



Administration and Finance Committee  
Meeting and Special Meeting of the Board  
of Directors

Tuesday, January 06, 2026  
4:30 P.M.

**Committee Members:**

Jennifer Santana, Chair  
Charles Treviño, Vice-Chair

\*The Administration and Finance Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to the Administration and Finance Committee may attend and participate as members of the Board, whether or not a quorum of the Board is present. To preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Administration and Finance Committee will not vote on matters before the Committee.

**Communications**

1. Call to Order
2. Public Comment

**Discussion/Action**

3. Proposed Amendments to Policy No. 1.1, 1.2, 2.1, 3.1 and 3.6 *(Staff memorandum enclosed.)*
4. Upper Water's 2026 Meeting Schedule *(Staff memorandum enclosed.)*
5. Salary Schedule for Finance Manager/Director of Finance *(Staff memorandum enclosed)*

**Oral Reports**

6. Audit Services for Fiscal Year Ended June 30, 2026

**Other Matters**

7. Property for Well Relocation

**Adjournment**

**Next Meeting:** Tuesday, February 03, 2026 at 4:30 p.m.

**American Disabilities Act Compliance** (Government Code Section 54954.2(a))

To request special assistance to participate in this meeting, please contact the District office at (626) 443-2297.



## MEMORANDUM

### ITEM 3. ACTION

**DATE:** January 06, 2025

**TO:** Administration and Finance Committee and the Board of Directors

**FROM:** General Manager

**SUBJECT:** Policy Manual Sections 1.1, 1.2, 2.1, 3.1 and 3.6 (Revised Memo)

#### Recommendation

Staff recommends that the Board of Directors approve the proposed amendments to Policy Nos. 1.1 – Purpose of Policies, 1.2 – Mission Statement, 2.1 – Board Meeting Procedures, 3.1 – General Manager Authority and Duties, and 3.6 – Medical Benefits of Upper Water's Policy Manual.

#### Background

At the November 4<sup>th</sup> Administration and Finance Committee meeting, staff presented a discussion item outlining a draft schedule and updates to Upper Water's Policy Manual, including proposed revisions to the table of contents and a tentative timeline for completing the policy updates within the next year. The revised table of contents is included as Attachment 1.

Staff has since completed a review of Policy Manual Sections 1.1, 1.2, 2.1, 3.1 and 3.6 and identified proposed changes to several sections. These changes include cleanup and updates to existing language to better reflect current practices and policies. As part of this review, the *Conduct of Board Meetings* (formerly Section 2.2) and *Board Meetings* detailing meeting procedures (formerly Section 2.3) have been consolidated into Section 2.1, Board Meeting Procedures, to improve clarity and reduce redundancy. The Board Code of Conduct remains in the Policy Manual as Section 2.2.

For Section 3.1, General Manager Authority and Duties, slight language clarification and amendments were made. For Section 3.6 Medical Benefits, the recommended policy amendment removes the medical benefit tier for current employees hired on or after July 1, 2021, but makes no changes to the retiree benefits. In 2021, the Board adopted a policy change creating a secondary tiered benefits system for employees hired on or after July 1, 2021, which limited medical benefits to the employee and one dependent. The primary intent of that policy change was to reduce post-employment benefit costs. This reduction in medical benefits has resulted in an unintended consequence on recently hired employees.

Comments from legal counsel have also been incorporated for the Board's consideration. A redlined version of the revised sections is included as Attachment 2.

Attachments

SECTION	SUBJECT	STATUS	DATE LAST REVISED	RESPONSIBLE GROUP	BOARD SCHEDULE	NOTES
Purpose of Organization	1.1 Purpose of Policies	REV	5/3/2011	Alexis	January 14th	Admin/Fin Committee
	1.2 Mission Statement	REV	9/4/2019	Alexis		Admin/Fin Committee
Board of Directors	2.1 Board Meeting Procedures	REV	5/3/2011	Alexis	February 11th	Admin/Fin Committee
	2.2 Board of Directors Code of Conduct	REV	5/3/2011	Alexis		
	2.3 Committee Meetings	REV	10/2/2019	Alexis		
	2.4 Attendance of Meetings	REV	5/3/2011	Alexis		
	2.5 Board Member Compensation and Reimbursement	Pending	8/4/2015			
	2.6 Conflict of Interest	APP	12/11/2024		Completed	
	2.7 Ethics	APP	12/11/2024		Completed	
	2.8 Public Complaints and Information Request	APP	12/11/2024		Completed	
	2.9 Credit Card Policy – Directors	APP	4/9/2025		Completed	Moving section to Finance.
Administrative	3.1 General Manager Authority & Duties	REV	11/4/2014	Tom	January 14th	Admin/Fin Committee
	3.2 Training, Education and Conferences	Pending	5/3/2011	Patty	February 11th	
	3.3 Equal Opportunity and Anti-Discrimination Provisions	APP	12/11/2024		Completed	
	3.4 Harassment	APP	12/12/2024		Completed	
	3.5 Vehicle Use Policy	Pending	5/3/2011	Patty	February 11th	
	3.6 Medical Benefits	REV	4/9/2025		January 14th	Admin/Fin Committee
	3.7 Whistleblower Policy	Pending	5/13/2011	Tom	February 11th	
	3.8 Retention Policy	Pending	2/7/2019	Alexis	February 11th	
	3.9 AI Policy	REV		Patty	January 14th	GAC Committee
Finance	4.1 Investment Policy		7/14/2024	Evelyn	Completed	
	4.2 Purchasing Policy - General Supplies, Materials and Equipment	Pending	5/13/2011	Evelyn	March	
	4.3 Purchasing Policy - Professional Services	Pending	5/13/2011	Evelyn		
	4.4 Purchasing Policy – Construction Projects	Pending	5/13/2011	Evelyn		
	4.5 Petty Cash Fund Policy	Pending	5/13/2011	Evelyn		
	4.6 Credit Card Policy	Pending	5/13/2011	Evelyn		Consolidating with Section 2.9
	4.7 Surplus Assets Policy	Pending	5/13/2011	Evelyn		
Public Outreach	5.1 Public Outreach Program	Pending	12/18/2019	Patty	January 14th	GAC Committee
	5.2 Bottled Water Program	APP	4/9/2025	Patty	Completed	
	5.3 Certificate of Recognition Program	APP	4/9/2025	Patty	Completed	
	5.4 Social Media Policy	APP	4/9/2025	Patty	Completed	
Water Resources (new section)	6.1 MWD: Treated, Untreated, Firm Service, WSDM Allocation			Tom	April	
	6.2 Basin Management: Watermaster's Role, Operating Safe Yield, RDA, Replenishment, Delivery Orders, Emergency Storage		5/3/2011	Tom		
	6.3 Types of Deliveries: Cyclic, Normal, Allocation			Tom		
	6.4 Water Orders & Invoicing: Treated, Untreated			Tom		
	6.5 Groundwater Remediation Policy			Tom		
	6.6 Emergency Response			Patty		

Legend	
REV	Revised (may require further and/or legal review)
APP	Approved
Pending	Needs Revision/Review

# Policy Manual

(LAST UPDATED DECEMBER 31, 2025)

## SECTION 1: PURPOSE OF ORGANIZATION

### *HISTORY*

The Upper San Gabriel Valley Municipal Water District (~~Upper District hereinafter the District~~) was formed as a special district by voters in the San Gabriel Valley on December 8, 1959, to help ~~solve-address~~ water ~~problems-issues~~ in the rapidly developing San Gabriel Valley. ~~The Upper District was,~~ then incorporated on January 7, 1960. On March 12, 1963, ~~the District residents of the Upper District~~ voted to annex to the Metropolitan Water District of Southern California (MWD), ~~through whose facilities-allowing~~ supplemental water, ~~first from-initially from~~ the Colorado River, and now from the State Water Project, ~~is brought into the Valley—to be delivered to the Valley.~~

The ~~Upper~~ District played a vital role in determining water rights within the Main San Gabriel Basin by acting as plaintiff in the 1973 court case of Upper San Gabriel Valley Municipal Water District, Plaintiff, v. City of Alhambra, et al., Defendants. This case brought about the creation of the Main San Gabriel Basin Watermaster which was ordered by the court to administer and enforce provisions of the judgment, regulating groundwater rights.

Since 1973, the ~~Upper~~ District has ~~also~~ engaged in ~~a-programs and initiatives to improve~~ water-quality monitoring ~~program-and ensure water availability~~. These efforts focus on involving identifying and addressing chemical and physical constituents in the local domestic water supplies ~~that have a negative impact on our groundwater supplies~~. ~~The appearance of volatile-Volatile organic compounds (VOCs) were first detected in local water supply wells within many water wells-in the Upper District's service area was first discovered in local water supply wells~~ in 1979. Since approximately 90 percent of the annual water consumption in the San Gabriel ~~Basin-Valley~~ is supplied by groundwater, water purveyors have either removed those contaminated wells from service, blended contaminated water with water from other sources, or installed treatment systems to meet health standards and to protect public users.

The District's collaboration with public and private partners has ensured a sustainable path, to high-quality water through the initiatives of recycled water, water stewardship, and conservation practices. The District's core values—diversity, collaboration, innovation, integrity, professionalism, and transparency—guide our commitment to supporting a high quality of life for the greater San Gabriel Valley and consistently meeting the region's needs for reliable, high-quality, and affordable water.

Upper San Gabriel Valley Municipal Water District Manual of Policies		
Policy Number & Subject Name	Date Adopted	Date Revised
	05-03-11	

## 1.1 Purpose of Policies

### Purpose

- 1.1.1 It is the intent of the ~~Upper San Gabriel Valley Municipal Water District~~ (hereinafter the “~~Upper District~~”) to maintain this policy manual. Contained therein shall be a comprehensive listing of the ~~Upper~~-District’s current code and policies, being the rules and regulations enacted by the Board over time. This policy manual will serve as a guiding document resource for Directors, staff and members of the public in determining the manner in which ~~Board members are to conduct themselves; the District’s official business is to be conducted.~~

### Background

- 1.1.2 The ~~Upper San Gabriel Valley Municipal Water District~~ (~~Upper District~~) was formed by voters ~~in the San Gabriel Valley on December 8, 1959~~, to help solve water problems in the rapidly-developing San Gabriel Valley. ~~The Upper District was then incorporated on January 7, 1960.~~ On March 12, 1963, residents of the ~~Upper District District~~ voted to annex to the Metropolitan Water District of Southern California (~~MWD~~), through ~~whose which facilities~~ supplemental water ~~is delivered to, first from the Colorado River, and now from the State Water Project, is brought into~~ the Valley.

### Policy

- 1.1.3 This Manual of Policies will serve as a ~~resource~~ guiding document for Board Members, staff and members of the public in determining the manner in which ~~matters of Upper District’s District’s~~ business ~~are~~ is to be conducted.
- 1.1.4 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the ~~Upper~~-District, said rules, regulations or legislation shall prevail.
- 1.1.5 ~~Adoption/Adoption or A~~ amendment of ~~Policies~~ policies requires ~~C~~ consideration by the Board of Directors to adopt a new policy or to amend an existing policy or any part thereof. The process of adopting or amending policies may be initiated by any Director, or by the General Manager. The proposed adoption or amendment shall be initiated by submitting a written draft of the proposed adoption or amendment to the General Manager through the ~~Upper~~-District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1.1.6 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.

Upper San Gabriel Valley Municipal Water District  
Manual of Policies

Policy Number & Subject Name	Date Adopted	Date Revised
	05-03-11	09-04-19

## 1.2 Mission Statement

### Purpose

- 1.2.1 The purpose of the mission statement is to serve as a guiding philosophy to be followed ~~in Upper District operations~~ by Board Members and ~~Upper District District~~ staff.
- 1.2.2 This mission statement ~~is guided by the Upper District Board of Directors and~~ may be updated over time as deemed necessary or relevant.
- 1.2.3 The Upper San Gabriel Valley Municipal Water District's **mission** is to "consistently meet our regions' need for reliable, high quality and affordable water".
- 1.2.4 ~~Upper The District's District's~~ **vision** is to support a high quality of life in the greater San Gabriel Valley by providing valued water services.
- 1.2.5 The ~~Upper~~ District team, consisting of Board and staff, will embody the following **core values** in conducting the business of the district:
- Diversity – Our team will maintain an inclusive culture that is characterize by civility, respect, and consideration of all viewpoints and reflects the community we serve.
  - Collaborative – Our team is collaborative, supporting each other's efforts, loyal to one another, and cares for each other both personally and professionally.
  - Innovative – Our team will encourage and value the introduction of new ideas and methods.
  - Integrity – Our team will consistently adhere to high moral and ethical principles.
  - Professionalism – Our team will professionally, respectfully, and responsively serve the needs of its customers.
  - Transparency – Our team will interact with all in a fair, open and honest manner.
  - ~~Professionalism – Our team will professionally, respectfully, and responsively serve the needs of its customers.~~
  - ~~Integrity – Our team will consistently adhere to high moral and ethical principles.~~
  - ~~Collaborative – Our team is collaborative, supporting each other's efforts, loyal to one another, and cares for each other both personally and professionally.~~
  - ~~Innovative – Our team will encourage and value the introduction of new ideas and methods.~~



## SECTION 2: BOARD OF DIRECTORS

- 2.1 Board Meeting Procedures~~Board Code of Conduct~~
- 2.2 Board ~~Meetings~~of Directors Code of Conduct
- ~~2.3 Board Meeting Conduct~~
- 2.43 Committee Meetings
- 2.54 Attendance at Meetings
- 2.65 Board Member Compensation and Reimbursement
- 2.76 Conflict of Interest~~Training, Education and Conferences~~
- 2.87 Ethics~~Bottled Water Program~~
- 2.98 Public Complaints and Information Request ~~Conflict of Interest~~
- 2.10 ~~Ethics~~
- 2.11 ~~Public Complaints and Information Request~~
- 2.12 ~~Equal Opportunity and Anti-Discrimination Provisions~~
- 2.13 ~~Harassment~~
- 2.14 ~~Public Outreach Program~~
- 2.15 ~~Medical Benefits~~
- 2.16 ~~Certificate of Recognition Program~~
- 2.17 ~~Credit Card Policy Directors~~

Upper San Gabriel Valley Municipal Water District  
Manual of Policies

Policy Number & Subject Name

Date Adopted

Date Revised

## 2.1 ~~Board of Conduct~~ Meeting Procedures

### Purpose

2.1.1 The purpose of this policy is to provide clarification on the process of developing the agenda and details to prepare for meetings-, as well as to outline procedures and conduct for addressing the public and fellow Board members during Board meetings.

~~2.1.1 The Board Code of Conduct provides a framework to guide the Board of Directors in meeting the obligations of performing duties related to carrying out the mission of the Upper District.~~

### Background

2.1.2 This policy communicates the process of forming agendas and preparing for meetings as well as offering insight into the roles of staff and Directors during this process.

2.1.3 This policy is essential to promote Board meeting conduct that is dedicated to carrying out the business of the District with honesty, integrity, and lawfulness.

~~2.1.2 The Board Code of Conduct is essential to promote Board conduct that is dedicated to carrying out the business of the Upper District with honesty and integrity.~~

### Policy

2.1.4 Regular meetings of the Board of Directors shall be held twice a month of each calendar month at the ~~Upper~~ District office. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board and shall be set by ~~Upper~~ District resolution.

2.1.5 The Board of Directors shall hold an annual organizational meeting at its first regular meeting in January. At this meeting, the Board will elect a President, Vice President, and Secretary/Treasurer from among its members to serve during the new calendar year beginning the second Board meeting in January.

2.1.6 Meetings of the Board of Directors are to conduct the business of the District.

2.1.7 All meetings of the Board of Directors shall be in compliance with Government Code 54950 et seq. (commonly referred to as the Ralph M. Brown Act).

2.1.8 Meetings shall be conducted by the President of the Board in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised, shall be used as a guideline for meeting protocol.

~~Annual Organizational Meeting~~ The Board of Directors shall hold an annual organizational meeting at its first regular meeting in January. At this meeting, the Board will elect a President, Vice President, and Secretary/Treasurer from among its members to serve during the new calendar year beginning the second Board meeting in January.

2.1.9 The Board meeting agenda, in cooperation with the General Manager and Board President, shall be prepared for each regular and special meeting of the Board of Directors. Any Director may request a future agenda item to be placed on the agenda during each Board meeting.

2.1.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

2.1.11 In the absence of the President, the Vice President of the Board shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the Secretary/Treasurer shall serve as chairperson over the Board meeting. If the President, Vice President and the Secretary/Treasurer of the Board are absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

2.1.12 The President is empowered to chair board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).

2.1.13 Directors are encouraged to practice the following procedures during Board meetings:

(a) In seeking clarification on any item on the agenda or obtaining information needed to supplement, upgrade, or enhance their knowledge, or to improve legislative decision-making, Directors should direct questions to the General Manager and no other staff member. The General Manager may designate a member of staff, legal counsel or consultant respond to the question.

(b) In handling concerns expressed on District matters, Board members shall refer to the General Manager.

(c) Staff cannot be expected to have immediate access to all information without advance notice. As such, Directors should provide advance notice of requests to the General Manager. Obtaining this information in advance of Board meeting will provide for a more efficient and orderly meeting.

2.1.14 This policy does not prevent the Board from taking comments at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board.

2.1.15 Any individual or group wishing to address the Board concerning an item on the agenda of a regular or special meeting that lies within the jurisdiction of the Board of Directors, shall ask the Chairman to recognize them, and will be able to do so, once they receive such authorization to address the Board.

2.1.16 The Board of Directors will not violate the provisions of the Brown Act in the following situations:

- (a) The Board of Directors may briefly respond to statements made or questions posed by persons during public comment periods. However, this means that long presentations, or wide-ranging questions, answers and comments among the Board members, between Board members and the public, or between Board members and staff are impermissible. Comments under these exceptions must be brief.
- (b) Members of the Board may ask questions for clarification; however, the questions must be brief. If a question for clarification is intended for a member of staff, it must be directed through the General Manager otherwise it may be directed through the Board President.
- (c) Members of the Board may make a brief announcement, ask a question or make a brief report on his or her own activities.
- (d) Members of the Board may, subject to the procedural rules of the legislative body, request staff to report back to the legislative body at a subsequent meeting concerning any matter.
- (e) Members of the Board may, as a body, take action to direct staff to place a matter of business on a future agenda. However, this exception does not allow the Board of Directors to discuss the merits of a non-agenda matter or engage in a debate about a non-agenda matter.

2.1.17 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Board President finds that there is in fact willful disruption of any meeting of the Board, he/she may call for a recess or order the room cleared and subsequently conduct the Board's business without the audience present.

- (a) In such an event, only matters appearing on the agenda may be considered in such a session.
- (b) After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
- (c) Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

2.1.18 Board actions and decisions by the Board of Directors may include, but are not limited to, the following:

- (a) Adoption or rejection of regulations or policies;
- (b) Adoption or rejection of a resolution;
- (c) Approval or rejection of any contract or expenditure;
- (d) Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

(e) Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

2.1.19 Action can only be taken by the vote of the majority (3) of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law). A member abstaining in a vote is considered as absent for that vote.

2.1.20 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- (a) Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- (b) Receive, consider and take any needed action with respect to reports of accomplishment of Upper-District operations.

~~2.1.3 The Board of Directors is committed to providing excellence in legislative leadership that results in the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.~~

- ~~(a) The dignity, values and opinions of each Director should be respected.~~
- ~~(b) The needs of the Upper District's constituents should be the priority of the Board of Directors.~~
- ~~(c) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Upper District are to be delegated to Upper District staff members under the direction of the General Manager.~~
- ~~(d) Directors should commit themselves to focusing on issues and not personalities.~~
- ~~(e) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.~~
- ~~(f) When approached by Upper District personnel concerning specific Upper District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.~~
- ~~(g) The work of the Upper District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the Upper District.~~
- ~~(h) Directors are responsible for monitoring the Upper District's progress in attaining its goals and objectives, while pursuing its mission.~~
- ~~(i) Directors should conduct themselves in an ethical and professional manner in their dealings with staff.~~
- ~~(j) Directors shall not attempt to exercise individual authority or supervision over staff.~~

- ~~(k) Directors will not request staff assistance to engage in any activity which has not been approved by the Board of Directors, the General Manager, or which is in conflict with Board policies or stated goals.~~
- ~~(l) Directors' demands upon Upper District staff shall be directed through the General Manager. To the fullest extent possible, the General Manager shall provide each Director equal access to Upper District staff, facilities, and other resources.~~
- ~~(m) Directors shall not unduly burden the Upper District staff with behavior that is not conducive to a positive work environment. In the event of a complaint by staff, the Director shall meet with the General Manager in order to find a proper solution for the problem.~~
- ~~(n) Directors will not question or interrogate staff regarding Board decisions.~~
- ~~(o) In order to assist Board members in making informed decisions, Board members are encouraged to discuss agenda items with the General Manager in advance of Board meetings.~~

~~2.1.4 Board President—The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.~~

~~2.1.5 In the absence of the President, the Vice President of the Board shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the Secretary/Treasurer shall serve as chairperson over the Board meeting. If the President, Vice President and the Secretary/Treasurer of the Board are absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.~~

~~2.1.6 The President is empowered to chair board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).~~

~~2.1.7 Directors shall use all good faith efforts to thoroughly prepare themselves to discuss agenda items at Board meetings, which should include at a minimum, reading the agenda package in advance of the meeting. Information may be requested from the General Manager before meetings. Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.~~

~~2.1.8 Directors should at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. As such, Directors shall refrain from personal attacks or unsubstantiated accusations directed at fellow board members, staff or members of the audience~~

~~2.1.9 Directors shall defer to the chairperson for conduct of Board meetings, but shall be free to question and discuss items on the agenda, once recognized by the meeting Chairperson. All comments should be brief and confined to the matter being discussed by the Board.~~

~~2.1.10 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting at which that item is discussed (including, if desired, a position on abstention or dissenting vote).~~

~~2.1.11 When appropriate, directors shall abstain from participating in consideration on any item involving a potential personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.~~

~~2.1.12 Requests by individual Directors for substantive information and/or research from Upper District staff will be channeled through the General Manager.~~

~~2.1.13 Basis of Authority — The Board of Directors is the unit of authority within the Upper District. Apart from his/her normal functions as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the Upper District to any policy, act or expenditure.~~

~~2.1.142.1.21 Use of Public Funds — Directors are not free to spend public funds for any purpose they may choose, but must use appropriated funds in accordance with the legislatively designated purpose, pursuant to FPPC regulations. As such, the Directors may utilize Upper District property and staff time for Upper District business once they have the approval of the Board or the General Manager. It is the Director's responsibility to ensure that any and all use of District property shall not be in violation of the FPPC regulations, including individual promotion, black-out periods prior to elections, etc. Upper District property includes, but is not limited to, office equipment, materials, supplies and postage.~~

~~2.1.152.1.22 The General Manager shall use all good faith efforts to allow each Board member equal access to use Upper District property and staff time within the guidelines stated herein.~~

## SECTION 3: ADMINISTRATIVE ~~ON AND FINANCE~~

- 3.1 General Manager Authority & Duties
- 3.2 Training, Education and Conferences~~Investment Policy~~
- 3.3 Equal Opportunity and Anti-Discrimination Provisions~~Purchasing Policy—  
General Supplies, Materials and Equipment~~
- 3.4 Harassment~~Purchasing Policy—Professional Services~~
- 3.5 Vehicle Use Policy~~Purchasing Policy—Construction Projects~~
- 3.6 Medical Benefits~~Petty Cash Fund Policy~~
- ~~3.7 Credit Card Policy~~
- ~~3.8 Vehicle Use Policy~~
- ~~3.9 Surplus Assets Policy~~
- ~~3.10 Groundwater Remediation Policy~~
- 3.~~7~~11 Whistleblower Policy
- 3.~~8~~12 Retention Policy~~Social Media Policy~~



Upper San Gabriel Valley Municipal Water District  
Manual of Policies

Policy Number & Subject Name	Date Adopted	Date Revised
	11-04-14	

### 3.1 General Manager Authority & Duties

#### Purpose

3.1.1 This section defines the authority and responsibility of the position of General Manager, as well as the relationship with the Board of Directors. The Board shall appoint a General Manager who shall serve at the pleasure of the Board of Directors, and shall be responsible to report to the Board of Directors concerning all aspects of management of the Upper District.

#### Background

3.1.2 The General Manager is appointed by, and serves at the pleasure of, the Board of Directors. This position is responsible for the overall management of the District and reports directly to the Board. The Board establishes the budget, sets policies, and provides oversight. The General Manager is responsible for executing operations in alignment with the Board's direction, ensuring a clear and shared understanding of roles and responsibilities. The Board of Directors is responsible for the overall management of the Upper District, including but not limited to establishing policies which provide guidance to the management of the Upper District, employing a General Manager who is responsible for the overall management of the Upper District. Working together effectively with the General Manager, this policy will allow a jointly shared understanding of what is desired of the General Manager.

#### Policy

3.1.3 Operations and daily responsibilities of the General Manager are set forth as follows:

- (a) The Water Code Section 71362 states that the General Manager, “subject to the approval of the Board of Directors,” has “full charge and control” of the District’s system, , including technical, administrative, and managerial functions.~~“subject to the approval of the Board of Directors,”~~ has “full charge and control” of the Upper District’s system. ~~The Upper District’s definition of “full charge and control” includes technical aspects such as construction, operations, repair and maintenance, and engineering; as well as administrative functions such as accounting, billing, and financial services; and management functions over employees, suppliers and consultants. The definition also includes the General Manager’s ability to accomplish these functions, and his/her accountability for them.~~
- (b) The General Manager is responsible for meeting ensuring District in compliance with all applicable regulations and statutes governing District operations. ~~all the requirements of the law with respect to Upper District operations, such as OSHA, hazardous materials,~~

~~sexual harassment, ethics, ADA, and so on.~~ The General Manager is ~~also~~ responsible for acting in accordance with all applicable policies and ordinances of the ~~Upper~~ District. The Board's role is to provide oversight ~~over of~~ these responsibilities through meetings, committee reports, attorney oversight, and similar means.

- (c) The General Manager ~~'s has~~ responsibility ~~for theis to maintain safety of thefor~~ personnel, facilities and equipment ~~of the Upper District.~~ He/she is responsible for the health and safety of the employees and customers related to ~~Upper~~ District's operations. The Board's role is to ensure that the General Manager has adequate resources for carrying out these responsibilities.
- (d) The Board of Directors sets policies related to ~~Upper~~ District operations functions. The General Manager makes specific decisions to execute District functions as directed by the Board. ~~as to whether, for example, to computerize certain activities at the Upper District, change the communications system, change the sign on the door, paint the building, or similar actions.~~
- (e) The General Manager is generally responsible for ~~dealing handling with~~ customer complaints about Upper regarding District operations unless otherwise specified. The Board's role is to be made aware when a complaint indicates a violation of ~~an Upper~~ District policy or rule, or when the General Manager believes a violation may develop.
- (f) The Board wishes to receive timely information about operations events or activities such as the following:
  - (1) Property damage (immediate notice)
  - (2) Personal injury (immediate notice)
  - (3) Personnel issues (in reports)
  - (4) Potential for a violation or litigation (immediate notice)

3.1.4 Regarding Personneal matters, the General Manager has the following responsibilities:

- (a) The General Manager is responsible for recruiting, employing, and discharging all employees of the ~~Upper~~ District.
- (b) The General Manager defines the various classes and grades of employees subject to approval by the Board. Job classifications are to be written by the General Manager and approved by the Board.
- (c) The General Manager recommends pay scales, the number of employees in each job category, and the total number of employees required to carry out the ~~Upper~~ District's duties. This recommendation is subject to Board approval.
- (d) The salary ranges and compensation for each employee are set by the General Manager, who also decides on raises for employees. The Board sets financial limits on all major categories of the budget, including ~~the totaltotal~~ compensation for employees.
- (e) The General Manager ultimately has the authority to determines the need for and extent of employee discipline ~~for employees.~~ This authority may be delegated to management-level employees at the discretion of the General Manager. ~~delegated by the General Manager to~~

~~management employees.~~ The Board ~~wishes expects~~ to be kept informed about disciplinary actions, ~~including~~ the cause, the specific act, the disciplinary measures taken ~~administered~~ and the ~~reasons why~~ rationale behind those actions.

- (f) The Board is responsible for ~~approving~~ the organizational structure, including any proposed changes or modifications to it ~~and any changes to it~~.
- (g) The General Manager ~~makes~~ is responsible for making the decisions ~~about regarding~~ promotions and demotions of employees. If ~~it such decisions involves result in~~ a changes ~~in to~~ the organization chart, the General Manager must make a recommendation to the Board. (Note: These decisions are made in accordance with the District's Personnel Manual, Policy Manual, and other guiding documents, which are reviewed and updated by the Board periodically.) ~~that the personnel manual, policy manual, and similar documents are reviewed by the Board every few years, and affect such decisions.~~
- (h) The General Manager determines the type, extent, and frequency of training necessary to ensure that employees are able to perform their duties effectively and in compliance with applicable standards. This includes the authority to approve external training opportunities, such as multi-day sessions or out-of-town programs, when deemed appropriate and beneficial to the District. ~~decides how much training is required for employees to do their jobs appropriately. The General Manager may decide, for example, whether an employee should be sent for a week-long training session in another city.~~
- (i) The General Manager is responsible for meeting all the requirements of labor laws, such as wrongful discharge, harassment, drug testing, equal opportunity, age discrimination, and so forth. The ~~Upper~~ District's legal counsel should be consulted by the General Manager on such matters. Legal requirements may be included in existing ~~Upper~~ District policy statements and manuals.
- (j) The General Manager handles employee complaints or grievances. If a grievance might lead to litigation, or if the problem is serious, the matter should be reported to Board and/or legal counsel promptly.
- (k) The regulations governing employees -- such as vacations, dress code, sick leave, holidays, drinking/smoking on the job -- are included in the ~~Upper~~ District's Personnel Manual, and Personnel Manual and are approved by the Board. The General Manager monitors that these regulations are observed.
- (l) When the General Manager is considering hiring a new employee, he/she will consult with the Board prior to hiring the employee. Any disciplinary or separation decisions made by the General Manager shall be reported to the Board. The General Manager is responsible for evaluating the performance of every employee following an established ~~Upper~~ District performance evaluation system. He/she may delegate this evaluation function to subordinates, but the General Manager must oversee the process.
- (m) The General Manager is responsible for reporting information about personnel matters to the Board. This information should be included in the General Manager's monthly report.

Legal counsel shall be informed about separations or other cases where legal issues may be involved.

- (n) The Board expects the General Manager to work each week the number of hours approximating a regular work week, but no accounting of his/her time is required. The General Manager shall appoint a designee in his/her absence to carry out the General Manager's responsibilities.
- (o) The General Manager acts as the spokesperson for the ~~Upper~~-District to the employees.

3.1.5 Regarding financial matters, the General Manager has the following responsibilities:

- (a) The General Manager is responsible for preparing the ~~Upper~~-District Budget with a high level of detail and explanations during the budget process.
- (b) The Board may set the level of discretionary spending by the General Manager when it reviews the draft Budget. The maximum limit is established by the ~~Upper~~-District's purchasing policies. The General Manager can move funds from one account to another as requirements dictate. The General Manager may not, however, add or delete items from the Budget, or change the Budget total, without Board approval.
- (c) The General Manager should provide to the Board periodic reports on budget status. Quarterly reports are satisfactory. The report requires a written narrative about exceptions and variances to the Budget, and the reasons for any unusual additional expense.
- (d) The General Manager is responsible for recommending the need for new employee positions. He/she should provide appropriate justifications for such additions (or deletions) at Budget review time.
- (e) The General Manager is responsible for assuring that the ~~Upper~~-District's financial obligations are met in a timely manner. The annual audit will identify problems in this area, if any.
- (f) The General Manager is responsible for maintaining accurate and auditable financial records. He/she supports the outside Auditor on the annual audit. The outside Auditor reports directly to the Board.
- (g) The General Manager makes decisions about ~~Upper~~-District investments, following the ~~Upper~~-District's written and adopted policies on investments.
- (h) The General Manager prepares contracts, with the assistance of legal counsel where appropriate. Various dollar limits are established by ~~Upper~~-District policy concerning when informal or formal bidding processes are appropriate. See the ~~Upper~~-District's *Purchasing Policy* for more details on contract costs.
- (i) The General Manager and/or assigned employees are issued ~~Upper~~-District credit cards. When possible, use of vendor accounts is required in lieu of using the employee reimbursement system.

3.1.6 Regarding Board matters, the General Manager has the following responsibilities:

- (a) The General Manager is responsible for preparing the draft Board meeting agenda. The Board President shall review the draft agenda with the General Manager and legal counsel.
- (b) The General Manager prepares the Board packet. The packet must be provided to Board members in a timely fashion, allowing Directors sufficient time to review the packet and raise any questions. Directors are encouraged to ask the General Manager questions prior to the Board Meeting.
- (c) The General Manager shall provide a written summary and recommendation for each agenda item where action is requested (other than for “receive and file items”).
- (d) The General Manager shall provide a written monthly report of the District’s activities for the following committees: Administration and Finance, ~~Engineering and Planning~~ Water Resources, and ~~Community Government~~ and ~~Government Community~~ Affairs. The written report shall report any use of the General Manager’s authority to enter into professional service agreements.
- ~~(e) The Board President recognizes questions that may arise during the Board meeting, either by Board members, or members of the public or press, and determines who should provide the answer.~~
- ~~(f) The General Manager decides whether staff members, consultants, or others should be present at Board meetings.~~
- ~~(g)~~(e)        The General Manager and the Executive Assistant/Board Secretary are jointly responsible for preparation of the Board meeting minutes. They are also jointly responsible for accurately recording motions, votes and other Board actions.
- ~~(h)~~(f) ~~Upper~~ District legal counsel is responsible for ~~meeting the~~ensuring requirements of the Brown Act and all other legal requirements are met for Board meetings. The General Manager should also be alert to ~~assure~~ensure that legal requirements are met for meetings.
- ~~(i)~~(g)        The General Manager is responsible for planning and carrying out public meetings and hearings. He should consult with legal counsel, when appropriate, on such activities.

3.1.7 Regarding committees, the General Manager has the ~~h~~following responsibilities:

- (a) The Board establishes the number and function of committees. Brown Act provisions must be observed by committees, as required.
- (b) The President determines the membership of each District committee. Outside representation is decided with majority Board concurrence. The General Manager is a non-voting member of all committees when appointed.
- (c) The General Manager schedules committee meetings on behalf of the Committee Chair. The General Manager recommends to the Chair attendance by staff, consultants or others at the Committee meetings.
- (d) The General Manager or his/her designee prepares written reports or minutes of the ~~C~~ecommittee meetings. Information about committee activities are communicated to the rest of the Board by inclusion of the reports or minutes in the Board packet at the following Board meeting.

3.1.8 Regarding consultants and suppliers, the General Manager has the following responsibilities:

- (a) The General Manager makes recommendations on the need for consultants and suppliers, subject to available budget funds and purchasing policy requirements.
- (b) In an open proposal process, the General Manager prepares the Request for Proposal and Statement of Work. Typically, he/she also provides an estimate of cost to the Board before release of the Request for Proposal.
- (c) The General Manager recommends the winning proposal among submitted proposals. The Board approves the total expenditure for the proposed work, and selects the most qualified respondent, taking into consideration the General Manager's recommendation. The General Manager prepares the contract with the consultant or supplier, which is reviewed by legal counsel and approved by the Board.
- (d) Consultants and suppliers receive direction from the General Manager. The General Manager may terminate a consultant or supplier according to the terms of the contract and solely at the discretion of the General Manager.
- (e) The General Manager answers questions from consultants and suppliers, provides direction, and obtains progress reports on their work. He/she determines if their work is satisfactory ~~and~~ and if their invoices are to be paid.
- (f) The General Manager can draw upon the services of the ~~Upper~~ District's legal counsel, as he/she deems necessary or appropriate.

3.1.9 Regarding outside activities, the General manager has the following responsibilities:

- (a) The General Manager, or designee, attends outside meetings with other agencies and organizations as the ~~Upper~~ District's representative in technical matters. In other matters, such as political or policy issues, Board members may attend.
- (b) The Board of Directors decides, through the budget review process, which organizations the ~~Upper~~ District should join.
- (c) The General Manager determines whether an out-of-town conference, seminar or meeting should be attended and who from staff should attend, subject to Budget limits. The Board reviews and approves overall budget limits.
- (d) The Board establishes the budget for the ~~Community and Government~~ Public Affairs Department, with the advice of the General Manager and ~~Director of Community and Government Affairs~~ Assistant General Manager. The General Manager is responsible for the ~~Upper~~ District's public relations program and products, with the assistance of the ~~Director of Community and Government Affairs~~ Assistant General Manager. Board members may offer suggestions about key audiences and messages.
- (e) The General Manager or his/her designee is the ~~Upper~~ District's official spokesperson unless the Board President or other person is so identified in particular instances.



- (f) The General Manager distributes information about, or copies of, letters received from outside persons or organizations, inquiries, press articles, public statements about the ~~Upper~~-District, and so forth, to each member of the Board of Directors.
- (g) The General Manager is generally responsible for developing and maintaining relationships with other districts, related organizations, regulators, City, County, State or Federal agencies. The Board may choose to involve itself directly in areas of political and policy interest, especially with elected officials.

3.1.10 Regarding property matters, the General manager has the following responsibilities:

- (a) The General Manager is responsible for maintaining an inventory of all ~~Upper~~-District real property and physical property.
- (b) The General Manager is responsible for safeguarding and conserving all ~~Upper~~-District property in an appropriate manner. He should develop and maintain a ~~n Upper District~~ maintenance / repair / replacement policy regarding Upper District-owned ~~property;~~ ~~and property and~~ implement it appropriately.
- (c) The General Manager is responsible for meeting the requirements of the law with respect to ~~Upper~~-District property (licensing, inspections, and so forth).
- (d) The General Manager is empowered to receive property on behalf of the ~~Upper~~-District. The Board of Directors is empowered to sell or otherwise dispose of ~~Upper~~-District property.
- (e) The General Manager is responsible for informing the Board about significant occurrences, such as accidents or damage, with ~~the respect~~respect to ~~Upper~~-District property, in a timely manner.
- (f) The General Manager decides when ~~Upper~~-District facilities or equipment have become outworn, outdated, or obsolete, and require replacement. Repair, rehabilitation or replacement of District facilities shall be subject to the adopted Budget and Procurement Policy.

3.1.11 In the case of an emergency, the General Manager has the following responsibilities:

- (a) When an emergency occurs, the General Manager is expected to use all necessary discretion and authority to take appropriate actions and expend funds to address emergencies.
- (b) The General Manager determines that an emergency exists.
- (c) An emergency is defined as an event which adversely affects the ability of the ~~Upper~~ District to carry out its functions, or puts ~~Upper~~-District personnel or property in jeopardy, or which jeopardizes the health or safety of the community and its residents.
- (d) The General Manager should keep the Board informed about the emergency at the earliest practical time. The General Manager or his/her designee should serve as spokesperson to the press concerning the emergency, and should keep ~~employees, employees~~ or customers informed in a timely and appropriate manner.

3.1.12 Regarding General Manager/Board relations, the General Manager has the following responsibilities:

- (a) In addition to the foregoing, the General Manager shall perform such other duties as shall be prescribed by the Board of Directors (Ref. General Manager Job Classification).
- (b) The Board of Directors recognizes the dictum that it has only one employee, and that is the General Manager.
- (c) The General Manager is considered an “at will” employee of the ~~Upper~~ District. At its discretion, the Board may provide an employment agreement for the General Manager.
- (d) The General Manager’s performance evaluation will be carried out annually in a timely and prescribed manner on a fixed schedule. The Board shall adopt a method of providing the ~~evaluation, and~~ evaluation and shall administer it jointly by all members of the Board.
- (e) If a Board member feels the General Manager is handling situations poorly, or is not managing adequately, the Board member should deal with this perception in an appropriate and professional manner. It is best if communicated at the time of the situation, but at a minimum during the performance evaluation.
- (f) It is expected that the General Manager will make direct personal contact with each individual Board member on a reasonably frequent basis, or as desired by Board members. Board members are cautioned about making direct personal contact with the General Manager on a too-frequent basis, since this can adversely interfere with the General Manager’s duties.
- (g) The Board of Directors should maintain an appropriate, but arm’s length relationship with employees. Excessive ~~interaction personal contact~~ between Board members and employees is discouraged.
- (h) Board members may call or personally contact managerial employees without prior arrangement with the General Manager. Board members are cautioned not to give direction to any employee without prior arrangement with the General Manager.
- (i) If a member agency or a member of the public complains directly to a Board member about a situation, the Board member should promptly report the matter to the General Manager.

3.1.13 A performance evaluation of the General Manager shall be conducted in the following manner:

- (a) Set a firm date for an annual evaluation.
- (b) The entire Board should be involved since the General Manager works for the entire Board.
- (c) The General Manager should reconstruct the previous year’s actions and his agreed-upon work plan for the year, to determine what was, and what was not, accomplished along with explanations. This should be presented to the Board in an initial review session. An optional evaluation form may be provided to the Board if it would be helpful in the evaluation process.
- (d) At a second meeting within a week or so of receiving the information in Section 3.1.13 (c), there should be frank comments and discussion between Board and the General Manager



on matters where the Board feels the General Manager performed well, and when he didn't -- and why. The interval between these Sections 3.1.13 (c) and 3.1.13 (d) is to allow the Board to evaluate the General Manager's performance through formulate thoughtful written responses submitted to the District's attorney. ~~This should be an adult and thoughtful 2-way dialog.~~

- (e) Detailed notes should be kept of the key points ~~made, and~~ made and utilized at the following year's performance evaluation.
- (f) The General Manager should prepare and present his/her goals or work plan for the year. The Board may recommend changes during the performance evaluation ~~The Board may recommend changes~~ to the goals and work plan. Any changes to the General Manager's compensation must be announced in open session. at the performance evaluation and set the pay for performance goals for the next fiscal year.
- (g) Each Director should then make individual comments and suggestions to the General Manager about his/her performance as a way of concluding the performance evaluation process on a personal note.
- (h) As a separate matter, the Board may wish to excuse the General ~~Manager, and~~ Manager and discuss any change to his/her compensation.
- ~~(h)~~(i) Board action on any changes to the General Manager's compensation or employment agreement must be in open session.

Upper San Gabriel Valley Municipal Water District Manual of Policies		
Policy Number & Subject Name	Date Adopted	Date Revised
	05-03-11	04-02-13 11-04-14 12-08-15 09-06-16 07-28-21 04-09-25 <u>01-14-25</u>

### 3.6 Medical Benefits

#### Purpose

3.6.1 The District provides medical coverage and expense reimbursements to Board Members and understands the need to have those benefits and the process by which to receive reimbursement clarified.

#### Background

3.6.2 The Upper District maintains a program that provides certain medical, dental and optical insurance benefits for qualified program participants, and the Upper District Board of Directors desires to continue the program with appropriate amendments enacted to preserve the value of the benefits provided. The payment of premiums and the benefits provided may be altered at the discretion of Upper District.

#### Policy

3.6.3 To the extent allowed by ACWA/JPIA under existing laws and for the purpose of this policy, qualified program participants are defined as follows:

- (a) Employee. All full time employees of the District are qualified program participants on the first of the month following the first thirty (30) days of full-time employment with the District. For purposes of this policy only, “full time” is defined as scheduled to work, and normally working, forty (40) hours per week because this is the regular schedule of full-time Upper District employees. Upper District does not have a class of employees scheduled to work and normally working thirty (30) to forty (40) hours per week.
- (b) Officers appointed by the Board of Directors (including the General Manager). All officers of the District are qualified program participants on the first of the month following assumption of official duty.
- (c) Directors. All Directors of the District are qualified upon assumption of office for pre-retirement health care coverage on the first of the month following swearing-in.
- (d) A dependent shall be any individual who is related to a director, officer, or employee in one of the following ways: (a) the current spouse or registered domestic partner; (b) a dependent child, under the age of 26 or (c) An unmarried dependent child who, regardless of age, is physically or mentally incapacitated and incapable of self-support at the time

insurance benefits are provided. Eligibility of medical benefits provided to a surviving spouse shall cease upon remarriage of the surviving spouse.

- (e) A “retired officer” and “retired employee” (other than an Upper District Director), for purposes of this policy, is one of the following:
  - 1) Officers or full-time employees, who began service with the Upper District, on or before June 30, 2021, who have served the Upper District continuously for a period of ten (10) years or more, and who have reached the age of 55 years or older while employed full-time with the Upper District. District’s insurer requires enrollment in Medicare Parts A & B and transition to the Group Medicare Advantage plan offered through ACWA JPIA in order to continue the same or equivalent coverage for such individuals, or their surviving spouses, after age 65.
  - 2) Officers and full-time employees, who began service with the Upper District, on or after July 1, 2021, and have served the Upper District continuously for a period of ten (10) years or more and reached regular retirement age under their retirement plan (and at least age 55) while employed full-time with Upper District. Once the retired officer, retired employee, or surviving spouse thereof, reaches Medicare eligibility age, retiree medical benefits to them and their spouse through the Upper District shall cease.
- (f) Retiree medical benefits provided to a surviving spouse shall cease upon remarriage of the surviving spouse.
- (g) Retired director is a former elected or appointed member of the Upper District Board of Directors and is an individual who: (1) Served in office after January 1, 1981, (2) was elected to the Board prior to January 1, 1995, (3) Has served not less than twelve years or three full terms of office, and (4) Attained the age of 50 years.
- (h) Due to requirements of the group health insurance carrier currently used by Upper District, when eligible for Medicare Part A and Part B, employees and retirees who began service with the Upper District, on or before June 30, 2021, must enroll in Medicare Part A and Part B in order to continue to qualify for Upper District’s group medical coverage. District’s insurer may require enrollment in ACWA JPIA’s Group Medicare Advantage plan in order to continue coverage for such individuals.

3.6.4 For the purpose of this policy, Medical Insurance is defined as follows:

- (a) The District will pay, from funds under its jurisdiction, the premiums, dues or other charges for a Health and Accident and Major Medical Payments Insurance Policy, as selected and approved, from time to time, by the Board of Directors, for each qualified program participant of the District and their eligible dependents, as defined in Section 2.15.3, for those qualified program participants who began service with the Upper District, on or before June 30, 2021.
- (b) The District will pay, from funds under its jurisdiction, the premiums, dues, or other charges for a Health and Accident and Major Medical Payments Insurance Policy, as

selected and approved, from time to time, by the Board of Directors, for each Director who is a qualified program participant and one dependent only, for those qualified program participants that began service with the Upper District on or after July 1, 2021. The qualified program participant has the option to upgrade their health coverage to cover all dependents as defined in Section 2.15.3 at the qualified program participant's own expense.

~~(b)~~(c) The District will pay, from funds under its jurisdiction, the premiums, dues, or other charges for a Health and Accident and Major Medical Payments Insurance Policy, as selected and approved, from time to time, by the Board of Directors, for each Employee who is a qualified program participant and their eligible dependents, as defined in Section 2.15.3, for those qualified program participants that began service with the Upper District on or after July 1, 2021.

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

~~(d)~~(e) There can be no lapse in coverage between loss of active coverage and the date retiree benefits begin. The employee or director must transfer from active status directly to retired status. Unless on a short-term medical leave allowed by documented employer policy, the employee may not go from active to COBRA to retiree benefits. A retiree may disenroll at any time but may not reenroll at a later date.

~~(e)~~(f) A covered retiree may withdraw a dependent from coverage at any time but may not reenroll the dependent at a later date.

3.6.5 Pursuant to Resolution No. 7-21-622, the Health Reimbursement Arrangement (HRA) Reimbursement Policy is set forth as follows:

(a) In addition to other compensation and benefits, the Upper District shall reimburse qualified program participants, as defined in Section 2.15.3, for their out-of-pocket expenses paid on account of deductions/deductibles required under group insurance coverage provided by the Upper District for reasonable costs incurred for the prevention, diagnosis or treatment of a disease, illness or injury, for major medical, health, accident, hospitalization, dental, hearing and vision including eligible expenses allowed under Internal Revenue Code Section 213(d), up to a maximum of Four Thousand Dollars (\$4,000.00) for each qualified program participant in each calendar year. A qualified program participant on a two-party plan with one (1) dependent shall have a maximum of Eight Thousand Dollars (\$8,000.00) in eligible reimbursements each calendar year. A qualified program participant on a family plan with two (2) or more dependents shall have a maximum of Twelve Thousand Dollars (\$12,000.00) in eligible reimbursements in each calendar year.

- Reimbursements are only available to directors and/or employees who are enrolled in a group health plan.
- At the end of each calendar year, employees and directors may opt out of the HRA, waiving future reimbursement.

- Employees and directors may permanently opt out of the HRA and waive future reimbursement but may be asked each year to confirm this selection.
  - An expense, such as a deduction, already paid with pre-tax dollars will not be reimbursed on a pre-tax basis.
- (b) Regarding the maximum reimbursement limits stated herein, the Upper District shall pay reasonable medical, dental, hearing, and/or vision care fees and expenses as stated above, but in no event shall the Upper District's payment exceed the fees charged for said services or the maximum limits per qualified program participant, as provided herein.
- (c) The Upper District shall not be liable for any act or omission by any health care provider, dentist, audiologist and/or optometrist, his employees or agents, or any person performing medical, dental, hearing and/or vision or other professional services to qualified program participants and/or their dependents under this policy.
- (d) The Upper District will honor only those invoices submitted for payment directly to the Upper District or its third party administrator by the qualified program participant. Said bills or invoices should be submitted promptly after completion of compensable medical, dental, hearing and/or vision expenses and must show the extent and nature of services provided and the actual charges to the qualified program participant and/or dependents, as applicable. Such payment shall be made by the Upper District or its third party administrator only upon receipt of evidence that is deemed satisfactory, showing the rendition of the covered services and the amount that the qualified program participant has paid or become obligated to pay thereafter.
- (e) Any misuse of the HRA Plan by directors or employees will result in immediate and permanent removal from participation in the Upper District's HRA Reimbursement Policy.

## MEMORANDUM

### ITEM 4. ACTION

**DATE:** January 6, 2026  
**TO:** Administration and Finance Committee and Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Board and Committee Meeting Schedule for Calendar Year 2026

### Recommendation

Staff recommends that the Board of Directors reschedule board and/or committee meetings affected by holidays and conferences in 2026.

### Background

For 2026, the following observed holidays and annual conferences typically attended by board members and staff coincide with a number of regularly scheduled board and committee meetings:

1. February 24 to 26 – ACWA DC
2. February 25 to 27 – Urban Water Institute Conference
3. May 5 to 7 – ACWA Spring Conference
4. August 19 to 21 - Urban Water Institute Conference
5. August 24 to 27 – CSDA Annual Conference
6. September 1 – Labor Day
7. November 11 – Veterans Day
8. November 26 & 27 – Thanksgiving Day and Day after Thanksgiving
9. December 1 to 3 – ACWA Fall Conference
10. December 9 to 11 – Colorado River Water Users Association
11. December 25 – Christmas Day

To address these scheduling conflicts, staff proposes the following for board consideration:

1. Cancel the second board meeting scheduled for February 25 and hold only one board meeting scheduled for February 11.
2. Reschedule the Administration and Finance Committee meeting schedule for May 5 to May 12 and cancel the Government Affairs and Community Outreach Committee meeting scheduled for May 6.
3. Reschedule the Water Resources and Facility Management Committee scheduled for September 7 to August 31.
4. Cancel the first and second board meeting scheduled for November 11 and November 25 and hold only one board meeting scheduled for November 18.

5. Cancel the Administration and Finance Committee scheduled December 1,  
Government Affairs and Community Outreach Committee scheduled December 2,  
and Water Resources and Facilities Management Committee scheduled December 7.
6. Cancel the board meeting scheduled for December 23 and hold only one board meeting  
scheduled for December 9.

Attachment



# Upper San Gabriel Valley Municipal Water District Yearly Meeting Schedule (Draft – Subject to Board Approval)

2026

Jan 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2026						
1	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2026						
S	M	T	W	T	F	S
			1	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## BOARD MEETINGS

GOVERNMENT AFFAIRS &amp; COMMUNITY OUTREACH COMMITTEE

WATER RESOURCES &amp; FACILITY MANAGEMENT COMMITTEE

ADMINISTRATION &amp; FINANCE COMMITTEE

HOLIDAY &amp; FRIDAY OFF- OFFICE CLOSED

## SPECIAL EVENTS

### Upper Water Holidays:



1/1 New Year's Day  
 1/19 Martin Luther King Jr. Day  
 2/16 President's Day  
 3/31 Cesar Chavez Day  
 5/25 Memorial Day  
 7/4 Independence Day

9/1 Labor Day  
 11/11 Veterans Day  
 11/27 Thanksgiving Day  
 11/28 Day after Thanksgiving  
 12/25 Christmas Day

### Conferences

ACWA DC: Feb 24 – 26  
 UWI: Feb 25 – 27  
 ACWA Spring: May 5 – 7  
 UWI: Aug 19 - 21  
 CSDA: Aug 24 - 27  
 ACWA Fall: Dec 1 – 3  
 CRWUA Dec 9 - 11



## MEMORANDUM

### ITEM 5. ACTION

**DATE:** January 6, 2026  
**TO:** Administration and Finance Committee  
**FROM:** General Manager  
**SUBJECT:** Pay Structure Update – Finance Management Positions

#### Recommendation

The General Manager recommends that the Board of Directors adopt Resolution No. 12-25-674, reflecting updated positions and pay structure for Manager and Director of Finance.

#### Background

Management is beginning the recruitment process to replace the Chief Financial Officer (CFO). Recent organizational structure changes provide an opportunity to modify the CFO position to reflect the modified duties and responsibilities. The General Manager intends to fill the position with a Manager or Director of Finance. Recruiting for both Manager and Director of Finance should improve the potential pool of candidates for consideration. These job titles are not in the current pay structure adopted by the Board and needs modification to reflect the market compensation for these positions.

Based on an updated market survey of comparable water agencies, the following pay ranges for these positions is recommended:

S5 -Manager of Finance - \$170,815 to \$196,436 annually  
S6 -Director of Finance - \$191,340 to \$246,428 annually

For reference the current CFO, grade S6 range is \$173,424 to \$260,137 annually.

Attached is Resolution 12-25-674 with the recommended pay structure effective January 1, 2026.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
ESTABLISHING PAY STRUCTURES FOR EMPLOYEES AND REPEALING  
RESOLUTION NO. 05-25-670**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT** as follows:

**1. Purpose and Scope**

This resolution establishes the hourly rates and salary levels for officers and employees.

**2. General and Office Unit Classifications**

(a) The following classifications of employees shall be paid based on the following annual salary ranges:

Pay Grade	Job Classifications (Hourly)	Range Minimum	Range Maximum
Intern	Student Intern	\$19.05	\$21.92
		\$39,639.36	\$45,585.24
H1	<i>Administrative Aide</i>	\$25.83	\$33.58
		\$53,728.56	\$69,847.20
H2	<i>Facilities Assistant</i>	\$28.72	\$37.36
		\$60,057.84	\$84,081.00
H3	No Current Positions	\$28.03	\$39.25
		\$58,308.57	\$81,632.00
H4	Administrative/Accounting Assistant	\$31.76	\$44.46
	Facilities Technician	\$66,063.60	\$92,489.04
H5	Community Outreach Specialist	\$34.14	\$47.80
		\$71,018.40	\$99,425.76
H6	No current positions	\$36.52	\$51.14
		\$75,969.48	\$106,370.16

Pay Grade	Job Classifications	Range Minimum	Range Maximum
S1	Public Affairs Assistant	\$89,586.00	\$103,023.96
S2	Public Affairs Representative	\$103,023.96	\$118,477.56
	Water Resources Analyst I		
S3	Accounting/Financial Analyst I	\$113,326.32	\$130,325.28
	Executive Assistant/Secretary to the Board I		
S4	Accounting/Financial Analyst II	\$130,325.28	\$149,874.12
	Executive Assistant/Secretary to the Board II		
	Water Resources Analyst II		
S5	Finance Manager	\$170,814.72	\$196,436.92
S6	Director of Finance	\$191,340.00	\$246,428.00
S7	Assistant General Manager	\$230,079.48	\$299,103.24

- (b) The bottom and the top of the range for each pay grade establishes compensation limits with no fixed intermediate steps. Compensation of an employee within the range shall be based on performance and will be set with the approval of the General Manager.

### **3. Repeal**

Resolution No. 05-25-670 of the Board of Directors of Upper San Gabriel Valley Municipal Water District, adopted May 7, 2025, is hereby repealed.

### **4. Other**

This Resolution is effective as of January 1, 2026.

**PASSED, APPROVED, AND ADOPTED** this 14<sup>th</sup> day of January, 2026.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Jennifer Santana, President

ATTEST:

\_\_\_\_\_  
Ed Chavez, Secretary

(SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven P. O'Neill, District Counsel

## MEMORANDUM

### ITEM 7. INFORMATION

**DATE:** January 6, 2026

**TO:** Administration and Finance Committee and the Board of Directors

**FROM:** General Manager

**SUBJECT:** Acquisition of real property in the City of Duarte for future water facilities associated with the Metropolitan Water District Pure Water Southern California project.

#### **Recommendation**

For Information Only

#### **Background**

In 2016 Upper Water purchased a 0.21-acre parcel located at 1217 Crestfield Drive in Duarte. This property was acquired to provide a site for a potential drinking water well relocation associated with Upper Waters Indirect Reuse Replenishment Project (IRRP). In 2018 the Board determined the implementation of IRRP was infeasible and the MWD Pure Water Southern California (PWSC) project should be supported.

California Department of Drinking Water regulations have provisions related to the proximity of drinking water wells to recycled water recharge locations. The LA County Sante Fe spreading grounds are intended to be a primary recharge facility for MWD's PWSC. There is at least one drinking water well located near the Sante Fe Spreading Grounds that will likely need to be relocated for the PWSC project to comply with the regulations. The 0.21-acre site owned by Upper Water should be of sufficient size to accommodate one well with minimal ancillary facilities, however, it is not large enough to accommodate an additional well or water treatment facilities that may be required.

#### Real Estate Analysis

The subject property, a formal Alta Dena Dairy retail store, is listed for \$1,495,000 (listing attached). Both the subject parcel and the parcel owned by Upper Water are zoned Commercial-General. The size of the parcel limits the type of development on the property. If the two parcels were combined into a 0.47 acre parcel the range of development opportunities and market value would be expected to increase. Commercial property values have increased steadily over the past 10 years, particularly following the Covid pandemic. It also may be possible for a rezone to multi-family residential or mixed-use commercial/multi-family which could increase market value. In the event the property is not needed to support PWSC or another water resource related use the parcels could be combined and sold at future market value. These conditions would limit Upper Waters investment risk and could result in a significant return on investment if the property was surplus and sold. In addition, since the water resource related need for the property is several years away the lease market should be such that the location could be leased for retail or commercial use providing ongoing revenue.

#### **Budget/Financial Impact**

Acquisition of property in support of MWD's PWSC project was not contemplated when the current budget was adopted. This recommended action would also require approval of an amendment to the Upper Water Recycled Water Capital Improvement Program budget.

Staff have also evaluated the impact of this expenditure on reserves and near-term cash flow. In November the Board authorized the purchase of 7,500 acre-feet of water from the MWD cyclic storage account. With this water purchase and projected operating expenses, the fiscal year end fund balance in the Local Agency Investment Fund (LAIF) is projected to be \$3,160,000. In the event expenses exceed expectations, over \$900,000 of funds held in the Chander investment account will mature in the next six months and could be used to replenish the LAIF funds if needed.