San Clemente	18,471	13,908	90,349	1,137	215,249	438,963	4,267	0	22,297	0	388,197	467,173	**398.60**
San Juan Capistrano	12,106	0	101,195	32,366	197,290	143,315	2,624	40,748	0	0	365,415	347,277	**409.91**
Santa Margarita	17,778	48,180	211,198	514,198	534,048	550,420	17,010	28,094	43,779	25,000	840,411	1,194,453	**972.72**
Santiago	0	0	0	0	0	0	0	0	0	0	0	0	**-**
Seal Beach	0	0	15,178	504	17,349	15,911	1,234	0	752	0	38,124	16,415	**26.23**
Serrano	2,971	0	41,247	0	127,877	4,403	5,450	0	0	0	177,545	4,403	**82.26**
South Coast	15,162	116,719	84,282	191,853	181,102	128,290	14,967	0	10,795	7,806	322,543	465,387	**420.25**
Trabuco Canyon	2,651	0	14,771	0	42,510	88,272	1,465	0	2,579	0	65,790	110,712	**86.24**
Tustin	1,410	0	71,285	14,137	232,697	33,362	11,173	0	8,646	0	335,191	47,499	**173.29**
Westminster	0	0	14,040	34,631	71,833	23,902	11,112	0	6,540	0	103,525	58,533	**71.49**
Yorba Linda	0	0	112,136	12,702	360,279	116,985	19,420	0	7,927	3,696	511,111	133,383	**290.13**
MWDOC Totals	**238,978**	**304,598**	**2,195,544**	**3,692,153**	**5,493,639**	**7,015,357**	**613,934**	**264,998**	**277,057**	**133,204**	**9,242,770**	**12,063,878**	**10,236.08**
Anaheim	0	0	0	0	0	0	0	0	0	0	0	0	**-**
Fullerton	0	9,214	0	0	0	0	0	0	0	0	0	9,214	**6.45**
Santa Ana	0	0	0	0	0	0	0	0	0	0	0	0	**-**
Non-MWDOC Totals	**0**	**9,214**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**9,214**	**6.45**
Orange County Totals	**238,978**	**313,812**	**2,195,544**	**3,692,153**	**5,493,639**	**7,015,357**	**613,934**	**264,998**	**277,057**	**133,204**	**9,242,770**	**12,073,092**	**10,243**

[1]Installed device numbers are listed as square feet

HIGH EFFICIENCY TOILETS (HETs) INSTALLED BY AGENCY

through MWDOC and Local Agency Conservation Programs

Agency	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Total	Cumulative Water Savings across all Fiscal Years
Brea	0	0	38	146	154	4	3	453	**96.91**
Buena Park	0	0	96	153	112	13	2	686	**186.07**
East Orange CWD RZ	0	0	13	26	24	0	0	86	**20.43**
El Toro WD	0	133	218	869	264	12	3	2,040	**524.50**
Fountain Valley	0	0	41	132	220	7	8	831	**243.61**
Garden Grove	0	0	63	350	363	7	4	1,488	**411.72**
Golden State WC	80	2	142	794	512	9	10	2,800	**758.66**
Huntington Beach	0	0	163	1,190	628	4	3	2,904	**698.52**
Irvine Ranch WD	0	1,449	810	1,777	2,798	638	182	17,091	**5,299.24**
Laguna Beach CWD	0	0	45	112	81	1	3	391	**101.50**
La Habra	0	0	37	94	83	5	1	591	**190.75**
La Palma	0	0	21	59	52	4	0	222	**56.39**
Mesa Water	0	0	147	162	162	7	2	1,620	**581.14**
Moulton Niguel WD	0	0	400	2,497	1,939	49	33	5,723	**1,101.56**
Newport Beach	0	0	49	168	243	11	5	730	**177.34**
Orange	0	1	142	978	416	17	3	2,182	**515.48**
San Juan Capistrano	0	0	35	140	202	3	2	525	**116.91**
San Clemente	0	0	72	225	246	11	1	873	**218.33**
Santa Margarita WD	0	0	528	997	1,152	114	26	3,335	**652.39**
Seal Beach	0	2	17	50	69	-1	0	857	**385.24**
Serrano WD	0	0	2	40	55	3	0	121	**23.54**
South Coast WD	23	64	102	398	235	11	5	1,026	**222.92**
Trabuco Canyon WD	0	0	10	108	169	2	0	339	**62.73**
Tustin	0	0	64	132	201	12	5	1,511	**525.26**
Westminster	0	0	35	161	359	3	4	1,335	**403.72**
Yorba Linda WD	0	0	40	280	379	12	6	1,257	**335.28**
MWDOC Totals	103	1,651	3,330	12,038	11,118	958	311	51,017	**13,910.13**
Anaheim	0	0	156	1,188	614	70	17	5,882	**1,941.76**
Fullerton	0	0	61	293	286	14	7	1,062	**268.25**
Santa Ana	0	0	33	602	293	20	0	2,021	**601.53**
Non-MWDOC Totals	0	0	250	2,083	1,193	104	24	8,965	**2,811.54**
Orange County Totals	**103**	**1,651**	**3,580**	**14,121**	**12,311**	**1,062**	**335**	**59,982**	**16,721.67**

I hereby certify that the following Agenda was posted at least 72 hours prior to the time of the Board Meeting so noticed below, at the usual agenda posting location of the South Orange County Wastewater Authority [SOCWA] and at www.socwa.com.

Betty Burnett, General Manager
SOCWA and the Board of Directors thereof

AGENDA

Regular Meeting of The
South Orange County Wastewater Authority
Board of Directors

Thursday, March 1, 2018
8:30 a.m.

THE BOARD OF DIRECTORS MEETING ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS (I.E. ACCESS TO AN AMPLIFIED SOUND SYSTEM, ETC.), PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY'S OFFICE AT 949-234-5421 AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON WRITTEN REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA ATTACHMENTS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY BOARD OF DIRECTORS IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE BOARD OF DIRECTORS ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY OFFICE, 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE BOARD OF DIRECTORS LESS THAN 72 HOURS PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE BOARD OF DIRECTORS, EXCEPT THAT, IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE BOARD OF DIRECTORS MEETING ROOM.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

   A. Members of the public may address the board regarding an item on the agenda or may reserve this opportunity during the meeting at the time item is discussed by the board. There will be a three-minute limit for public comments.

4. CONSENT CALENDAR

   A. Minutes of Board of Directors Meeting(s)

   ACTION The Board will be requested to approve subject Minutes.

Board of Directors/Finance Committee Joint Meeting December 28, 2017 1
Board of Directors Special Meeting January 11, 2018 6
Board of Directors Regular Meeting February 1, 2018 10

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Number

B. Minutes of Engineering Committee Meeting(s)

ACTION The Board will be requested to receive and file subject Minutes.

Engineering Committee September 14, 2017 25
Engineering Committee January 11, 2018 30

C. Minutes of PC-15 Committee Meeting(s)

ACTION The Board will be requested to receive and file subject Minutes.

PC-15 Meeting November 16, 2017 35
PC-15 Meeting December 6, 2017 38
PC-15 Meeting December 20, 2017 40

D. Minutes of the Finance Committee Meeting(s)

ACTION The Board will be requested to receive and file subject Minutes.

Finance Committee Special Meeting September 21, 2017 42
Finance Committee Special Meeting October 31, 2017 45

E. Financial Matters – Year-To-Date December 31, 2017

Summary of Disbursements: August 2017 thru December 2017 Exhibit A..... 49
Schedule of Funds Available for Reinvestment – Exhibit B..... 50
Schedule of Cash and Investments – Exhibit C 51
Capital Projects Summary – Exhibit D 52
Capital Projects Budget – Graph – Exhibit D1 53
Budget vs. Actual Expenses:
Operations/Maintenance & Environmental Safety Costs – Exhibit E1 ..……54
Engineering Budget vs. Actual Comparison – Exhibit E2.....…..64
Administration Budget vs. Actual Comparison – Exhibit E3 65
Information Technology (IT) budget vs. Actual Comparison – Exhibit E4..... 66

ACTION 1) Receive a report from Finance Committee as to review of August 2017 – December 2017 financial reports as discussed at Finance Committee meeting on February 26, 2018.
2) The Finance Committee to recommend to the Board of Directors to receive and file the Year-To-Date December 31, 2017 Financial Reports as submitted.

F. Financial Matters – Month of January 2018

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Summary of Disbursements – Exhibit A 69
Schedule of Funds Available for Reinvestment – Exhibit B 70
Schedule of Cash and Investments – Exhibit C 71
Capital Schedule – Exhibit D 72
Capital Projects – Graph – Exhibit D-1 73
Budget vs. Actual Expenses:
Operations and Environmental Summary – Exhibit E-1 74
Residual Engineering, after transfer to Capital – Exhibit E-2..... 84
Administration – Exhibit E-3..... 85
Information Technology (IT) – Exhibit E-4..... 86

ACTION 1) Receive a report from Finance Committee as to review of January 2018 financial reports as discussed at Finance Committee meeting on February 26, 2018.
2) The Finance Committee to recommend to the Board of Directors to receive and file the January 2018 Financial Reports as submitted.

G. Operational Reports

Monthly Operations Report – January 2018 89
Ocean Outfall Discharges by Agency 98
Beach/Ocean Monitoring Report 100
Recycled Water Report 123
Pretreatment Report..... 127

ACTION The Board will be requested to receive and file subject reports.

H. Capital Improvement Program

Capital Improvement Status Reports..... 130

ACTION The Board will be requested to receive and file subject reports.

5. ENGINEERING MATTERS

A. Award of Engineering Services Contract to Tetra Tech [PC21 Reach D] 146

ACTION The Board will be requested to approve the award of the Engineering Services Contract to Tetra Tech at a fee of $345,370.00 for the Final Design of the Effluent Transmission Main Trail Bridge Crossing Design Project [PC21 Reach D].

6. GENERAL MANAGER'S REPORTS

A. Interim General Counsel and Labor Counsel Services Agreement with Varner Brandt. 155

ACTION The Board will be requested to ratify the legal services agreement with Varner Brandt to serve as Interim General Counsel pending selection of a new general counsel and continue serving as SOCWA labor counsel.

B. SCADA Trending Module Update Project [PC 2 JBL] 164

ACTION Staff recommends to the Board of Directors to approve contract with Tesco Engineering to upgrade the SCADA trending software at JBL for an amount not to exceed $36,666.00.

C. SCADA Trending Module Update Project [PC 17 RTP] 166

ACTION Staff recommends to the Board of Directors to approve contract with Tesco Engineering to upgrade the SCADA trending software at RTP for an amount not to exceed $36,666.00.

D. General Manager's Status Report 168

ACTION The Board will review the General Manager's Status Report:

- Board Questions
- Receive and file

7. CLOSED SESSION

A. A Closed Session will be conducted for the following matter:

Pursuant to Government Code Section 54956.75

Audit by California State Auditor's Office

B. A. Closed Session will be conducted for the following matter:

Pursuant to Government Code Section 54956.9

Existing Litigation: *Case of SOCWA, et al. v. Moulton Niguel Water District*
Case number 30-2017-00923143-CU-BC-CJC.

8. OTHER MATTERS

A. Board Chair comments on open items.

B. General Manager comments on open items – discussion of schedule for input from SOCWA member agencies on pending items.

C. Open discussion or items received too late to be agendized

Note: Determine the need to take action on the following item(s) introduced by the General Manager which arose subsequent to the agenda being posted.
[Adoption of this action requires a two-thirds vote of the Board, or if less than two-this are present an unanimous vote.]

9. ADJOURNMENT

THE NEXT REGULAR SOCWA BOARD MEETING WILL HELD ON
APRIL 5, 2018 AT 8:30 A.M.

NOTICE OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

FINANCE COMMITTEE

March 7, 2018

3:00 p.m.

NOTICE IS HEREBY GIVEN that a Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee has been called by the Chairman to be held on **March 7, 2018** at **3:00 p.m.** at the SOCWA Administrative Office located at 34156 Del Obispo Street, Dana Point, California.

THE SOCWA MEETING ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS (I.E., ACCESS TO AN AMPLIFIED SOUND SYSTEM, ETC.) PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5421 AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON WRITTEN REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA EXHIBITS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY FINANCE COMMITTEE IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE FINANCE COMMITTEE ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY OFFICE, 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE FINANCE COMMITTEE LESS THAN TWENTY-FOUR (24) PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE FINANCE COMMITTEE MEMBERS, EXCEPT THAT, IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE FINANCE COMMITTEE MEETING ROOM.

AGENDA

1. **Call Meeting to Order**

2. **Pledge of Allegiance**

3. **Public Comments**

   THOSE WISHING TO ADDRESS THE FINANCE COMMITTEE ON ANY ITEM LISTED ON THE AGENDA SHOULD SUBMIT A "REQUEST TO BE HEARD" FORM TO THE CLERK OF THE BOARD BEFORE THE PRESIDING OFFICER ANNOUNCES THAT AGENDA ITEM. YOUR NAME WILL BE CALLED TO SPEAK AT THAT TIME.

4. **Approval of Minutes**
   a. Finance Committee Meeting Minutes of April 11, 2017
   b. Finance Committee Meeting Minutes of May 22, 2017
   c. Finance Committee Meeting Minutes of December 6, 2017
   d. Finance Committee Meeting Minutes of December 11, 2017
   e. Finance Committee Meeting Minutes of December 21, 2017

   Recommendation:

   Finance Committee approval of minutes as submitted.

5. **FY 18-19 Labor & Fringe Forecast**
   a. O&M 5 Year Labor Plan
   b. FY 18-19 thru FY 22-23 O&M Budget Fringe Benefits Pool Forecast

   Recommendation:

   Information Item

6. **FY 18-19 Proposed Small Internal Capital**
   a. PowerPoint Presentation

   Recommendation:

   Information Item

7. **FY 18-19 and FY 19-20 Proposed Capital Program**
   a. FY 18-19 Residual Engineering Expenses

   Recommendation:

   Information Item

8. **FY 18-19 Information Technology ("IT") Budget**
   a. FY18-19 IT Expenses

   Recommendation:

   Information Item

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Finance Committee at least 24 hours prior to the scheduled time of the Special Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 24 hours prior to the time of the above-referenced Finance Committee at the usual agenda posting location of the South Orange County Wastewater Authority and at www.socwa.com.

Dated this 2nd day of March 2018.

B. Burnett

Betty C. Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

NOTICE OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

ENGINEERING COMMITTEE

March 8, 2018

8:30 a.m.

NOTICE IS HEREBY GIVEN that a Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Engineering Committee has been scheduled to be held on **March 8, 2018 at 8:30 a.m.** at the SOCWA Administrative Office located at 34156 Del Obispo Street, Dana Point, California.

THE SOCWA MEETING ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS (I.E., ACCESS TO AN AMPLIFIED SOUND SYSTEM, ETC.) PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5421 AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON WRITTEN REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA EXHIBITS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY ENGINEERING COMMITTEE IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE ENGINEERING COMMITTEE ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY OFFICE, 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE ENGINEERING COMMITTEE LESS THAN 72 HOURS PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE ENGINEERING COMMITTEE MEMBERS, EXCEPT THAT, IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE ENGINEERING COMMITTEE MEETING ROOM.

AGENDA

1. **Call Meeting to Order**

2. **Public Comments**

PERSONS WISHING TO ADDRESS THE ENGINEERING COMMITTEE ON MATTERS NOT LISTED ON THE AGENDA MAY DO SO AT THIS TIME. "REQUEST TO BE HEARD" FORMS ARE AVAILABLE AT THE ENTRANCE TO THE BOARD ROOM. COMMENTS ARE LIMITED TO THREE (3) MINUTES UNLESS FURTHER TIME IS GRANTED BY THE PRESIDING OFFICER. SUBMIT FROM TO THE CLERK OF THE BOARD PRIOR TO THE BEGINNING OF THE MEETING.

THOSE WISHING TO ADDRESS THE ENGINEERING COMMITTEE ON ANY ITEM LISTED ON THE AGENDA SHOULD SUBMIT A "REQUEST TO BE HEARD" FORM TO THE CLERK OF THE BOARD BEFORE THE PRESIDING OFFICER ANNOUNCES THAT AGENDA ITEM. YOUR NAME WILL BE CALLED TO SPEAK AT THAT TIME.

3. Review/Approval of Meeting Minutes (October '17 and February '18)

4. Operations Report

5. Regional Treatment Plant Co-Generation and Switchgear Project Construction Project Status Update (Project Committee 17)

6. Consideration of Asset Register Pilot Projects at SOCWA Treatment Facility (Project Committees 2 and 17)

7. Consideration of Underground Utility Mapping Pilot Project (Project Committee 17)

8. Receive Comments on Aliso Creek Facilities Capital Improvements Budget Fiscal Year 2018/2019 Review (Project Committees 15, 17, 21 and 24)

9. Review of San Juan Watershed Facilities Capital Improvements Budget Fiscal Year 2018/2019 Review (Project Committees 2 and 5)

10. Review of Bids for J. B. Latham Treatment Plant Plant 1 Grit Basin Rehabilitation (Project Committee 2)

11. Review of Proposals for J. B. Latham Treatment Plant Miscellaneous Improvements 2018 Final Design (Project Committee 2)

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Engineering Committee at least 72 hours prior to the scheduled time of the Regular Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 72 hours prior to the time of the above-referenced Engineering Committee at the usual agenda posting location of the South Orange County Wastewater Authority and at www.socwa.com.

Dated this 1st day of March 2018.

B. Burnett

Betty C. Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
PLANNING & OPERATIONS COMMITTEE
March 5, 2018, 8:30 a.m.
MWDOC Conference Room 101

P&O Committee:
Director Osborne, Chair
Director Tamaribuchi
Director Yoo Schneider

Staff: R. Hunter, K. Seckel, J. Berg, H. De La Torre, P. Meszaros

Ex Officio Member: Director Barbre

MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

PUBLIC COMMENTS - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING -- Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at http://www.mwdoc.com.

ACTION ITEMS

1. ORANGE COUNTY QUALIFIED WATER EFFICIENT LANDSCAPER TRAINING PROGRAM

2. SOUTHERN CALIFORNIA WATER COALITION WATERFIX OUTREACH – PHASE 2

INFORMATION ITEMS (The following items are for informational purposes only – background information is included in the packet. Discussion is not necessary unless a Director requests.)

3. UPDATE RE EMERGENCY PLANNING FOR SOUTH ORANGE COUNTY AGENCIES

4. QUARTERLY UPDATE REGARDING IN-LIEU DELIVERIES

5. STATUS REPORTS

   a. Ongoing MWDOC Reliability and Engineering/Planning Projects
   b. WEROC
   c. Water Use Efficiency Projects
   d. Water Use Efficiency Programs Savings and Implementation Report

6. REVIEW OF ISSUES RELATED TO CONSTRUCTION PROGRAMS, WATER USE EFFICIENCY, FACILITY AND EQUIPMENT MAINTENANCE, WATER STORAGE, WATER QUALITY, CONJUNCTIVE USE PROGRAMS, EDUCATION, DISTRICT FACILITIES, and MEMBER-AGENCY RELATIONS

ADJOURNMENT

NOTE: At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. 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.

WORKSHOP MEETING OF THE
BOARD OF DIRECTORS WITH MET DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
18700 Ward Street, Board Room, Fountain Valley, California
March 7, 2018, 8:30 a.m.

AGENDA

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC PARTICIPATION/COMMENTS

At this time members of the public will be given an opportunity to address the Board concerning items within the subject matter jurisdiction of the Board. Members of the public may also address the Board about a particular Agenda item at the time it is considered by the Board and before action is taken.

The Board requests, but does not require, that members of the public who want to address the Board complete a voluntary "Request to be Heard" form available from the Board Secretary prior to the meeting.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize item(s), which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present or, if less than two-thirds of the Board members are present, a unanimous vote.)

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

Pursuant to Government Code Section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at http://www.mwdoc.com.

(NEXT RESOLUTION NO. 2066)

PRESENTATION/DISCUSSION/INFORMATION ITEMS

1. INPUT OR QUESTIONS ON MET ISSUES FROM THE MEMBER AGENCIES/MET DIRECTOR REPORTS REGARDING MET COMMITTEE PARTICIPATION

Recommendation: Receive input and discuss the information.

2. METROPOLITAN'S PROPOSED BIENNIAL BUDGET AND RATES FOR FISCAL YEARS 2018/19 AND 2019/20 PRESENTAION BY METRPOLITAN STAFF

Recommendation: Review and discuss the information presented.

3. UPDATE ON CALIFORNIA WATERFIX

Recommendation: Review and discuss the information presented.

4. WATER SUPPLY CONDITIONS UPDATE

Recommendation: Review and discuss the information presented.

5. MET ITEMS CRITICAL TO ORANGE COUNTY (The following items are for informational purposes only – a write up on each item is included in the packet. Discussion is not necessary unless requested by a Director)

a. MET's Water Supply Conditions
b. MET's Finance and Rate Issues
c. Colorado River Issues
d. Bay Delta/State Water Project Issues
e. MET's Ocean Desalination Policy and Potential Participation by MET in the Doheny Desalination Project and in the Huntington Beach Ocean Desalination Project (Poseidon Desalination Project)
f. Orange County Reliability Projects
g. East Orange County Feeder No. 2
h. South County Projects

Recommendation: Discuss and provide input on information relative to the MET items of critical interest to Orange County.

6. METROPOLITAN (MET) BOARD AND COMMITTEE AGENDA DISCUSSION ITEMS

a. Summary regarding February Board Meeting
b. Review items of significance for MET Board and Committee Agendas

Recommendation: Review and discuss the information presented.

ADJOURNMENT

Note: Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. 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.

MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
March 14, 2018, 8:30 a.m.
MWDOC Conference Room 101

Committee:
Director Thomas, Chair
Director Dick
Director Finnegan

Staff: R. Hunter, K. Seckel, C. Harris, K. Davanaugh, H. Chumpitazi

Ex Officio Member: Director Barbre

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PUBLIC COMMENTS - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

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PROPOSED BOARD CONSENT CALENDAR ITEMS

1. TREASURER'S REPORT
   a. Revenue/Cash Receipt Report – February 2018
   b. Disbursement Approval Report for the month of March 2018
   c. Disbursement Ratification Report for the month of February 2018
   d. GM Approved Disbursement Report for the month of February 2018
   e. Water Use Efficiency Projects Cash Flow – February 28, 2018
   f. Consolidated Summary of Cash and Investment – January 2018
   g. OPEB Trust Fund monthly statement

2. FINANCIAL REPORT
   a. Combined Financial Statements and Budget Comparative for the Period ending January 31, 2018

ACTION ITEMS

3. GRANT TRACKING AND ACQUISITION SERVICES

4. ATTENDANCE AT THE NATIONAL WATER RESOURCES ASSOCIATION (NWRA) FEDERAL WATER ISSUES CONFERENCE, APRIL 9-11, 2018, WASHINGTON, DC

5. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) – "NO DRINKING WATER TAX" EDUCATION AND OUTREACH CAMPAIGN

DISCUSSION ITEM

6. SECOND DRAFT OF THE FY 2018-19 BUDGET

7. COMPENSATION & BENEFITS STUDY REPORT (oral report)

INFORMATION ITEMS – (THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY – BACKGROUND INFORMATION IS INCLUDED IN THE PACKET. DISCUSSION IS NOT NECESSARY UNLESS REQUESTED BY A DIRECTOR.)

8. DEPARTMENT ACTIVITIES REPORTS
   a. Administration
   b. Finance and Information Technology

9. MONTHLY WATER USAGE DATA, TIER 2 PROJECTION, AND WATER SUPPLY INFORMATION

OTHER ITEMS

10. REVIEW ISSUES REGARDING DISTRICT ORGANIZATION, PERSONNEL MATTERS, EMPLOYEE BENEFITS FINANCE AND INSURANCE

ADJOURNMENT

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MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
PUBLIC AFFAIRS AND LEGISLATION COMMITTEE
March 19, 2018, 8:30 a.m.
Conference Room 101

Committee:
Director Dick, Chairman
Director Thomas
Director Tamaribuchi

Staff: R. Hunter, K. Seckel, H. Baez, D. Micalizzi, P. Meszaros, T. Baca

Ex Officio Member: Director Barbre

MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

PUBLIC PARTICIPATION

Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee)

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PRESENTATION ITEM

1. PRESENTATION BY PAUL JONES REGARDING EASTERN MUNICIPAL WATER DISTRICT'S LEGISLATION

DISCUSSION ITEMS

2. LEGISLATIVE ACTIVITIES
   a. Federal Legislative Report (Barker)
   b. State Legislative Report (BBK)
   c. County Legislative Report (Lewis)
   d. Legal and Regulatory Report (Ackerman)
   e. MWDOC Legislative Matrix
   f. Metropolitan Legislative Matrix

3. SOUTHERN CALIFORNIA WATER ISSUES CONGRESSIONAL DELEGATION BRIEFING LUNCHEON

ACTION ITEMS

4. ADOPT LEGISLATIVE POSITIONS

5. ELECTION OF OC LAFCO SPECIAL DISTRICT MEMBER AND ALTERNATE

6. AUTHORIZE ATTENDANCE AT THE P3 WATER SUMMIT, SAN DIEGO, APRIL 3-4, 2018

INFORMATION ITEMS (THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY – BACKGROUND INFORMATION IS INCLUDED IN THE PACKET. DISCUSSION IS NOT NECESSARY UNLESS REQUESTED BY A DIRECTOR.)

7. WEBSITE AND SOCIAL MEDIA ANALYTICS UPDATE

8. WYLAND MAYOR'S CHALLENGE POCKET PARK- PROJECT UPDATE

9. APRIL 19, 2018 WATER POLICY DINNER

10. UPDATE ON 2018 OC WATER SUMMIT (JUNE 1, 2018)

11. EDUCATION PROGRAM UPDATE

12. PUBLIC AFFAIRS ACTIVITIES REPORT

OTHER ITEMS

13. REVIEW ISSUES RELATED TO LEGISLATION, OUTREACH, PUBLIC INFORMATION ISSUES, AND MET

ADJOURNMENT

NOTE: At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised.

Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. 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.

LOCAL AGENCY FORMATION COMMISSION
ORANGE COUNTY

2677 North Main Street, Suite 1050
Santa Ana, CA 92705
(714) 640-5100 ◆ FAX (714) 640-5139

REGULAR MEETING AGENDA

Wednesday, March 14, 2018
8:15 a.m.

Planning Commission Hearing Room
Hall of Administration
333 W. Santa Ana Blvd.
10 Civic Center Plaza, Santa Ana, CA 92701

Any member of the public may request to speak on any agenda item at the time that item is being considered by the Commission.

1. CALL THE MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE – COMMISSIONER ALLAN BERNSTEIN

3. ROLL CALL

4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATIONS
(Received After Agenda Distribution)

5. APPROVAL OF MINUTES

a.) February 14, 2018 – Regular Commission Meeting

6. PUBLIC COMMENT

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on an off-agenda item(s) unless authorized by law.

7. CONSENT CALENDAR

None

8. PUBLIC HEARING

a.) Reorganization Consisting of the Annexation of Six Unincorporated Islands to the City of La Habra and the Dissolution of County Service Area #20 (RO 18-01)
The Commission will consider the proposed annexation of six small unincorporated islands to the City of La Habra and the dissolution of County Service Area #20. Pursuant to the California

Environmental Quality Act (CEQA), the Commission, as the responsible agency, will consider the approval of a Notice of Exemption for this project.

9. COMMISSION DISCUSSION AND ACTION

a.) Legislative Report – March 2018

The Commission will receive the legislative report on proposed legislation and other matters of LAFCO-interest introduced to-date during the current legislative session.

b.) Comprehensive Organizational Assessment *(Continued from January 10 and February 14)*

The Commission will consider the recommendations of the Comprehensive Organization Assessment prepared by the consultant, Kelly Associates Management Group, LLC.

10. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken, except to place the item on a future agenda if approved by Commission majority.

11. EXECUTIVE OFFICER'S REPORT

Executive Officer's report on upcoming events and activities of the Executive Officer since last meeting.

12. INFORMATIONAL ITEMS & ANNOUNCEMENTS

a.) 2018 LAFCO Strategic Planning Session

The Commission will hold its Annual Strategic Planning Session on Wednesday, April 11, 2018 at the Orange County Transportation Authority (OCTA), Conference Room 08 located at 550 South Main Street, Orange, CA 92868. The session is scheduled for 8:15 a.m. to 12:00 p.m. The meeting is intended primarily for the Commissioners to review completion of agency goals and identify projects and activities for the FY 2018-19 work plan. However, the session is an open and public meeting with an opportunity for public comment.

13. CLOSED SESSION

None

14. ADJOURNMENT OF REGULAR COMMISSION MEETING

NOTICE REGARDING ITEMS DISTRIBUTED TO THE COMMISSION LESS THAN 72 HOURS PRIOR TO THE LAFCO REGULAR MEETING:
Pursuant to Government Code Section 54957.5 public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be available to the public at Orange County LAFCO offices at 2677 North Main Street, Suite 1050, Santa Ana, CA 92705 during regular business hours. These records when possible will also be made available on the OC LAFCO website at http://www.oclafco.org.

NOTICE: ***State law requires that a participant in a LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than $250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.***

LAFCO Agendas and supporting documentation are available on the Internet at http://oclafco.org.

AGENDA
SOUTH ORANGE COUNTY WATERSHED MANAGEMENT AREA
MANAGEMENT COMMITTEE
AGENDA
March 5, 2018
1:30 – 3:30 p.m.

City of Laguna Hills, Council Chambers
24035 El Toro Road
Laguna Hills, CA 92653
Map

Shaun Pelletier
City of Aliso Viejo
Lisa Zawaski
City of Dana Point
Mary Vondrak
City of Laguna Beach
Ken Rosenfield
City of Laguna Hills
Hal Ghafari
City of Laguna Niguel
Moy Yahya
City of Laguna Woods
Devin Slaven
City of Lake Forest
Joe Ames
City of Mission Viejo
E. Max Maximous
City of Rancho Santa Margarita
David Rebensdorf
City of San Clemente

Hossein Ajideh
City of San Juan Capistrano
Grant Sharp
County of Orange
Dennis Cafferty
El Toro Water District
Mark Tettemer
Irvine Ranch Water District
Rodney Woods
Moulton Niguel Water District
Charles Busslinger
Municipal Water District of OC
Dan Ferons
Santa Margarita Water District
Rick Shintaku
South Coast Water District
Betty Burnett
South OC Wastewater Authority
Hector Ruiz
Trabuco Canyon Water District
David Youngblood
Laguna Beach County Water District

Polly Welsch

From: Voss, Jenna <Jenna.Voss@ocpw.ocgov.com>
Sent: Wednesday, February 28, 2018 1:22 PM
Cc: Aprahamian, Amanda; Corpus, Iris; Rivers, Cindy; Pastor, Bryan
Subject: South OC WMA Management Committee 3/5 Mtg Agenda
Attachments: SOCWMA MC Agenda 05 March 2018.pdf

Good afternoon Management Committee,

A South Orange County WMA (SOCWMA) Management Committee meeting is scheduled for next Monday, March 5th from 1:30 – 3:30 PM in Laguna Hills (information below). Please find attached an agenda for your reference. As a reminder, the Data Management System/SOCWMA website can be found at this link: http://arcg.is/1WWTmb.

The meeting will be held in person to go over the list of projects received to date that have been added to the Project List; we will establish the protocol for Management Committee review of projects at this meeting. If you have not yet done so, please submit any additional projects you would like discussed by the Committee by the end of this week. For any Management Committee members who have remaining questions on how to us the DMS to submit projects, the meeting will provide an opportunity to seek clarification from staff.

Meeting Information:

Date:	Monday, March 5, 2018
Time:	1:30 PM – 3:30 PM
Location:	City of Laguna Hills Council Chambers 24035 El Toro Road, Laguna Hills, CA 92653

Also, the public review process for the IRWM Plan will start Monday, providing the opportunity for Committee members to discuss any remaining questions/comments prior to distribution. If the Committee approves opening the plan for review, the notice will be sent immediately following the meeting and the review period will conclude March 30th.

Thank you,

Jenna Voss
Senior Environmental Resources Specialist
OC Public Works – OC Environmental Resources
Watershed Management – South Orange County
2301 N. Glassell St. Orange, CA 92865
jenna.voss@ocpw.ocgov.com
714.955.0652

Please note my working hours are 7:00 AM - 4:30 PM, Monday - Thursday and 7:00 AM - 3:30 PM every other Friday.

1. **Welcome & Introductions**
   Group

2. **IRWM Plan Update & Project List** – *Jenna Voss, County of Orange*
   a) Project List Submittals
   b) IRWM Plan Public Review & Workshop
   c) DAC Needs Assessment
   d) Funded Project Portal (Data Management System)

3. **Water Quality Improvement Plan Update**
   Cindy Rivers, County of Orange

4. **Other Update Items** – *Jenna Voss*
   a) OC Stormwater Resource Plan
   b) San Diego Regional Board Presentation 4/11
   c) Team Arundo
   d) Roundtable of Regions
   e) Legislative Actions

5. **Options for IRWM Planning in FY 17-18 Cost Share Budget**
   Group Discussion

6. **Updates on Current Activities & Projects (As Needed)**
   Group Discussion

7. **Next Executive Committee Meeting: May 3, 2018**
   Next Management Committee Meeting: April 2, 2018

8. **Closing and Adjourn**

Executive Committee Meeting

Tuesday, March 6, 2018
7:30 a.m.
Municipal Water District of Orange County Conference Room 101

AGENDA

Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 *fax*

www.mwdoc.com/isdoc

Executive Committee

President
Hon. Jim Fisler
Mesa Water District

1st Vice President
Hon. Saundra Jacobs
Santa Margarita Water District

2nd Vice President
Hon. Mark Monin
El Toro Water District

3rd Vice President
Hon. Mary Aileen Matheis
Irvine Ranch Water District

Secretary
Hon. Doug Davert
East Orange County Water District

Treasurer
Hon. Joan C. Finnegan
Municipal Water District of Orange County

Past President
Hon. Mike Scheafer
Costa Mesa Sanitary District

Staff and Administration

Heather Baez
Municipal Water District of Orange County

Sylvia Prado
East Orange County Water District

I. Welcome

II. Approval of Minutes

- Consider approval of the minutes for the February 6, 2018 meeting

III. Public Comments

IV. Old Business

- LAFCO Dues Study Committee - Update
  - Information item.

V. New Business

VI. Treasurer's Report – Joan Finnegan

- Receive, discuss and file February 28, 2018 Treasurer's Report.

VII. CSDA Report – Bill Nelson/Arlene Schafer

- Receive, discuss and file the CSDA report.

VIII. LAFCO Report – John Withers

- Receive, discuss and file the LAFCO report.

IX. ACWA Report – Saundra Jacobs

- Receive, discuss and file the ACWA report.

X. OCCOG Report – Phil Anthony

- Receive, discuss and file OCCOG report.

XI. Subcommittee Reports

- **Program (Saundra Jacobs)**
  - Discuss programs and speakers for upcoming March 29th quarterly membership meeting
- **Membership (Mark Monin)**

c. Legislative (Mary Aileen Matheis)

- Discuss and consider taking action on proposed legislation of interest to Special Districts.

XII. President and Committee Member Announcements and Comments

XIII. Adjourn

Next Executive Committee Meeting: Tuesday, April 3, 2018
Next ISDOC Quarterly Meeting: March 29, 2018

ISDOC Executive Committee
February 6, 2018

Minutes

I. Welcome
President Jim Fisler called the meeting to order at 7:30 a.m.

Committee Members Present:
Jim Fisler, President (Mesa WD/LAFCO)
Saundra Jacobs, First Vice-President (SMWD)
Mark Monin, Second Vice-President (ETWD)
Mary Aileen Matheis, Third Vice President (IRWD)
Doug Davert, Secretary (EOCWD)
Joan Finnegan, Treasurer (MWDOC)
Mike Scheafer, Immediate Past President (CMSD)

Committee Members Absent: None

Others Present:
Arlene Schafer (CMSDCSDA)
Bill Nelson (OCCD/CSDA)
Marnie Primmer (OCCOG)
Heather Baez (MWDOC)
John Withers (IRWD/LAFCO)
Mike Dunbar (EBCSD)

II. Minutes
- The minutes from the January 9, 2018, meeting of the Executive Committee were reviewed. Upon a motion by Director Finnegan and second by Director Jacobs, the minutes were unanimously approved.

III. Public Comments:
None

IV. Old Business:

LAFCO Dues- President Fisler gave an oral report on the status of the Subcommittee meeting (conference call). President Fisler reported that ideas for possible dues allocation were presented by Mesa Water District and Santa Margarita Water District in addition to the original proposal prepared by Yorba Linda Water District. President Fisler will cause all of the proposals to be circulated to the Executive Committee for their review and comment. He requested that comments come back to him within approximately two weeks so that they can be discussed with the Subcommittee in a future conference call yet to be scheduled. He reminded the Executive Committee that the total fees to be paid to LAFCO are fixed by LAFCO as part of its budgeting process; we are only discussing the allocation of the special district portion of the total LAFCO budget.

Mike Dunbar gave a presentation on the dues allocation from a historical perspective dating back to 2001 when the last allocation was made. Some of the considerations then were whether or not the district was an enterprise special district, and how they were funded. It was noted that many things have changed. As an example, MWDOC used to be funded through water consumption and sales and is now funded through meter charges. It was also noted that the allocation categories are outdated as they have never been adjusted.

LAFCO Director Withers agreed to provide the LAFCO budgeting schedule but felt that ISDOC's timing in working through this issue is good.

V. New Business:

None.

VI. Treasurer's Report – Joan Finnegan
Balance as of 2/6/18 is $10,078.22.

Heather Baez reported the dues invoices for all members were sent out at the rate of $50.00 for the year for both agency members and associate members, however there was some confusion as to the member rate. Heather requested clarification on the rate that the Executive Committee set for 2018.

As such, it was MOVED by Mike Scheafer and SECONDED by Jim Fisler to confirm the 2018 dues rate at $50 for all members.

VII. California Special Districts Association (CSDA) Report – Bill Nelson/Arlene Schafer:

Director Nelson reported on the CSDA highlights of 2017 and distributed a handout detailing the CSDA legislative record, increased membership, results of its work with the Little Hoover Commission (LHC), and other matters. Director Schafer mentioned the importance of CSDA being able to directly participate in discussions with the LHC.

VIII. Local Agency Formation Commission (LAFCO) Report – John Withers

Director Withers reported that the next LAFCO Board Meeting will be held On February 14, 2018 at 8:15 a.m. in the Planning Commission room in the County Hall of Administration at 8:00 a.m.

He reported on the election of officers for the coming year. Derek McGregor is LAFCO Chairman for a third consecutive year; candidates for Vice-Chair are Dr. Allan Bernstein (Tustin) and Cheryl Brothers (Fountain Valley). The election of a Vice-Chair should be decided at the next meeting.

Director Withers also reported that the LAFCO Board will consider the following:

1. Amendments to LAFCO's guidelines and policies to, among other things, bring them into compliance with changes in state law.
2. Consider a new policy regarding computer and electronic communications that will comply with the holdings in a recent California Supreme Court case.
3. Update consultant agreements with various consultants providing service to OC LAFCO
4. Receive the comprehensive quarterly report.
5. Review the budget status for the current fiscal year (He reports that LAFCO is operating at a modest surplus this year so far).

Director Withers finally reported on the upcoming Municipal Service Review (MSR) process that is currently underway which includes regional meetings between LAFCO staff and stakeholders to discuss what will be examined and how to work collaboratively. He reiterated that LAFCO seeks to be a resource to local agencies rather than forcing anything upon them. Director Fisler (LAFCO Alternate) offered that he is looking forward to hearing the update on the MSR process.

IX. Association of California Water Agencies (ACWA) - Saundra Jacobs:

Director Jacobs reported that the ACWA Board is reconsidering its proposed limitation on committee size in the face of some backlash from membership. Director Jacobs reported that she and Stacy Taylor (Mesa WD) have been appointed to the Communications Committee for ACWA.

She also reported on discussion regarding upcoming drought concerns, draft regulations that are being circulated for comment, the Region 10 planning meeting held in January, and noted upcoming events including the ACWA conference with Washington DC and the legislative advocacy that will take place there.

Director Finnegan noted that MWDOC will be hosting a couple of events in DC during the conference.

X. OCCOG Report-Marnie Primmer

Marnie noted the upcoming General Assembly on March 22, 2018, at the Disney Grand Californian hotel in Anaheim. She indicated there will be a panel to discuss water issues, a panel to discuss the homeless/housing crisis, and will also have two excellent keynote speakers.

Marnie also reported that OCCOG and the Orange County Business Council (OCBC) will host a breakfast on March 2, 2018, to discuss SB743 (CEQA updates) which changes the way traffic and miles traveled are incorporate into EIR/EIS documents.

She also reminded members about the OCCOG Grant Finder database that is available to ISDOC member agencies; reported that a workshop on housing legislation will be held in the spring; and advised that SCAG elections are upcoming.

XI. Subcommittee Reports

- Program – Saundra Jacobs
  Director Jacobs reported that she is still working to confirm a speaker for the next quarterly luncheon to be held March 29, 2018.

- Membership – Mark Monin:
  Director Monin reported that he is still pursuing additional Associate members. He and Director Finnegan will work with Heather Baez to be sure that a current list of Associate Members is available for invoicing purposes.

- Legislative – Mary Aileen Matheis:
  Director Matheis reported on new trailer bill language published last week that reintroduces a water tax at $0.95 per meter statewide. She opined that the bill is very aggressive and is of great concern to the water industry.

  Heather Baez added that the trailer bill language being discussed is very aggressive. In addition to the tax, it adds 23 new positions to administer the program. While passage would require a 2/3's supermajority, it is widely assumed that the Democrats will be back to a supermajority by the time the bill is voted on. Heather noted that Orange County's "share" of the "need" is approximately 10% of the statewide total.

XII. President and Committee Member Announcements and Comments:
Director Jacobs invited all to a groundbreaking of a new reservoir on February 27, 2018.

XIII. The meeting was adjourned at 8:40 a.m.; the next Executive Committee Meeting will be held on Tuesday, March 6, 2018 at 7:30 a.m.

AGENDA

Friday, March 2, 2018
7:30 a.m. - 9:00 a.m.
Doors open at 7:00 a.m.

OCWD/MWDOC JOINT BOARD ROOM
18700 Ward Street, Fountain Valley

Mailing Address
P.O. Box 8300
Fountain Valley, CA 92708

Meeting Location
18700 Ward Street
Fountain Valley, CA 92708

(714) 378-3200
(714) 963-0291 *fax*

www.ocwd.com/news-events/events/waco
www.mwdoc.com/waco

Officers

Chair
Hon. Jose Vergara
El Toro Water District

Vice Chair
Hon. Jim Atkinson
Mesa Water District

Staff Contacts

Alicia Dunkin
Orange County Water District

Heather Baez
Municipal Water District of Orange County

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Pledge of Allegiance

Announcements & Introductions

- Jose Vergara, El Toro Water District

Reports

- Association of California Water Agencies (ACWA) Report – Cathy Green, Orange County Water District
- Metropolitan Water District of Southern California Report – Linda Ackerman, Metropolitan Water District of Southern California

Program: Exposing the Myths of Public Utilities

- James Pasmore Jr. C.E.M., Account Manager, Business Customer Division - Water Sector, Southern California Edison
- Ranjiv Goonetilleke, Principal Engineer - Commercial & Industrial Customer Service, Southern California Gas Company

Adjourn

……..……..

Next WACO Meeting

Friday, April 6, 7:30 a.m. @ OCWD/MWDOC Joint Boardroom

Next WACO Planning Committee Meeting

Tuesday, March 20, 7:30 a.m. @ MWDOC 101

To view previous presentations, please visit
https://www.youtube.com/orangecountywater

AGENDA
Quarterly Utility Coordination Meeting
Wednesday, February 28, 2018 – 10:00 A. M. - 11:00 A. M.
City of Lake Forest City Hall
El Toro Conference Room (1st Floor)

1. Introductions

2. City Projects (Taylor Abernathy)
   a. ADA Access Ramps Phase 11
   - Scope of Work - Modification of ramps for ADA compliance
   - Current Status – Ready to Advertise

   b. 7 Year Street Overlay / Slurry Program - (Taylor Abernathy)
   Next Slurry Seal Zones:
   - Zone B (FY18-19)
   - Zone G (FY19-20)
   - Zone F (FY20-21)

   Trabuco Canyon Water District will provide spec for valve lids, MHs, etc.

   c. 7 Year Street Overlay / Slurry Program - (Taylor Abernathy)
   Resurfacing Project Locations:
   Alton Parkway (Portola to Rancho South) (Complete)
   Portola Parkway (Alton to El Toro Road) (Complete)
   Upcoming Resurfacing Project Locations:
   Portola Parkway (within Caltrans R/W @ SR-241) (Spring 2018)
   Dimension Drive (Bake to Lake Forest) (Spring 2018)

   LF Council strategic plan included additional funding for pavement management program, therefore, additional roadways will be coming soon. Next meeting will provide the upcoming projects proposed in our 5-year plan.

   e. Teed Street Storm Drain (Doug Erdman)
   - Current Status – In construction, should be wrapping up by end of March

   f. Civic Center Planning (Doug Erdman)
   - Rough Grading complete
   - Parking Deck – Under Construction
   - Civic Center Drive Improvements – In construction

Development Activity in Lake Forest (Doug Erdman)

a. Portola Center (930 total homes)

1. Northwest – (81 Lots) – Grading, Streets, Model Homes
2. South – (626 Lots) - Grading, Streets, Models, and Production
3. Northeast – (223 Lots) – Rough Grading
4. Street Improvements – Sidewalks, Curb/Gutter, GRR Medians

b. Shea Baker (2,392 homes total) – (Ph1 – Complete, Ph2 – Six tracts under Const., Ph3 – Six tracts under Const.)

c. Parkside – Under Construction of three tracts (Arlington – 64 homes, Madison – 53 homes, and Lexington – 70 homes)

d. Encanto (Commercentre and Alton) – Under construction of 52 homes

e. Future Development

1. Serrano Summit – Phase 1 Rough Grading under construction
2. Serrano Highlands

3. Blanket/Annual Permits (Saira Rodriguez)

a. Notification Forms

b. 24 hour minimum notice required

c. Job tracking not provided

4. Traffic Control Requirements related to Encroachment Permits (Dave Rogers)

a. Use of WATCH Manual or Joint Utilities Manual requires submitting location map and plan number(s) to be used
2016 Edition

5. Sidewalk Inspection / Utility Lids (Sal Quinones)

a. Damaged utility lids identified in sidewalk hazard inspection.
Public Works Inspector to coordinate with utilities on replacements

6. Pavement Moratorium (Taylor Abernathy)

a. City's Pavement Moratorium is included in all Encroachment Permits

b. A list of streets that are under moratorium are:

1. Slurry Seals
    a. Zones A (8/2016),
    b. Zone D (11/2017), and
    c. Zone E (TBD)
2. Arterial Streets
    a. Alton Parkway (Portola to Rancho South) (8/2017)
    b. Portola Parkway (Alton to El Toro Road) (7/2017)
    c. Bake Parkway (Portola to Lake Forest) (12/2014)
    d. Los Alisos (I-5 to easterly City Limit) (FY 2014)
    e. El Toro Road (Bridger to I-5) (FY 2014)
    f. Rockfield (El Toro to Lake Forest) (11/2013)
    g. Lake Forest Drive (Dimension to Rancho) (11/2013)

7. Status reports on projects from utility companies; new projects/project updates

a. AT&T – *Nothing new, pulling fiber in existing infrastructure*

b. COX Communications – *Not present*

c. El Toro Water District – *Demo lift station; permit will expire April*

d. Irvine Ranch Water District – *Not present*

1. Flowmeter installation (next phase) –

e. Southern California Gas Company – *Matt coordinating with their inspector*

f. Southern Calif. Edison Company – *Lake Center Drive: 2 Hotel's requiring updated service.*

g. Trabuco Canyon Water District –

1. El Toro Valve Replacement – *complete*
2. *Driveway widening on Dimension Rd – Construction will happen prior to City's reconstruction project. Pull box conflict will be addressed during Encroachment Permit Plan Check.*

6. Next Meeting (05/30/18) at 10:00 a.m.

DATES TO REMEMBER

MARCH/APRIL 2018

1. Mar 22 – 10:30 a.m. – MWDOC Managers Meeting
2. Mar 23 – 7:30 a.m. – Board Budget Committee #1 Meeting
3. Mar 23 – 11:30 a.m. – Chair/GM Meeting
4. Mar 25-27 – WateReuse Conference (Monterey)
5. Mar 29 – Form 700 Due
6. Mar 29 – 11:30 a.m. – ISDOC Quarterly Meeting
7. Mar 29 – 12:00 p.m. – South County Agencies Meeting (TCWD)
8. Mar 30 – 8:00 a.m. – TV-6 (Goldman)
9. Mar 30 – 10:30 a.m. – Demo Garden Tour
10. Mar 30 – DISTRICT OFFICE CLOSED
11. Apr 2 – 7:30 a.m. – RRC Meeting
12. Apr 2 – 8:30 a.m. – MWDOC Planning/Operations Meeting
13. Apr 3 – 7:30 a.m. – ISDOC Executive Committee Meeting
14. Apr 4 – 8:30 a.m. – MWDOC/MET Directors Workshop
15. Apr 5 – 8:30 a.m. – SOCWA Board Meeting
16. Apr 5 – 6:00 p.m. – MWDOC Elected Officials Forum
17. Apr 6 – 7:30 a.m. - Board Budget Committee #2 Meeting
18. Apr 6 – 7:30 a.m. – WACO
19. Apr 6 – 11:30 a.m. – Chair/GM Meeting
20. Apr 11 – 8:00 a.m. – LAFCO
21. Apr 11 – 8:30 a.m. – MWDOC Admin/Finance Committee Meeting
22. Apr 11 – CASA & WateReuse Public Policy Forum (Sacramento)
23. Apr 13 – DISTRICT OFFICE CLOSED
24. Apr 16 – 7:30 a.m. – Agenda Review
25. Apr 16 – 8:30 a.m. – MWDOC Public Affairs Meeting

26. Apr 17 – 7:30 a.m. – WACO Planning Committee Meeting

27. Apr 18 – 8:30 a.m. – MWDOC Board Meeting

28. Apr 19 – 7:30 a.m. – Board Budget Workshop (Full Board)

29. Apr 19 – 11:30 a.m. – WateReuse Meeting (MNWD)

30. Apr 20 – 11:30 a.m. – Chair/GM Meeting

31. Apr 24 – 7:30 a.m. – Regular Engineering & Finance Committee Meetings

32. Apr 24 – 12:00 p.m. – South County Agencies Meeting (TCWD)

33. Apr 26 – 7:30 a.m. – Regular Board Meeting & Prop 218 Notice

34. Apr 27 – 8:00 a.m. – TV-6 (Vergara)

35. Apr 27 – DISTRICT OFFICE CLOSED

Carry-Over Pending Matters

1. Director Benefits

2. Cyber Security

3. System Vulnerability

4. Equipment Maintenance

5. Strategic Plan Goals with specific timelines for completion:

   Goal 6.1 Update District policies for contracting and purchasing. The goal is to document defensible, transparent, justifiable contracting and purchasing practices that are practical to implement. (April 2018)

EL TORO WATER DISTRICT
Glossary of Water Terms

Accumulated overdraft: The amount of water necessary to be replaced in the intake area of the groundwater basin to prevent the landward movement of ocean water into the fresh groundwater body.

Acre-foot, AF: A common water industry unit of measurement. An acre-foot is 325,851 gallons, or the amount of water needed to cover one acre with water one foot deep. An acre-foot serves annual needs of two typical California families.

ACWA: Association of California Water Agencies.
A statewide group based in Sacramento that actively lobbies State and Federal Government on water issues.

Advanced treatment: Additional treatment processes used to clean wastewater even further following primary and secondary treatment. Also known as tertiary treatment.

AFY: Acre-foot per year.

Alluvium: A stratified bed of sand, gravel, silt, and clay deposited by flowing water.

AMP: Allen McCulloch pipeline.

Major pipeline transporting treated water to water districts between Yorba Linda, where it starts to El Toro Water District reservoir, where it terminates.

Annexation: The inclusion of land within a government agency's jurisdiction.

Annual overdraft: The quantity by which the production of water from the groundwater supplies during the water year exceeds the natural replenishment of such groundwater supplies during the same water year.

Aqueduct: A man-made canal or pipeline used to transport water.

Aquifer: An underground geologic formation of rock, soil or sediment that is naturally saturated with water; an aquifer stores groundwater.

Arid: Dry; deserts are arid places. Semi-arid places are almost as dry as a desert.

Artesian: An aquifer in which the water is under sufficient pressure to cause it to rise above the bottom of the overlying confining bed, if the opportunity is provided.

Artificial recharge: The addition of surface water to a groundwater reservoir by human activity, such as putting surface water into recharge basins. (See also: groundwater recharge and recharge basin.)

AWWA American Water Works Association
Nationwide group of public and private water purveyors and related industrial suppliers.

Base flow: The portion of river surface flow which remains after deduction of storm flow and/or purchased imported water.

Bay-Delta: The Sacramento-San Joaquin Bay-Delta is a unique natural resource of local, state and national significance. The Delta Is home to more than 500,000 people; contains 500,000 acres of agriculture; provides habitat for 700 native plant and animal species; provides water for more than 25 million Californians and 3 million acres of agriculture; is traversed by energy, communications and transportation facilities vital to the economic health of California; and supports a $400 billion economy.

BIA: Building Industry Association.

Biofouling: The formation of bacterial film (biofilm) on fragile reverse osmosis membrane surfaces.

Biosolids: Solid organic matter recovered from a sewage treatment process and used especially as fertilizer.

BMP: Best Management Practice. An engineered structure or management activity, or combination of these, that eliminates or reduces adverse environmental effects.

Brackish water: A mixture of freshwater and saltwater.

Brown Act: Ralph M. Brown Act enacted by the State legislature governing all meetings of legislative bodies. Also know as the Open Meeting requirements.

Canal: A ditch used to move water from one location to another.

CASA: California Association of Sanitation Agencies The sanitation equivalent of ACWA concerned solely with issues affecting the treatment and disposal of solid waste and wastewater.

CEQA: California Environmental Quality Act.

CERCLA: Comprehensive Environmental Response, Compensation and Liability Act. This federal law establishes the Superfund program for hazardous waste sites. It provides the legal basis for the United States EPA to regulate and clean up hazardous waste sites, and if appropriate, to seek financial compensation from entities responsible for the site.

CFS: Cubic feet per second.

Chloramines: A mixture of ammonia and chlorine used to purify water.

Clarify: To make clear or pure by separation and elimination of suspended solid material.

Coagulation: The clumping together of solids so they can more easily be settled out or filtered out of water. A chemical called aluminum sulfate (alum) is generally used to aid coagulation in water treatment and reclamation.

Coastkeepers: A non-profit organization dedicated to the protection and preservation of the marine habitats and watersheds of Orange County through programs of education, restoration, enforcement and advocacy.

Colored water: Groundwater extracted from the basin that is unsuitable for domestic use without treatment due to high color and odor exceeding drinking water standards.

Condensation: The process of water vapor (gas) changing into liquid water. An example of condensation can be seen in the tiny water droplets that form on the outside of a glass of iced tea as warmer air touches the cooler glass.

Confined aquifer: An aquifer that is bound above and below by dense layers of rock and contains water under pressure.

Conjunctive use: Storing imported water in a local aquifer, in conjunction with groundwater, for later retrieval and use.

Contaminate: To make unclean or impure by the addition of harmful substances.

CPCFA: California Pollution Control Financing Authority. State agency providing funds for wastewater reclamation projects.

Crisis:
1. **a:** The turning point for better or worse **b:** a paroxysmal attack of pain, distress, or disordered function **c:** an emotionally significant event or radical change of status in a person's life <a midlife *crisis*>
2. The decisive moment (as in a literary plot)
3. **a:** An unstable or crucial time or state of affairs in which a decisive change is impending; *especially* **:** one with the distinct possibility of a highly undesirable outcome <a financial *crisis*> **b:** a situation that has reached a critical phase

CTP Coastal Treatment Plant

CWPCA California Water Pollution Control Association. A 7000 member non-profit educational organization dedicated to water pollution control.

Dam: A barrier built across a river or stream to hold water.

Decompose: To separate into simpler compounds, substances or elements.

Deep percolation: The percolation of surface water through the ground beyond the lower limit of the root zone of plants into a groundwater aquifer.

Degraded water: Water within the groundwater basin that, in one characteristic or another, does not meet primary drinking water standards.

Delta: Where the rivers empty; an outlet from land to ocean, also where the rivers deposit sediment they carry forming landforms.

Delta Vision: Delta Vision is intended to identify a strategy for managing the Sacramento-San Joaquin Delta as a sustainable ecosystem that would continue to support environmental and economic functions that are critical to the people of California.

Demineralize: To reduce the concentrations of minerals from water by ion exchange, distillation, electro-dialysis, or reverse osmosis.

De-nitrification: The physical process of removing nitrate from water through reverse osmosis, microfiltration, or other means.

Desalting (or desalination): Removing salts from salt water by evaporation or distillation. Specific treatment processes, such as reverse osmosis or multi-stage flash distillation, to demineralize seawater or brackish (saline) waters for reuse. Also sometimes used in wastewater treatment to remove salts other pollutants.

Desilting: The physical process of removing suspended particles from water.

Dilute: To lessen the amount of a substance in water by adding more water.

Disinfection: Water treatment which destroys potentially harmful bacteria.

Drainage basin: The area of land from which water drains into a river, for example, the Sacramento River Basin, in which all land area drains into the Sacramento River. Also called catchment area, watershed, or river basin.

Drought: A prolonged period of below-average precipitation.

DPHS: California Department of Public Health Services. Regulates public water systems; oversees water recycling projects; permits water treatment devices; certifies drinking water treatment and distribution operators; supports and promotes water system security; provides support for small water systems and for improving technical, managerial, and financial (TMF) capacity; provides funding opportunities for water system improvements.

DVL: Diamond Valley Lake. Metropolitan's major reservoir near Hemet, in southwestern Riverside County.

DWR: California Department of Water Resources. Guides development/management of California's water resources; owns/operates State Water Project and other water facilities.

Endangered Species: A species of animal or plant threatened with extinction.

Endangered Species Act of 1973 (ESA): The most wide-ranging of the dozens of United States environmental laws passed in the 1970s. As stated in section 2 of the act, it was designed to protect critically imperiled species from extinction as a "consequence of economic growth and development untendered by adequate concern and conservation.

Ecosystem: Where living and non-living things interact (coexist) in order to survive.

Effluent: Wastewater or other liquid, partially or completely treated or in its natural state, flowing from a treatment plant.

Evaporation: The process that changes water (liquid) into water vapor (gas).

Estuary: Where fresh water meets salt water.

Evapotransporation: The quantity of water transpired (given off), retained in plant tissues, and evaporated from plant tissues and surrounding soil surface. Quantitatively, it is expressed in terms of depth of water per unit area during a specified period of time.

FCH Federal Clearing House – Environmental Review/Processing

FEMA Federal Emergency Management Agency

Filtration: The process of allowing water to pass through layers of a porous material such as sand, gravel or charcoal to trap solid particles. Filtration occurs in nature when rain water soaks into the ground and it passes through hundreds of feet of sand and gravel. This same natural process of filtration is duplicated in water and wastewater treatment plants, generally using sand and coal as the filter media.

Flocculation: A chemical process involving addition of a coagulant to assist in the removal of turbidity in water.

Forebay: A reservoir or pond situated at the intake of a pumping plant or power plant to stabilize water level; also, a portion of a groundwater basin where large quantities of surface water can recharge the basin through infiltration.

Gray water reuse: Reuse, generally without treatment, of domestic type wastewater for toilet flushing, garden irrigation and other non-potable uses. Excludes water from toilets, kitchen sinks, dishwashers, or water used for washing diapers.

Green Acres Project (GAP): A 7.5 million gallons per day (MGD) water reclamation project that serves tertiary treated recycled water to irrigation and industrial users in Costa Mesa, Fountain Valley, Huntington Beach, Newport Beach, and Santa Ana.

God Squad: A seven-member committee that is officially called the "Endangered Species Committee". Members consist of Secretary of the Interior, the Secretary of Agriculture, the Secretary of the Army, the Chairman of the Council of Economic Advisers, the Administrator of the National Oceanic and Atmospheric Administration and one individual from the affected state. The squad was established in 1978 by an amendment to the 1973 Endangered Species Act (ESA). It has only been called into action three times to deal with proposed federal agency actions that have been determined to cause "jeopardy" to any listed species. Such actions may receive an exemption from the ESA if five members of the committee determine that the action is of regional or national significance, that the benefits of the action clearly outweigh the benefits of conserving the species and that there are no reasonable and prudent alternatives to the action.

Groundwater: Water that has percolated into natural, underground aquifers; water in the ground, not water puddled on the ground.

Groundwater basin: A groundwater reservoir defined by the overlying land surface and the underlying aquifers that contain water stored in the reservoir. Boundaries of success-ively deeper aquifers may differ and make it difficult to define the limits of the basin.

Groundwater mining: The withdrawal of water from an aquifer in excess of recharge over a period of time. If continued, the underground supply would eventually be exhausted or the water table could drop below economically feasible pumping lifts.

Groundwater overdraft: The condition of a groundwater basin in which the amount of water withdrawn by pumping exceeds the amount of water that recharges the basin over a period of years during which water supply conditions approximate average.

Groundwater recharge: The action of increasing groundwater storage by natural conditions or by human activity. See also: Artificial recharge.

Ground Water Replenishment System (GWRS): A joint project of the Orange County Water District and the Orange County Sanitation District that will provide up to 100,000 acre-feet of reclaimed water annually. The high-quality water will be used to expand an existing underground seawater intrusion barrier and to replenish the groundwater basin underlying north and central Orange County.

Groundwater table: The upper surface of the zone of saturation (all pores of subsoil filled with water), except where the surface if formed by an impermeable body.

GPM: Gallons per minute.

Ground Water Replenishment System (GWRS): Orange County Water District's state-of-the-art, highly advanced, waste-water treatment facility.

Hydrologic balance: An accounting of all water inflow to, water outflow from, and changes in water storage within a hydrologic unit over a specified period.

Hydrologic cycle: The process of water constantly circulating from the ocean, to the atmosphere, to the earth in a form of precipitation, and finally returning to the ocean.

Imported water: Water that has originated from one hydrologic region and is transferred to another hydrologic region.

Inflatable rubber dams: Designed to replace temporary sand levees that wash out during heavy storm flow, the dams hold back high-volume river flows and divert the water into the off-river system for percolation.

Influent: Water or wastewater entering a treatment plant, or a particular stage of the treatment process.

Irrigation: Applying water to crops, lawns or other plants using pumps, pipes, hoses, sprinklers, etc.

JPIA Joint Powers Insurance Authority. A group of water agencies providing self-insurance to members of the ACWA.

LAIF Local Agency Investment Fund. Statewide pool of surplus public agency money managed by State Treasurer.

Leach: To remove components from the soil by the action of water trickling through.

MAF: Million acre feet.

MCL: Maximum contaminant level set by EPA for a regulated substance in drinking water. According to health agencies, the maximum amount of a substance that can be present in water that's safe to drink and which looks, tastes and smells good.

MET: Metropolitan Water District of Southern California.

MGD: Million gallons per day.

Microfiltration: A physical separation process where tiny, hollow filaments members separate particles from water.

Microorganism: An animal or plant of microscopic size.

MWD: Metropolitan Water District of Southern California.

MWDOC: Municipal Water District of Orange County. Intermediate wholesaler between MWD and 27 member agencies including ETWD.

Non-point source pollution: Pollution that is so general or covers such a wide area that no single, localized source of the pollution can be identified.

NPDES National Pollution Discharge Elimination System

OCBC: Orange County Business Council.

OCEMA Orange County Environmental Management Agency

OCWD: Orange County Water District.

Opportunity:
1. A favorable juncture of circumstances.
2. A good chance for advancement or progress .

Organism: Any individual form of life, such as a plant, animal or bacterium.

PCM Professional Community Management, Inc. Property Management company providing services to Laguna Woods Village and other homeowner associations.

Perched groundwater: Groundwater supported by a zone of material of low permeability located above an underlying main body of groundwater with which it is not hydrostatically connected.

Percolation: The downward movement of water through the soil or alluvium to the groundwater table.

Permeability: The capability of soil or other geologic formations to transmit water.

Point source: A specific site from which waste or polluted water is discharged into a water body, the source of which is identified. See also: non-point source.

Potable water: Suitable and safe for drinking.

PPB: Parts per billion.

Precipitation: Water from the atmosphere that falls to the ground as a liquid (rain) or a solid (snow, sleet, hail).

Primary treated water: First major treatment in a wastewater treatment facility, usually sedimentation but not biological oxidation.

Primary treatment: Removing solids and floating matter from wastewater using screening, skimming and sedimentation (settling by gravity).

Prior appropriation doctrine: Allocates water rights to the first party who diverts water from its natural source and applies the water to beneficial use. If at some point the first appropriator fails to use the water beneficially, another person may appropriate the water and gain rights to the water. The central principle is beneficial use, not land ownership.

Pumping Plant: A facility that lifts water up and over hills.

Recharge: The physical process where water naturally percolates or sinks into a groundwater basin.

Recharge basin: A surface facility, often a large pond, used to increase the infiltration of surface water into a groundwater basin.

Reclaimed wastewater: Wastewater that becomes suitable for a specific beneficial use as a result of treatment. See also: wastewater reclamation.

Reclamation project: A project where water is obtained from a sanitary district or system and which undergoes additional treatment for a variety of uses, including landscape irrigation, industrial uses, and groundwater recharge.

Recycling: A type of reuse, usually involving running a supply of water through a closed system again and again. Legislation in 1991 legally equates the term "recycled water" to reclaimed water.

Reservoir: A place where water is stored until it is needed. A reservoir can be an open lake or an enclosed storage tank.

Reverse osmosis: (RO) A method of removing salts or other ions from water by forcing water through a semi-permeable membrane.

RFP Request for Proposal

Riparian: Of or on the banks of a stream, river, or other body of water.

RO: Reverse osmosis. See the listing under "reverse osmosis."

R-O-W Right-of-way

Runoff: Liquid water that travels over the surface of the Earth, moving downward due to gravity. Runoff is one way in which water that falls as precipitation returns to the ocean.

RWQCB Regional Water Quality Control Board. State agency regulating discharge and use of recycled water.

Safe Drinking Water Act (SDWA): The Safe Drinking Water Act (SDWA) was originally passed by Congress in 1974 to protect public health by regulating the nation's public drinking water supply. The law was amended in 1986 and 1996 and requires many actions to protect drinking water and its sources: rivers, lakes, reservoirs, springs, and ground water wells. (SDWA does not regulate private wells which serve fewer than 25 individuals.) SDWA authorizes the United States Environmental Protection Agency (US EPA) to set national health-based standards for drinking water to protect against both naturally-occurring and man-made contaminants that may be found in drinking water. US EPA, states, and water systems work together to make sure that these standards are met.

Safe yield: The maximum quantity of water that can be withdrawn from a groundwater basin over a long period of time without developing a condition of overdraft, sometimes referred to as sustained yield.

SAFRA Santa Ana River Flood Protection Agency

Salinity: Generally, the concentration of mineral salts dissolved in water. Salinity may be measured by weight (total dissolved solids - TDS), electrical conductivity, or osmotic pressure. Where seawater is known to be the major source of salt, salinity is often used to refer to the concentration of chlorides in the water.

SAWPA: Santa Ana Watershed Project Authority.

SCADA Supervisory Control and Data Acquisition

SCAP Southern California Alliance of Publicly. Newly formed group of public agencies seeking reasonable regulation of sewer industry.

SCH State Clearing House – Environmental Review/Processing

Seasonal storage: A three-part program offered by Metropolitan Water District of Southern California:

> **STSS (Short Term Seasonal Storage)** financially encourages agencies with local groundwater production capabilities to produce a higher percentage of their demand in the summer from their local groundwater supplies, thus shifting a portion of their demand on the MWD system from the summer to winter;
>
> **LTSS (Long Term Seasonal Storage)** financially encourages retail agencies to take and store additional amounts of MWD water above their normal annual demands for later use; Replenishment Water provides less expensive interruptible water that is generally available and used to increase the operating yield of groundwater basins.

Seawater intrusion: The movement of salt water into a body of fresh water. It can occur in either surface water or groundwater basins.

Seawater barrier: A physical facility or method of operation designed to prevent the intrusion of salt water into a body of freshwater.

Secondary treatment: The biological portion of wastewater treatment which uses the activated sludge process to further clean wastewater after primary treatment. Generally, a level of treatment that produces 85 percent removal efficiencies for biological oxygen demand and suspended solids. Usually carried out through the use of trickling filters or by the activated sludge process.

Sedimentation: The settling of solids in a body of water using gravity.

Settle: To clarify water by causing impurities/solid material to sink to a container's bottom.

Sewer: The system of pipes that carries wastewater from homes and businesses to a treatment plant or reclamation plant. Sewers are separate from storm drains, which is a system of drains and pipes that carry rain water from urban streets back to the ocean. Overwatering your yard can also cause water to run into the streets and into storm drains. Storm drain water is not treated before it is discharged.

SigAlert: Any unplanned event that causes the closing of one lane of traffic for 30 minutes or more, as opposed to a planned event, like road construction, which is planned.

SJBA San Juan Basin Authority

Sludge: The solids that remain after wastewater treatment. This material is separated from the cleaned water, treated and composted into fertilizer. Also called biosolids.

SOCWA South Orange County Wastewater Authority. Regional Joint Powers Authority formed for collection and treatment of sewerage (previously known as AWMA/SERRA/SOCRA). SOCWA member agencies:

CSC – City of San Clemente

CSJC – City of San Juan Capistrano

CLB – City of Laguna Beach

ETWD – El Toro Water District

EBSD – Emerald Bay Service District

IRWD – Irvine Ranch Water District

MNWD – Moulton Niguel Water District

SCWD – South Coast Water District

SMWD – Santa Margarita Water District

TCWD – Trabuco Canyon Water District

SRF State Revolving Fund

Storm Drain: The system of pipes that carries rain water from urban streets back to the ocean. Overwatering your yard can also cause water to run into the streets and into storm drains. Storm drain

water is not treated before it is discharged. Storm drains are separate from sewers, which is a separate system of pipes to carry wastewater from homes and businesses to a treatment plant or reclamation plant for cleaning.

Storm flow: Surface flow originating from precipitation and run-off which has not percolated to an underground basin.

SWP: State Water Project. An aqueduct system that delivers water from northern California to central and southern California.

SWRCB State Water Resources Control Board

TDS: Total dissolved solids. A quantitative measure of the residual minerals dissolved in water that remain after evaporation of a solution. Usually expressed in milligrams per liter.

Tertiary treatment: The treatment of wastewater beyond the secondary or biological stage. Normally implies the removal of nutrients, such as phosphorous and nitrogen, and a high percentage of suspended solids.

THM: Trihalomethanes. Any of several synthetic organic compounds formed when chlorine or bromine combine with organic materials in water.

TMA: Too many acronyms.

TMDL: Total maximum daily load; A quantitative assessment of water quality problems, contributing sources, and load reductions or control actions needed to restore and protect bodies of water.

Transpiration: The process in which plant tissues give off water vapor to the atmosphere as an essential physiological process.

Turbidity: Thick or opaque with matter in suspension; muddy water.

Ultraviolet light disinfection: A disinfection method for water that has received either secondary or tertiary treatment used as an alternative to chlorination.

VE Value Engineering

VOC: Volatile organic compound; a chemical compound that evaporates readily at room temperature and contains carbon.

Wastewater: Water that has been previously used by a municipality, industry or agriculture and has suffered a loss of quality as a result.

Water Cycle: The continuous process of surface water (puddles, lakes, oceans) evaporating from the sun's heat to become water vapor (gas) in the atmosphere. Water condenses into clouds and then falls back to earth as rain or snow (precipitation). Some precipitation soaks into the ground (percolation) to replenish groundwater supplies in underground aquifers.

Water rights: A legally protected right to take possession of water occurring in a natural waterway and to divert that water for beneficial use.

Water-use Efficiency: The water requirements of a particular device, fixture, appliance, process, piece of equipment, or activity.

Water year (USGS): The period between October 1st of one calendar year to September 30th of the following calendar year.

Watermaster: A court appointed person(s) that has specific responsibilities to carry out court decisions pertaining to a river system or watershed.

Water Reclamation: The treatment of wastewater to make it suitable for a beneficial reuse, such as landscape irrigation. Also called water recycling.

Watershed: The total land area that from which water drains or flows to a river, stream, lake or other body of water.

Water table: The top level of water stored underground.

WEF Water Environment Federation. Formerly – Water Pollution Control Federation (WPCF). International trade group advising members of sewage treatment techniques and their effect on the environment.

Weir box: A device to measure/control surface water flows in streams or between ponds.

Wellhead treatment: Water quality treatment of water being produced at the well site.

Wetland: Any area in which the water table stands near, at, or above the land surface for a portion of the year. Wetlands are characterized by plants adapted to wet soil conditions.

Xeriscape: Landscaping that requires minimal water.