

BOARD OF DIRECTORS REGULAR MEETING

January 14, 2026
4:30 p.m.



626 443 2297



www.upperdistrict.org



248 E. Foothill Blvd., Suite 200 - Monrovia, CA. 91016



info@usgvmwd.org

Securing Water Resilience for the San Gabriel Valley



**A REGULAR MEETING OF THE BOARD OF
DIRECTORS**

Wednesday, January 14, 2026
4:30 P.M.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF BOARD OF DIRECTORS
4. ADOPTION OF AGENDA [1]
5. ELECTION OF OFFICERS FOR CALENDAR YEAR 2026 [1]

1. President
2. Vice President
3. Treasurer
4. Secretary

6. PUBLIC COMMENT

As provided under Government Code Section 54954.3, members of the public may address the Board on items considered on this agenda, as well as items not on the agenda that are within the jurisdiction of the Board. Please complete the appropriate speaker's card and submit it to the Board Secretary. A three-minute time limit on remarks is requested.

7. COMMITTEE REPORTS [2]

- (a) Administration and Finance Committee (Santana, Chair - Treviño, Vice-Chair)
Minutes of meeting held on January 6, 2026 enclosed.
- (b) Government Affairs and Community Outreach Committee (Fellow, Chair-Chavez, Vice-Chair)
Minutes of meeting held on January 7, 2026 enclosed.

8. CONSENT CALENDAR [1]

- (a) Minutes of a regular meeting of the Board of Directors held on December 10, 2025 at 4:30 p.m.
- (b) List of Demands
- (c) Financial Reports – November 2025
 1. Financial Statements
 2. Director's Public Outreach

- (d) Proposed Policy 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.
- (e) Upper Water’s 2026 Meeting Schedule.
- (f) Adopt Resolution No. 12-25-674, Reflecting Updated Positions and Pay Structure for Manager and Director of Finance.
- (g) 2026 Legislative Priorities Update.
- (h) Proposed Policy Nos. 3.9 – AI Policy, and 5.1 – Public Outreach Program of Upper Water’s Policy Manual.

9. ACTION/DISCUSSION ITEMS [1]

- (a) Resolution of Support for Metropolitan Water District’s Pure Water Southern California Project. *(Staff memorandum and Resolution No. 01-26-675 enclosed)*

Recommendation

The General Manager recommends that the Board of Directors adopt Resolution No. 01-26-675 expressing support for Pure Water Southern California.

- (b) Appointment for Negotiator for All Property Interest Acquisitions and Disposals *(Staff memorandum and Resolution No. 01-26-676 enclosed)*

Recommendation

The General Manager recommends that the Board of Directors adopt Resolution No. 01-26-676, appointing a property negotiator for the District.

10. INFORMATION ITEMS [2]

- (a) Press Releases and News Articles

11. ATTORNEY’S REPORT [2]

12. ENGINEER’S REPORT [2]

13. GENERAL MANAGER’S REPORT [2]

14. METROPOLITAN REPORT [2]

15. WATER QUALITY AUTHORITY REPORT [2]

16. WATERMASTER REPORT [2]

17. AB 1234 COMPLIANCE REPORT [2]

18. DIRECTOR'S COMMENTS [2]

19. FUTURE AGENDA ITEMS [1]

20. ADJOURN TO CLOSED SESSION – CONFERENCE WITH REAL PROPERTY NEGOTIATOR;

Government Code section 54956.8

Property: 2444 Huntington Drive, Duarte, CA 91010

District Negotiator: Thomas A. Love

Negotiating parties: Upper San Gabriel Valley Municipal Water District; 2444 Huntington LLC

Under negotiation: Terms of potential acquisition

21. ADJOURNMENT – To a regular meeting of the Board of Directors to be held on January 28, 2026 at 4:30 p.m. at 248 E. Foothill Blvd. Room #103, Monrovia, CA 91016.

LEGEND: [1] INDICATES ACTION ANTICIPATED BY BOARD OF DIRECTORS ON THIS ITEM

[2] INDICATES INFORMATION ITEM - NO BOARD ACTION NECESSARY

PRESIDENT JENNIFER SANTANA, PRESIDING



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

7. (a) COMMITTEE REPORTS

January 7, 2026

TO: BOARD OF DIRECTORS
FROM: ADMINISTRATION AND FINANCE COMMITTEE
SUBJECT: MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING AND SPECIAL MEETING OF THE BOARD OF DIRECTORS – January 6, 2026

ATTENDANCE:	Jennifer Santana, Chair	Patty Cortez	Judy Lancaster
	Charles Treviño, Vice-Chair	Venessa Navarrette	Steven O'Neill (Zoom)
	Ed Chavez	Priscilla Lu	Lenet Pacheco
	Thomas Love	Jessica Hernandez	

1. Call to Order

2. Public Comment. None

3. Introduction of Interim CFO.

The General Manager introduced Judy Lancaster, Interim Chief Financial Officer, to the board of directors. He stated that Ms. Lancaster has over 40 years of public-sector finance experience, and her role is to support the district during the transition following the retirement of the prior CFO.

4. Proposed Amendments to Policy No. 1.1, 1.2, 2.1, 3.1 and 3.6 of the Policy Manual.

Patty Cortez, Assistant General Manager presented proposed amendments to multiple sections of the District's policy manual, including Purpose of Policies, Mission Statement, Board Meeting Procedures, General Manager Authority and Duties, and Medical Benefits.

The General Manager stated that District Counsel reviewed the proposed amendments and provided comments that were incorporated.

Director Chavez and Ms. Cortez verified that the use of "Upper Water" was for branding and communications purposes, while retaining the District's legal name.

Director Santana and the General Manager confirmed that there would be no impact on the post-employment benefit liabilities. The General Manager explained that the proposed amendments were to remove the two-tier system for active employees while retaining tier difference for retiree medical benefits.

Following discussion, the Administration and Finance Committee recommended that the Board of Directors approve the proposed amendments to Policy No. 1.1, 1.2, 2.1, 3.1 and 3.6 of the Policy Manual.

5. Upper Water's 2026 Meeting Schedule.

Venessa Navarrette, Executive Assistant/Board Secretary I presented staff's recommendation to reschedule board and/or committee meetings affected by holidays and conferences in 2026.

Director Santana identified several discrepancies between the memo and the calendar.

Following discussion, the Administration and Finance Committee directed staff return a corrected and updated schedule to the Board for consideration at the next board meeting.

6. Salary Schedule for Finance Manager/Director of Finance.

Ms. Cortez presented a proposal to establish a single finance leadership position, to be filled at either the Finance Manager or Director of Finance level based on candidate qualifications. She stated that dual classification is intended to increase flexibility and attract a broader candidate pool. She then added that an HR consultant will assist with recruitment and candidate evaluation.

Director Chavez and Ms. Cortez confirmed that only one position will be filled.

Following discussion, the item was forwarded to the Board with a recommendation from the Committee.

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

The Interim CFO provided an overview of the district's audit services history. She stated that the current audit firm has served the District for seven years, while best practices generally recommend auditor rotation after five years. She recommended a one-year contract extension to ensure continuity during the finance leadership transition. She then added that an RFP for audit service would be pursued after the transition year.

This item was presented for information purposes only.

8. Property for Well Relocation.

The General Manager provided historical background and analysis regarding district-owned property in the City of Duarte. He stated that acquisition of an adjacent parcel is being considered to increase development potential and operational flexibility. He reported that financial analysis indicates sufficient cash reserves to support a potential acquisition. He also reported that negotiations, valuation, and due diligence will be discussed in closed session at a future meeting.

Director Santana expressed interest in further discussion during closed session.

This item was presented for information purposes only. No action was taken by the Committee.

NEXT MEETING: Tuesday, February 03, 2026 at 4:30 p.m.

cc: General Manager



MEMORANDUM

7. (b) COMMITTEE REPORT

January 07, 2026

TO: BOARD OF DIRECTORS

FROM: GOVERNMENT AFFAIRS AND COMMUNITY OUTREACH COMMITTEE MEETING AND SPECIAL MEETING OF THE BOARD OF DIRECTORS

SUBJECT: MINUTES OF THE GOVERNMENT AFFAIRS AND COMMUNITY OUTREACH COMMITTEE AND SPECIAL MEETING OF THE BOARD OF DIRECTORS – September 03, 2025

ATTENDANCE:	Anthony Fellow (Chair)	Patty Cortez	Yesenia Bugarin
	Ed Chavez (Vice Chair)	Steve O'Neill	Venessa Navarrette
	Jennifer Santana	Ana Schwab	Alexis Silva
	Katarina Garcia	Madeline Voitier	Katherine Vazquez
	Charles Treviño	Lowry Crook	Lenet Pacheco
	Tom Love	Michael Brain	

1. Call to Order.
2. Public Comment. None.
3. Legislative Update.
 - a. Washington D.C.

Ana Schwab of Best, Best & Krieger (BBK) began her report with an update on recent activity at the start of the federal session. On Monday January 5th, the House and Senate released a bipartisan minibus package consisting of three spending bills to fund key agencies for fiscal year 2026, including the Departments of the Interior, Energy and Water, Commerce, Justice, and Science. The remaining appropriations bills needed to fund the government are expected to be considered in the coming weeks or included in additional packages to meet the January continuing resolution deadline, as only nine months remain in the current appropriations cycle.

Ana acknowledged the passing of House Republican Representative Doug LaMalfa, describing it as the loss of a longstanding California leader and a strong advocate for water issues.

Ana briefly flagged potential issues for the district, including permitting reform and ongoing work related to the Farm Bill. Michael Brain of BBK added that the recently released Energy and Water, and Environment bill received optimistic numbers, reflecting strong support, and noted that water infrastructure programs continue to receive broad bipartisan backing.

Comments on the Waters of the United States (WOTUS) rule were due earlier in the week. With counsel from staff, the District signed on to the Association of California Water Agencies (ACWA) comment letter. It was noted that the goals of Upper were reflected in the ACWA letter, which was comprehensive and addressed the District's concerns.

Director Fellow followed the federal report by requesting insight on Senator Padilla's proposed legislation, on land subsidence. Director Chavez also raised the issue regarding the loss of a powerful Republican seat in the state and questions surrounding a potential special election.

b. Sacramento

Terry of Aaron Read & Associates, who will be overseeing state legislative matters following the recent retirement of Steve Baker, provided an update on state legislation and shared personal recollections of Representative LaMalfa. He highlighted LaMalfa's extensive knowledge of water issues and his strong reputation within the community as a farmer and advocate for water projects.

Terry noted that this is the start of the second year of the two-year legislative session and that legislative language for bill requests must be submitted to legislative counsel by January 23. He described the current year as a "spot bill" year and stated he will monitor the progress of remaining legislation important to the district, particularly those related to Delta Conveyance and the Caballero bill addressing atmospheric rivers.

Terry also reported changes in the Senate leadership, noting that Senator Monique Limón (Dem – Santa Barbara) was named the Senate Pro Tem by her peers.

Terry concluded his report by discussing the state budget shortfall, which has been exacerbated by reductions in federal funding. He noted that there are varying estimates of the deficit, and that the Governor is expected to address these budget issues in his State of the State address this week.

4. Policy Manual Review for Sections 3.9 and 5.1

Patty Cortez, Assistant General Manager, introduced a new section to the Policy Manual addressing AI use, along with revisions to the existing Public Outreach Program. Section 3.9, the AI Policy, is a new and timely addition that aligns with general industry standards. It outlines permitted uses and limitations and establishes guiding principles for staff. Section 5.1 of the Public Outreach Program was revised to clean up language and clarify procedures for directors, reiterate prohibited uses, and outline the reimbursement process, thereby providing clearer guidance on procedures and expectations.

Director Chavez, in agreement with the staff recommendation, suggested that these guidelines be reviewed again during ethics training.

The committee approved staff recommendations (2-0) and moved the item forward for full Board approval.

5. 2026 Legislative Priorities Update

Patty Cortez presented a few minor adjustments to the legislative priorities for committee approval. She noted that the document was introduced in 2025 and is part of the two-year legislative cycle. Entering the second year, the priorities have not changed significantly. However, staff has made a conscious effort to include language in Upper's priorities dedicated to the Golden Mussel, and to reiterate continuing support for the following projects: the Delta Conveyance Project, Pure Water Southern California, water supply reliability, water storage, Delta ecosystem restoration, and the Governor's California Water Resilience Portfolio and Water Supply Strategy. Additionally, consideration has been given to recently passed bills, and staff will continue tracking the implementation of the California Water Plan.

The committee approved staff recommendations (2-0) and moved the item forward for full Board approval.

6. Pure Water Southern California Outreach Update

Patty provided a brief update on Upper's initiative and its collaboration with the Los Angeles County Sanitation Districts and the Metropolitan Water District (MWD) to encourage cities to pass a resolution of support for Pure Water.

7. 2026 Upper Water Marketing Strategies

Lastly, Community Outreach Intern Yesenia Bugarin delivered a comprehensive presentation on marketing strategies inspired by the research conducted by MWD's communications team last year. She discussed demographics and presented strategies on how to engage specific audiences effectively that would raise broader awareness of Upper Water and highlight our outreach programs.

8. Other Matters. None.

NEXT MEETING: Wednesday February 4, 2026, at 4:30 p.m.
cc: General Manager



UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
Regular Board Meeting Minutes
Wednesday, December 10, 2025 | 4:30pm

A regular meeting of the Board of Directors was called to order at 4:30pm at the District office located at 248 E. Foothill Blvd, Rm. 103, Monrovia, California. The presiding officer was President Jennifer Santana.

ROLL CALL

DIRECTORS PRESENT: Chavez, Garcia, Fellow, and Santana

DIRECTORS ABSENT: Treviño

STAFF PRESENT: Tom Love, General Manager; Patty Cortez, Assistant General Manager (online); Evelyn Rodriguez, Chief Financial Officer; Steve O'Neill, District Counsel; Steve Johnson, District Engineer;; Venessa Navarrette, Executive Assistant/Board Secretary I; Katherine Vazquez, Water Resources Analyst I; Alexis Silva, Public Affairs Assistant; Jessica Hernandez, Administrative/Accounting Assistant; Priscilla Lu, Accounting/Finance Analyst; Yesenia Bugarin, Intern; Frank Aguilar, Facilities Technician

OTHERS PRESENT

Kelly Gardner, Jenny Savron, John Robinson, Edison Rodriguez (online)

ADOPTION OF AGENDA

On motion by Vice President Fellow, second by Treasurer Garcia, the agenda was adopted by the following vote:

AYES: CHAVEZ, GARCIA, FELLOW AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: TREVIÑO

PUBLIC COMMENT

None.

COMMITTEE REPORTS

(a) Water Resources and Facility Management Committee (Treviño, Chair – Garcia, Vice-Chair) Minutes of meeting held on December 1, 2025 enclosed.

CONSENT CALENDAR

On motion by Vice President Fellow, seconded by Treasurer Garcia, the consent calendar was approved by the following vote:

AYES: CHAVEZ, GARCIA, FELLOW AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: TREVIÑO

- (a) Minutes of a regular meeting of the Board of Directors held on November 12, 2025 at 4:30 p.m.
- (b) List of Demands
- (c) Financial Reports – October 2025
 - 1. Financial Statements
 - 2. Director's Public Outreach
- (d) Professional service contract amendment with John Robinson Consulting, Inc. for as-needed engineering support services in the amount of \$50,000 for a total contract amount not to exceed \$100,000 through June 30, 2026.
- (e) Professional services task order amendment with Stetson Engineers, Inc. for engineering support services related to preparation of a Golden Mussel prevention and control plan in the amount of \$50,000.
- (f) Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025.
- (g) Negotiated Exchange of Property Tax Revenues from Annexation No. 303 to County Sanitation District No. 15.

**ADOPT RESOLUTION NO. 12-25-673
 HONORING AND COMMEMORATING
 THE OUTSTANDING SERVICE AND
 ACCOMPLISHMENTS OF EVELYN
 RODRIGUEZ, CHIEF FINANCIAL
 OFFICER, UPON HER RETIREMENT.**

The Board considered Resolution No. 12-25-673 recognizing Evelyn Rodriguez, Chief Financial Officer, for her outstanding service upon her retirement.

On motion by Vice President Fellow, second by Treasurer Garcia, the adoption of Resolution 12-25-673 was approved by the following vote:

AYES: CHAVEZ, GARCIA, FELLOW AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: TREVIÑO

The General Manager recognized Ms. Rodriguez for her 18 years of dedicated service, commending her professionalism, reliability, accuracy, and outstanding support for the agency. He also shared a commemorative video prepared by staff in her honor.

Directors likewise expressed their sincere appreciation for Evelyn Rodriguez's 18 years of service, noting her responsiveness, strong problem-solving abilities. Several directors remarked that her contributions and presence will be deeply missed, both professionally and personally, and extended their best wishes for a fulfilling retirement and future endeavors.

The Board presented Ms. Rodriguez with a retirement gift and the adopted resolution.

**PROFESSIONAL SERVICES AGREEMENT
WITH VC3 FOR INFORMATION
TECHNOLOGY (IT) MANAGEMENT AND
SUPPORT SERVICES**

The General Manager gave a brief overview of the services provided under the contract, noting that through a state cybersecurity grant, VC3 upgraded office desktops and laptops to Windows 11 and implemented multifactor authentication to enhance cybersecurity.

On motion by Vice President Fellow, second by Treasurer Garcia, the professional services agreement with VC3 for information technology (IT) management and support services was approved by the following vote:

AYES: CHAVEZ, GARCIA, FELLOW AND SANTANA
NOES: NONE
ABSTAIN: NONE
ABSENT: TREVIÑO

INFORMATION ITEMS

The following items listed on the agenda were presented as informational items and ordered received and filed:

- Press Releases and News Articles

ATTORNEY'S REPORT

The District Counsel reported on his work in reviewing updates to the policy manual edits to the outreach, compensation, and medical benefits language. He also reported that correspondence to complete the annual audit report has been finalized. Lastly, He confirmed the dissolution of the prior joint power's authority with the SGVCOG.

ENGINEER'S REPORT

The District Engineer provided updates on several projects nearing completion, including the San Gabriel/Sunny Slope Interconnection Study, the completion of Upper Water's Emergency Response Plan, and Monrovia's reactivation connection review. He reported that minor changes to the boundary modifications with Three Valleys were made and awaiting their action for completion.

GENERAL MANAGER'S REPORT

The General Manager wished Secretary Chavez a happy birthday. He then reported that DWR announced the initial State Water Project allocation of 10 percent. He shared that the district has received certificates from ACWA JPIA for workers compensation, liability, and property programs for loss ratio of 20 percent or less. He announced that the holiday appreciation dinner will be Thursday, December 18, 2025. Lastly, he reported a potential property acquisition in Duarte for a future well relocation related to MWD's Pure Water recycled water project. A recommendation on this property, for the Boards consideration, could be on the January 14th agenda.

Ms. Rodriguez offered remarks expressing gratitude to staff, directors, Watermaster, WQA, Stetson Engineers, John Robinson Consulting, and the producers.

METROPOLITAN REPORT

Vice President Fellow reported that Metropolitan hosted a reception in honor of Deven Upadhyay, General Manager. He also reported that Director Larry Dick, Municipal Water District of Orange County and Jeff Armstrong, Eastern Municipal Water District, both long time Board members will be leaving the Metropolitan Board of Directors. He then reported that he has been appointed to a new committee, Agriculture and Tribal Partnerships. He stated that Metropolitan will be naming the Weymouth Filtration Plant after Tim Brick in his honor. He then stated that with Assembly bill AB 8523 in effect, each agency with one representative will now have a proxy. He noted that the ACWA Fall Conference was highly successful and shared that educating youth about drinking tap water is one of his goals. He added that he had the opportunity to view advertisements focused on this initiative.

WATER QUALITY AUTHORITY REPORT

Secretary Chavez noted that the Water Quality Authority report is included in the packet and there were no additional updates to present.

WATERMASTER REPORT

Ms. Kelly Gardner expressed gratitude to Ms. Rodriguez. She reported that updates on the water levels, the importance of the letter agreements with Metropolitan, and the challenges in reaching a mutual resolution of the golden mussel issue with Los Angeles County were reported to the Judge at the last status conference. The Judge has ordered a furtherance for February 5, 2026, which will also include the Los Angeles County.

AB 1234 COMPLIANCE REPORT

A summary report was provided in the agenda packet.

DIRECTORS' COMMENTS

Secretary Chavez expressed his gratitude to Ms. Rodriguez.

Treasurer Garcia expressed her appreciation to Ms. Rodriguez and extended birthday wishes to Secretary Chavez. She also shared that her students are currently studying invasive species and used the Golden Mussel as an example in class.

Vice President Fellow expressed his gratitude to Mr. John Robinson and conveyed his appreciation to Ms. Rodriguez. He then requested that the meeting be adjourned in memory of Mr. John Reese, the father of Lynda Noriega.

President Santana shared that educating about micro plastics will be beneficial towards encouraging the youth to drink tap water. She then expressed her appreciation to Ms. Rodriguez.

FUTURE AGENDA ITEMS

None.

ADJORN TO CLOSED SESSION

None.

ADJOURNMENT

President Santana asked if there was any other business to come before the Board. There being none, the meeting was adjourned in memory of Mr. John Reese, to a regular meeting of the Board of Directors to be held on January 14, 2025, at 4:30 p.m.

PRESIDENT

ATTEST

SECRETARY

SEAL

Attachment 1
Consent Item 7 (b)
December 12, 2025

Demands numbered 23179 through 23228 on the General Fund Account of the Upper Water at Citizens Business Bank, totaling \$383,354.02 and demands numbered 1350 through 1355 on the Water Fund Account at the same bank totaling \$1,500,084.55.

23179	783, Inc.	Inw. UW-525211, Branding and Creative Services, December 2025 <i>(Board approved 7/10/25)</i>		5,750.00
23180	Aaron Read & Associates, LLC	Inw. 214345, Travel Reimbursements, November 2024 <i>(Board approved 1/22/25)</i>		1,079.92
23181	ACWA/PIA	Inw. 0707514, Health Insurance Premium - December 2025		32,963.74
23182	Aleshire & Wynder, LLP	Legal Services, October 2025 Inw. 100828, Retainer Inw. 100830, Transactional Fees <i>(Board approved 04/13/22)</i>	4,713.00 697.20	5,410.20
23183	Alliance for Water Efficiency	Inw. 4030-11212025, Practical Plumbing Handbooks		265.00
23184	Amazon Capital Services	Inw. 1PXP-30PK-1P36, Meeting and Office Supplies, Oct - Nov. 2025		214.16
23185	Annie Tam	Inw. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23186	Azusa Light & Water	Inw. 4652, Irrigation Efficiency Program Reimbursement		1,611.00
23187	Bassett High School	Inw. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23188	Best Best & Krieger, LLP	Inw. 1045633, Federal Legislative Advocacy Services through 10/31/25 <i>(Board approved 01/22/25)</i>		7,500.00
23189	CAPIO	Inw. 25905, Webinar Registration - A. Silva		30.00
23190	Carol Kvan	Inw. W250825, Bottle Water Program <i>(Previously Paid 12/04/25)</i>		3,339.00
23191	Department of Water & Power	Inw. GA441227, Recycled Water Program Permit Fees, December 2025		83.33
23192	Discovery Science Center	Inw. 2202, Water Education Program, October 2025 <i>(Board approved 07/08/20)</i>		3,202.00
23193	Ecotech Services, Inc.	Inw. 3545, Leak Repair Kits for WaterSmart Home Program <i>(Board approved 06/08/22)</i>		15,000.00
23194	Foothill Municipal Water District	Inw. 782, Strategic Consulting Services, November 2025 Cost-Share		2,500.00
23195	Foster & Foster Consulting Actuaries, Inc.	Inw. 11/20/25UD, Deposit for OPEB Full Valuation		1,800.00
23196	G3, Green Gardens Group, LLC	Inw. 1458, Protecting Trees Workshop, November 2025 <i>(Board approved 06/12/24)</i>		1,750.00
23197	Garden View, Inc.	Inw. INV-103125, Plant Voucher Program		17,232.31
23198	Gidley School	Inw. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23199	Home Depot Credit Services	Building Maintenance Supplies, Sept. - Nov. 2025 Inw. 2021747 Inw. 305909 Inw. 3307712 Inw. 550994 Inw. 6740506 Inw. 7204560 Inw. 8210801 Inw. 8540971 Inw. 9254804	44.27 86.53 27.02 68.01 69.60 (87.30) (373.32) 23.15 287.30	- - 145.26

23200	Image Property Services, LLC	Inv. 19553, Janitorial Services, October 2025 Inv. 20498, Janitorial Services, November 2025	1,907.59 <u>1,907.59</u>	3,815.18
23201	Jason L. Gutierrez	Inv. GRNT 25-26, Water Education Grant FY 2025-26		940.00
23202	Jessica Trinh-Rosell	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23203	Joey C. Soto	Inv. 2025-UD-GA-OCT-133, Grant Writing Services, October 2025 <i>(Board approved 06/08/22)</i>		2,743.75
23204	John Robinson Consulting, Inc	Inv. UW202301-22, As-needed Engineering Support Services, October 2025		6,600.00
23205	Kelly Services, Inc.	Inv. 5611848778, Temporary Services, Week Ending 10/26/25 Inv. 5612046590, Temporary Services, Week Ending 11/02/25 Inv. 5612256477, Temporary Services, Week Ending 11/09/26 Inv. 5612429116, Temporary Services, Week Ending 11/16/25 <i>(Board approved 10/11/23)</i>	1,148.00 1,066.24 910.28 <u>963.50</u>	4,094.02
23206	Luis Aguilar	Inv. 0074909, District Logo Items		2,129.98
23207	Manuel Barron	Inv. GRNT 25-26, Water Education Grant FY 2025-26		950.00
23208	Maria Susana Flores	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23209	Matthew Pazos	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23210	McKinley Elementary School	Inv. GRNT 25-26, Water Education Grant FY 2025-26		969.13
23211	Merek Chang	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23212	Michelle Cordich	Inv. GRNT 25-26, Water Education Grant FY 2025-26		878.99
23213	Michael Naka	Inv. GRNT 25-26, Water Education Grant FY 2025-26 Inv. GRNT 25-26A, Water Education Grant FY 2025-26 Inv. GRNT 25-26B, Water Education Grant FY 2025-26	114.24 53.99 <u>267.99</u>	436.22
23214	Mountain View School District	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23215	Rogers, Anderson, Malody & Scott	Inv. 79123, Progress Billing for June 30, 2025 Audit Services <i>(Board approved 02/19/22)</i>		6,500.00
23216	Spectrum Reach	Inv. 520061795, Water Campaign Ads, Sep. - Oct. 2025 Inv. 520061796, Water Campaign Ads, Sep. - Oct. 2025	1,497.30 <u>2,500.04</u>	3,997.34
23217	St. Joseph School	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23218	St. Luke Catholic School	Inv. GRNT 25-26, Water Education Grant FY 2025-26 Inv. GRNT 25-26A, Water Education Grant FY 2025-26 Inv. GRNT 25-26B, Water Education Grant FY 2025-26 Inv. GRNT 25-26C, Water Education Grant FY 2025-26 Inv. GRNT 25-26D, Water Education Grant FY 2025-26 Inv. GRNT 25-26E, Water Education Grant FY 2025-26 Inv. GRNT 25-26F, Water Education Grant FY 2025-26 Inv. GRNT 25-26G, Water Education Grant FY 2025-26 Inv. GRNT 25-26H, Water Education Grant FY 2025-26	998.00 796.00 982.83 961.65 845.00 987.00 959.25 940.00 <u>397.00</u>	8,466.73
23219	Upper District Payroll Fund	Inv. Oct 25, Reimbursement of Payroll and Payroll Taxes for Employees Inv. Oct 25D, Reimbursement of Payroll Taxes for Directors	153,298.23 <u>13,848.89</u>	167,147.12
23220	Upper District Revolving Fund	Inv. NOV 25, Revolving Fund Account Replenishment - November 2025 Office Supplies Telephone/Utilities/Building Maintenance Meeting/Travel/Conferences/Dues/Assessments/Membership Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/Public Info Medical/ODA Reimbursement/Processing Fee/Other	456.65 3,152.80 24.01 980.86 3,962.72 <u>17,023.78</u>	25,600.82
23221	Urban Water Institute	Inv. 2001, 2026 Public Sector Dues Membership Renewal		3,000.00
23222	U.S. Bank Corporate Payment System	CalCard Charges through 11/24/25 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	144.83 7,267.82 941.92 <u>3,195.07</u>	11,549.64
23223	Walnut Grove Intermediate School	Inv. GRNT 25-26, Water Education Grant FY 2025-26		1,000.00
23224	Willdan Financial Services	Inv. 010-637444, FY2025/26 Standby Charge Services through October 2025 <i>(Board approved 04/03/25)</i>		13,233.32

23225	Anthony Fellow	Director's Compensation, November 2025		
		9 Days District Business	2,916.00	
		9 Days MWD Business	2,916.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,708.87)	4,140.00
23226	Ed Chavez	Director's Compensation, November 2025		
		10 Days District Business	3,240.00	
		Meeting/Travel Expenses/Allowance	620.01	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,338.98)	1,961.03
23227	Charles Treviño	Director's Compensation, November 2025		
		9 Days District Business	2,916.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(1,083.93)	1,842.94
23228	Jennifer Santana	Director's Compensation, November 2025		
		10 Days District Business	3,240.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(780.98)	2,475.89
			TOTAL	\$ 383,354.02
1350	Central Basin MWD	Invoice No. USGV-OCT25, Purchase of 5.2 AF of Recycled Water in September 2025 (Previously Paid 12/4/25)	\$	3,763.14
1351	City of Industry City Hall	Invoice No. R10312025-D, Purchase of 43.6 AF of Recycled Water in October 2025		18,312.00
1352	City of Industry City Hall	Invoice No. R10312025-E, CIP Charge for October 2025		7,449.20
1353	Metropolitan Water District	Invoice No. 12025, Purchase of 1395.9 AF of Treated Water in October 2025		1,449,534.40
1354	San Gabriel Valley MWD	Invoice No. 582, 73.6 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in October 2025 @ \$260 per AF		19,136.00
1355	Suburban Water System	Invoice No. 6806, Phase IIB Normal Operating Charge, November 2025		1,889.81
			TOTAL	\$ 1,500,084.55

Board of Directors
Upper San Gabriel Valley Municipal Water District

8.(b)

List of Demands

Submitted herewith for action by the Board of Directors of the Upper San Gabriel Valley Municipal Water District are the following demands on the District's General Fund Account

23229	Katarina Garcia	Director's Compensation, November 2025 6 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld <i>(Previously Paid 12/11/25)</i>	1,944.00 516.87 (500.00) (303.21)	\$ 1,657.66
23230	Liu Bo Xu	Inv. 2024-25REI, Art Contest Winner - Replacement Check <i>(Previously Paid 12/12/25)</i>		25.00
23231	CA Public Employees Retirement System	Inv. 100000018140471, CEPPT Contributions, Strategy 1 Inv. 100000018140472, CEPPT Contributions, Strategy 2 <i>(Previously Paid 12/12/25)</i>	250,000.00 250,000.00	500,000.00
23232	CA Public Employees Retirement System	Inv. 100000018138867, Additional UAL Payment <i>(Previously Paid 12/12/25)</i>		500,000.00
23233	Xu Jun Feng	Inv. 2024-25REI, Art Contest Winner - Replacement Check <i>(Previously Paid 12/12/25)</i>		100.00
23234	Misha Fukushima	Inv. 2024-25REI, Art Contest Winner - Replacement Check <i>(Previously Paid 12/12/25)</i>		50.00
23235	789, Inc.	Inv. UW-529121, Branding and Creative Services, January 2026 <i>(Board approved 7/09/25)</i>		5,750.00
23236	Aaron Read & Associates, LLC	Inv. 214395, State Legislative Advocacy Services, November 2025 Inv. 214402, State Legislative Advocacy Services, December 2025 <i>(Board approved 1/22/25)</i>	10,000.00 10,000.00	20,000.00
23237	ACWA/JPIA	Inv. 0707782, Health Insurance Premium - January 2026		35,723.74
23238	Aleshire & Wynder, LLP	Legal Services, November 2025 Inv. 101299, Retainer Inv. 101300, Transactional Fees Inv. 101301, Transactional Fees <i>(Board approved 04/13/22)</i>	4,713.00 174.00 1,091.50	5,978.50
23239	Amazon Capital Services	Inv. 1K1J-6FGR-HDQG, Meeting and Office Supplies, Nov. - Dec. 2025		219.69
23240	Best Best & Krieger, LLP	Inv. 1047157, Federal Legislative Advocacy Services through 11/30/25 <i>(Board approved 01/22/25)</i>		7,500.00
23241	Commercial Door Company, Inc.	Inv. 91841, Building Maintenance, Service Call - 12/04/25		830.00
23242	Department of Water & Power	Inv. GA441548, Recycled Water Program Permit Fees, January 2026		83.33
23243	Discovery Science Center	Inv. 2226, Water Education Program, November 2025 <i>(Board approved 07/08/20)</i>		2,497.00
23244	Garden View, Inc.	Inv. INV-113025, Plant Voucher Program		3,983.64
23245	Hernan Quezada	Inv. 12/18/25UD, Building Maintenance, Service Dates - 12/13/25 & 12/15/25		460.00
23246	Home Depot Credit Services	Building Maintenance Supplies, Sept. - Nov. 2025 Inv. 2117748 Inv. 2210184 Inv. 2210189 Inv. 24568 Inv. 7543143	24.74 (219.91) 251.94 56.11 17.54	130.42
23247	Image Property Services, LLC	Inv. 21045, Janitorial Services, December 2025		1,907.59
23248	Joey C. Soto	Inv. 2025-UD-GA-NOV-134, Grant Writing Services, November 2025 <i>(Board approved 06/08/22)</i>		2,021.25
23249	Kelly Services, Inc.	Inv. 5612586432, Temporary Services, Week Ending 11/23/25 Inv. 5612813030, Temporary Services, Week Ending 11/30/25 Inv. 5612959281, Temporary Services, Week Ending 12/07/26 Inv. 5613153506, Temporary Services, Week Ending 12/14/25 <i>(Board approved 10/11/23)</i>	1,393.00 574.00 896.00 917.00	3,780.00
23250	Luis Aguilar	Inv. 0074910, District Logo Items		566.28
23251	Rogers, Anderson, Malody & Scott	Inv. 79302, Progress Billing for June 30, 2025 Audit Services <i>(Board approved 02/19/22)</i>		12,300.00
23252	San Gabriel Valley Economic Partnership	Inv. 8539, Annual Membership Dues, 02/01/26 - 01/31/27		20,000.00
23253	Southern California Water Coalition	Inv. 2105, Quarterly Luncheon Sponsorship, 01/23/26		2,500.00

23254	Stetson Engineers, Inc.	Inv. 2533-235, General Engineering Support Services, October 2025 Inv. 2533-236, General Engineering Support Services, November 2025 Inv. 2728-043, Integrated Resource Plan Update, November 2025	32,484.15 39,540.19 <u>1,528.00</u>	73,552.34
23255	Upper District Payroll Fund	Inv. Nov 25, Reimbursement of Payroll and Payroll Taxes for Employees Inv. Nov 25D, Reimbursement of Payroll Taxes for Directors Inv. Nov 25D-A, Reimbursement of Payroll Taxes for Directors	161,148.40 10,454.87 <u>1,529.71</u>	173,132.98
23256	Upper District Revolving Fund	Inv. DEC 25, Revolving Fund Account Replenishment - December 2025 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Director's Outreach Telephone/Utilities/Building Maintenance Meeting/Travel/Conferences/Dues/Assessments/Membership Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/Public Info Medical/ODA Reimbursement/Processing Fee/Others	1,330.84 1,481.71 1,457.50 9,908.85 55.24 1,026.19 45,764.48 <u>3,090.91</u>	64,115.72
23257	U.S. Bank Corporate Payment System	CalCard Charges through 12/22/25 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	1,097.78 7,254.48 1,937.36 <u>2,827.07</u>	13,116.69
23258	VC3, Inc.	Inv. VC3-228802, Credit Memo, August 2025 Inv. VC3-228857, IT Management Service, November 2025 Inv. INV3565794VC3, Inv. VC3-231601, IT Management Service, December 2025 (Board approved 12/10/25)	(1,410.88) 3,274.32 216.00 <u>3,297.41</u>	5,376.85
23259	Vortex Industries, LLC	Inv. 04-2098988, Building Maintenance, Service Call - 12/09/25		495.95
23260	Anthony Fellow	Director's Compensation, December 2025 10 Days District Business 6 Days MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	3,240.00 1,944.00 516.87 (500.00) <u>(1,525.43)</u>	3,675.44
23261	Ed Chavez	Director's Compensation, December 2025 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	3,240.00 516.87 (500.00) <u>(1,384.88)</u>	1,871.99
23262	Charles Treviño	Director's Compensation, December 2025 9 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,916.00 516.87 (500.00) <u>(1,076.88)</u>	1,855.99
23263	Jennifer Santana	Director's Compensation, December 2025 7 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,268.00 516.87 (500.00) <u>(533.12)</u>	1,751.75
			TOTAL	<u>\$ 1,467,009.80</u>

Board of Directors
Upper San Gabriel Valley Municipal Water District

Submitted herewith for action by the Board of Directors of the Upper San Gabriel Valley Municipal Water District are the following demands on the District's Water Fund Account at Citizens Business Bank:

1356	Central Basin MWD	Invoice No. USGV-NOV25, Purchase of 4.1 AF of Recycled Water in October 2025 (Previously Paid 01/06/26)	\$ 3,002.52
1357	City of Industry City Hall	Invoice No. R11302025-D, Purchase of 17.2 AF of Recycled Water in November 2025	7,224.00
1358	City of Industry City Hall	Invoice No. R11302025-E, CIP Charge for November 2025	4,360.40
1359	Metropolitan Water District	Invoice No. 12055, Purchase of 368.9 AF of Treated Water in November 2025	484,370.81
1360	San Gabriel Valley MWD	Invoice No. 583, 78.58AF of Water Delivered through the Alhambra/MWD Exchange Agreement in November 2025 @ \$260 per AF	20,430.80
1361	Suburban Water System	Invoice No. 6808, Aug. - Nov. 2025 Operating Costs	10,320.86
1362	Suburban Water System	Invoice No. 6809, Phase IIB Normal Operating Charge, December 2025	1,889.81
TOTAL			<u>\$ 531,599.20</u>



UPPER SAN GABRIEL VALLEY MWD
FINANCIAL SUMMARY FOR NOVEMBER 30, 2025

Expenses	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2025-26 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING	Comments
Administrative Expenses	\$ 229,895	\$ 1,055,982	\$ 2,892,000	\$ 1,836,018	63.5%	YTD expenses include payment of annual contribution to CalPERS related to Upper District's unfunded accrued liability. Annual provision for election cost will not be booked until June 30, 2026.
Water Conservation Program	221,547	867,898	1,901,600	1,033,702	54.4%	YTD expenses are consistent with budgeted amounts.
Stormwater Program	3,442	17,210	41,300	24,090	58.3%	YTD expenses are consistent with budgeted amounts.
Recycled Water Program	126,872	810,067	2,227,000	1,416,933	63.6%	YTD expenses are consistent with budgeted amounts.
Water Quality and Supply Program	98,946	308,327	623,200	314,873	50.5%	YTD expenses are consistent with budgeted amounts.
Water Purchases	496,352	7,832,396	57,511,300	49,678,904	86.4%	As of November 30th, Upper Water has delivered 1,972 AF of treated water and 5,100 AF of untreated water. Watermaster's RDA water purchases for 23,981.84 AF will occur in December, to be reported in February 2026.
Operating Expenses	1,177,054	10,891,880	65,196,400	54,304,520	83.3%	As of November 30th, Upper Water has delivered 1,972 AF of treated water and 5,100 AF of untreated water. Watermaster's RDA water purchases for 23,981.84 AF will occur in December, to be reported in February 2026. First installment of standby charge and property tax revenue will not be collected until December 2025.
Operating Revenues	813,221	10,551,877	65,399,200	54,847,323	83.9%	
Net Change in Cash Due to Capital Outlays	-	-	(197,000)	n/a	n/a	
Total Change in Fund Balances	\$ (363,833)	\$ (340,003)	\$ 5,800	n/a	n/a	

Net Reserve Activity from Operations (-/+)	(363,833)	(340,003)	202,800	n/a	n/a
Capital Expenditures	-	-	197,000	197,000	100.0%
Capital Program Revenues	-	-	-	-	0.0%
Net Change in Cash Due to Capital Outlays	-	-	(197,000)	n/a	n/a
Total Change in Fund Balances	\$ (363,833)	\$ (340,003)	\$ 5,800	n/a	n/a

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
PERIOD ENDED NOVEMBER 30, 2025

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	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2025-26 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
ADMINISTRATIVE AND OPERATING REVENUES					
58% @ 11-30-25					
Water Rate Revenues					
Tier 1 Treated	264,740	2,158,649	4,369,300	2,210,651	51%
Tier 1 Untreated	-	3,921,854	47,424,000	43,502,146	92%
Upper Surcharge Tier 1 Treated	51,434	186,921	309,000	122,079	40%
Upper Surcharge Tier 1 Untreated	-	1,406,896	5,356,000	3,949,104	74%
MWD Capacity Charge Revenue	51,025	141,700	394,000	252,300	64%
MWD RTS Revenue	31,968	66,723	-	(66,723)	0%
Gross MWD Standby Charge-Revenue Reconciliation	-	496,593	1,950,000	1,453,407	75%
MSGB Watermaster-Ready-to-Serve	6,300	31,500	75,600	44,100	58%
Sub Total	405,467	8,410,836	59,877,900	51,467,064	86%
Revolving Revenue					
MSGB Watermaster-SG River Watermaster	-	123,500	106,500	(17,000)	-16%
Sub Total	-	123,500	106,500	(17,000)	-16%
Other Administrative Revenues					
Interest/Investment Earnings	21,711	221,640	150,000	(71,640)	-48%
Taxes	10,185	222,372	822,000	599,628	73%
Other Income (Loss)	2,284	12,541	31,800	19,259	61%
Sub Total	34,180	456,553	1,003,800	547,247	55%
TOTAL ADMINISTRATIVE REVENUES	439,647	8,990,889	60,988,200	51,997,311	85%
CAPITAL PROJECT FUND REVENUES					
Recycled Water Revenues					
Recycled Water Sales	97,166	288,617	573,000	284,383	50%
Upper Recycled Water Surcharge Revenue	217,453	897,104	1,276,000	378,896	30%
Metropolitan Water District LRP Funds	19,339	68,056	120,000	51,944	43%
Parcel/Standby Charge	19,168	52,303	2,050,000	1,997,697	97%
Interest/Investment Earnings	1,490	16,047	13,000	(3,047)	-23%
Sub Total	354,616	1,322,127	4,032,000	2,709,873	67%
Water Conservation Revenues					
Conservation Program Contributions	17,901	224,052	322,500	98,448	31%
Sub Total	17,901	224,052	322,500	98,448	31%
TOTAL CAPITAL PROJECT FUND REVENUES	372,517	1,546,179	4,354,500	2,808,321	64%
OTHER FUND REVENUES					
Water Quality and Supply Program Revenues					
Interest/Investment Earnings	-	1,735	50,000	48,265	97%
Sub Total	-	1,735	50,000	48,265	97%
Rate Stabilization Fund Revenues					
Interest/Investment Earnings	1,057	13,074	6,500	(6,574)	-101%
Sub Total	1,057	13,074	6,500	(6,574)	-101%
TOTAL OTHER FUND REVENUES	1,057	14,809	56,500	41,691	74%
TOTAL REVENUES	813,221	10,551,877	65,399,200	54,847,323	84%

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
PERIOD ENDED NOVEMBER 30, 2025

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	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2025-26 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
ADMINISTRATIVE EXPENSES					58% @ 11-30-25
<u>Personnel Expenses</u>					
Employee Salaries	132,939	686,227	1,637,000	950,773	58%
Employee Benefits	24,634	138,663	389,500	250,837	64%
Retired Employee Benefits	7,236	41,887	122,100	80,213	66%
Employee Travel/Conference	(112)	9,114	60,000	50,886	85%
Sub Total	164,697	875,891	2,208,600	1,332,709	60%
<u>Director Expenses</u>					
Director Compensation	22,865	99,847	216,000	116,153	54%
Director Benefits	14,684	74,991	181,000	106,009	59%
Retired Director Benefits	1,537	12,419	28,400	15,981	56%
Director Public Outreach	-	9,061	25,000	15,939	64%
Director Travel/Conference	(66)	16,975	60,000	43,025	72%
Sub Total	39,020	213,293	510,400	297,107	58%
<u>Pension/OPEB Expense</u>					
CalPERS-Employees, Directors, Retirees	12,676	129,602	359,000	229,398	64%
Sub Total	12,676	129,602	359,000	229,398	64%
<u>Office Expenses</u>					
Office Supplies/Equipment	702	22,482	45,000	22,518	50%
Equipment Operations & Maintenance	109	2,748	22,000	19,252	88%
Computer Systems	14,811	42,564	63,000	20,436	32%
Dues and Assessments	-	84,354	86,600	2,246	3%
Meeting Expense	1,569	7,048	37,000	29,952	81%
Sub Total	17,191	159,196	253,600	94,404	37%
<u>Facility Expenses</u>					
Building Maintenance	3,120	16,408	64,000	47,592	74%
Liability/Property Insurance	67,789	84,400	82,200	(2,200)	-3%
Telephone/Utilities	1,242	17,141	56,000	38,859	69%
Sub Total	72,151	117,949	202,200	84,251	42%
<u>Professional Services</u>					
Legal/Financial	5,884	25,911	110,000	84,089	76%
Engineering	11,934	45,924	145,000	99,076	68%
Auditor	13,530	13,530	32,300	18,770	58%
Outside Services	1,795	19,169	55,000	35,831	65%
Public Information/Outreach	-	432	1,700	1,268	75%
Sub Total	33,143	104,966	344,000	239,034	69%
<u>Other Expenses</u>					
Election Costs	-	-	322,000	322,000	100%
Sub Total	-	-	322,000	322,000	100%
<u>Allocation to Projects and Programs</u>					
Salaries/Overhead Allocated to Projects	(108,983)	(544,915)	(1,307,800)	(762,885)	58%
Sub Total	(108,983)	(544,915)	(1,307,800)	(762,885)	58%
Total Administrative Expenses	229,895	1,055,982	2,892,000	1,836,018	63%
<u>Water Purchases</u>					
Tier 1 Treated	496,352	2,403,094	4,369,300	1,966,206	45%
Tier 1 Untreated	-	3,921,854	47,424,000	43,502,146	92%
MWD Capacity Charge	-	105,300	394,000	288,700	73%
MWD Ready-to-Serve Charge	-	1,278,648	5,217,500	3,938,852	75%
Sub Total Water Purchases	496,352	7,708,896	57,404,800	49,695,904	87%
<u>Revolving Expenses</u>					
San Gabriel River Watermaster	-	123,500	106,500	(17,000)	-16%
Sub Total Revolving Expenses	-	123,500	106,500	(17,000)	-16%
Total Water Purchases/Revolving Expenses	496,352	7,832,396	57,511,300	49,678,904	86%
TOTAL ADMINISTRATIVE EXPENSES	726,247	8,888,378	60,403,300	51,514,922	85%

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
PERIOD ENDED NOVEMBER 30, 2025

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	FY ACTUAL MONTH	FY ACTUAL YEAR-TO-DATE	FY 2025-26 BUDGET	AMOUNT OF BUDGET REMAINING	PERCENT OF BUDGET REMAINING
RECYCLED WATER PROGRAM EXPENSES					
					58% @ 11-30-25
Water Purchases-Recycled Water	78,726	215,796	573,000	357,204	62%
SWRCB Loan Repayment	-	188,281	791,000	602,719	76%
Salaries and Overhead Allocation	6,642	33,210	79,700	46,490	58%
Standby Charge Development/Implementation	-	3,633	18,700	15,067	81%
Engineering - General	2,640	14,850	40,000	25,150	63%
Lobbyist	7,500	37,500	95,000	57,500	61%
Legal and Financial	-	-	3,000	3,000	100%
Public Information	-	2,406	5,000	2,594	52%
Operation and Maintenance Phase I/IIA	83	191,045	421,300	230,255	55%
Operation and Maintenance Phase IIB	31,281	123,346	200,300	76,954	38%
Sub Total	126,872	810,067	2,227,000	1,416,933	64%
TOTAL RECYCLED WATER PROGRAM EXPENSES	126,872	810,067	2,227,000	1,416,933	64%
STORMWATER PROGRAM EXPENSES					
<u>Stormwater Program</u>					
Salaries and Overhead Allocation	3,442	17,210	41,300	24,090	58%
Sub Total	3,442	17,210	41,300	24,090	58%
TOTAL STORMWATER PROGRAM EXPENSES	3,442	17,210	41,300	24,090	58%
CAPITAL PROGRAM EXPENSES					
<u>San Gabriel Valley Water Recycling Project</u>					
Direct Reuse Program	-	-	100,000	100,000	100%
Legal and Financial	-	-	2,000	2,000	100%
Sub Total	-	-	102,000	102,000	100%
<u>Other Capital Program Expenses</u>					
USG Connections	-	-	95,000	95,000	100%
Sub Total	-	-	95,000	95,000	100%
TOTAL CAPITAL PROGRAM EXPENSES	-	-	197,000	197,000	100%

UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
MONTHLY FINANCIAL STATEMENT AND BUDGET COMPARISON
PERIOD ENDED NOVEMBER 30, 2025

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PERCENT OF
BUDGET
REMAINING
58% @ 11-30-25

WATER CONSERVATION EXPENSES

WATER USE EFFICIENCY PROGRAM

Residential Programs

Member Agency Administered Programs	40,932	180,654	167,500	(13,154)	-8%
Regional Rebate Program	3,033	21,907	50,000	28,093	56%
Sub Total	43,965	202,561	217,500	14,939	7%

Commercial/Industrial/Institution Programs

Member Agency Administered Programs	-	35,338	105,000	69,662	66%
Regional Rebate Program	-	5,000	-	(5,000)	0%
Sub Total	-	40,338	105,000	64,662	62%

Allocation to Conservation Programs

Salaries & Overhead	19,625	98,125	235,500	137,375	58%
Sub Total	19,625	98,125	235,500	137,375	58%

TOTAL WATER USE EFFICIENCY PROGRAM EXPENSES

63,590	341,024	558,000	216,976	39%
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EDUCATION & COMMUNITY OUTREACH PROGRAM

Watershed Programs

Natural Vegetation Restoration Program	349	8,908	20,000	11,092	55%
Sub Total	349	8,908	20,000	11,092	55%

Educational Programs

Educational Activities	-	7,782	60,000	52,218	87%
Memberships	60,666	72,502	145,000	72,498	50%
Educational Materials/Grant Program	-	(1,126)	60,000	61,126	102%
Educational Outreach Programs/Events	-	6,316	160,000	153,684	96%
Sub Total	60,666	85,474	425,000	339,526	80%

Outreach and Information Programs

Public Workshops/Seminars	1,993	9,568	40,000	30,432	76%
Conservation Devices/Items	4,769	35,096	45,000	9,904	22%
Bottled Water Program	-	3,339	15,500	12,161	78%
Community/Industry Sponsorships	4,000	16,300	35,000	18,700	53%
Displays/Fairs/Presentations	100	2,160	5,000	2,840	57%
Conferences/Meetings	1,040	2,742	12,000	9,258	77%
Public Information	27,059	49,918	100,000	50,082	50%
Technical Assistance	10,806	75,464	70,000	(5,464)	-8%
Legal/Financial	-	2,030	10,000	7,970	80%
Sub Total	49,767	196,617	332,500	135,883	41%

Allocation to Conservation Programs

Salaries & Overhead	47,175	235,875	566,100	330,225	58%
Sub Total	47,175	235,875	566,100	330,225	58%

**TOTAL EDUCATION & COMMUNITY OUTREACH PROGRAM
EXPENSES**

157,957	526,874	1,343,600	816,726	61%
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TOTAL WATER CONSERVATION EXPENSES

221,547	867,898	1,901,600	1,033,702	54%
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WATER QUALITY AND SUPPLY PROGRAM EXPENSES

Policy 9-00-8 Groundwater Remediation Projects

Engineering for Water Supply Projects	39,153	62,627	73,000	10,373	14%
Legislative Consultant	20,000	50,000	125,000	75,000	60%
Outside Services	2,500	12,500	-	(12,500)	0%
Sub Total	61,653	125,127	198,000	72,873	37%

Other Expenses

Urban Water Management Plan/Related Studies	-	278	20,000	19,722	99%
Integrated Resources Plan	4,368	20,755	10,000	(10,755)	-108%
Water Supply Reliability Plan/Emergency Preparedness	443	443	5,000	4,557	91%
Legal and Financial	382	1,224	5,000	3,776	76%
Salaries and Overhead Allocation	32,100	160,500	385,200	224,700	58%
Sub Total	37,293	183,200	425,200	242,000	57%

TOTAL WATER QUALITY AND SUPPLY PROGRAM EXPENSES

98,946	308,327	623,200	314,873	51%
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TOTAL ADMINISTRATIVE/OPERATING/PROGRAM EXPENSES

1,177,054	10,891,880	65,393,400	54,501,520	83%
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UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
SUMMARY OF CASH AND INVESTMENTS
November 30, 2025

Page 5

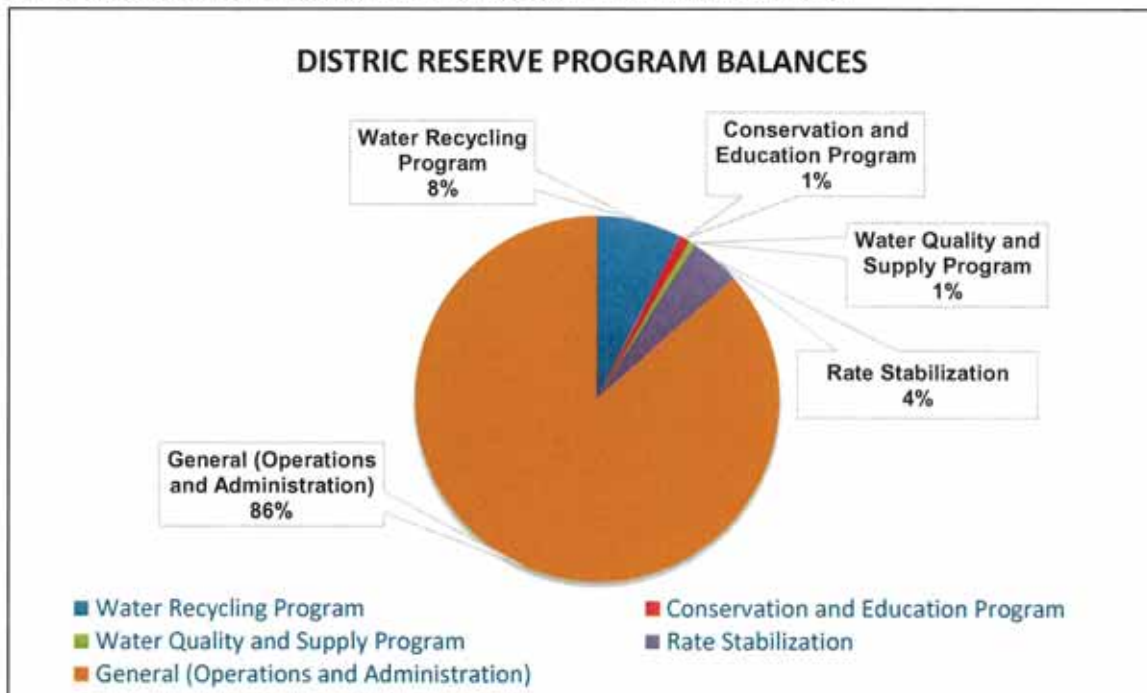
CASH AND INVESTMENT BALANCES

		Amount (\$)
Cash Account Balances		
General Fund-Checking		\$ 127,357.12
Water Fund-Checking		91,680.55
Revolving Fund		141,422.96
Revolving Payroll Fund		167,961.01
Total Cash Account Balances		<u>\$ 528,421.64</u>
Investment Account Balances		
	Market Value	Cost/Book Value
Local Agency Investment Fund	\$ 9,808,326.06	\$ 9,808,326.06 *1
Other Investments	5,755,873.49	5,666,952.73 *2
Total Investment Account Balances	<u>\$ 15,564,199.55</u>	<u>\$ 15,475,278.79</u>
Total Cash and Investment Balances		<u><u>\$ 16,092,621.19</u></u>

PROGRAM BALANCES

Program Fund:		
Water Recycling Program		\$ 1,219,714.00
Conservation and Education Program		145,551.00
Water Quality and Supply Program		93,756.00
Sub Total		<u>1,459,021.00</u>
Rate Stabilization		717,894.00
Administration & Operations		13,915,706.19
Total Program Balances		<u><u>\$ 16,092,621.19</u></u>

MANAGEMENT STATEMENT: It is the opinion of management that all fund balances are in compliance with all applicable statutes and the current investment policy of the District. It is also the opinion of management that projected cash flow liquidity is adequate to meet the next six months of expected obligations of the District.



*1: Source Local Agency Investment Fund 11/30/25 Statement

*2: Source Chandler Asset Management 11/30/25 Statement

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

December 09, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

UPPER SAN GABRIEL VALLEY MUNICIPAL
WATER DISTRICT
GENERAL MANAGER
248 E. FOOTHILL BLVD, SUITE 200
MONROVIA, CA 91016

[Tran Type Definitions](#)

Account Number: 90-19-021

November 2025 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	9,808,326.06
Total Withdrawal:	0.00	Ending Balance:	9,808,326.06



MONTHLY ACCOUNT STATEMENT

Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact clientservice@chandlerasset.com

Custodian:

US Bank

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures at the end of the statement.

PORTFOLIO SUMMARY



Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Portfolio Characteristics

Average Modified Duration	1.41
Average Coupon	4.20%
Average Purchase YTM	4.18%
Average Market YTM	3.74%
Average Credit Quality*	AA+
Average Final Maturity	1.65
Average Life	1.50

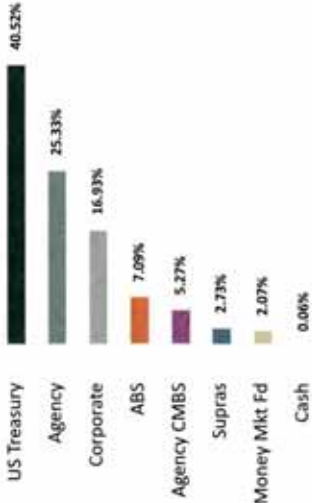
Account Summary

	End Values as of 10/31/2025	End Values as of 11/30/2025
Market Value	5,674,121.26	5,703,990.06
Accrued Interest	57,494.56	51,883.44
Total Market Value	5,731,615.81	5,755,873.49
Income Earned	23,814.76	16,349.00
Comt/WdD	0.00	0.00
Par	5,641,242.28	5,665,608.97
Book Value	5,647,283.02	5,671,731.07
Cost Value	5,640,350.99	5,666,952.73

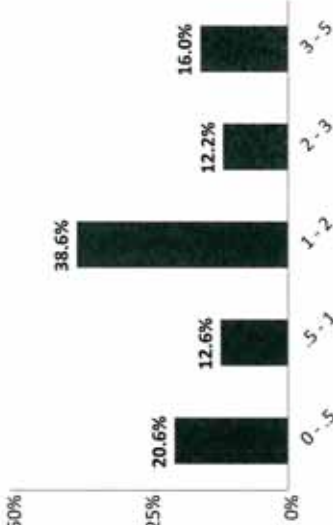
Top Issuers

United States	40.52%
Farm Credit System	19.20%
Federal Home Loan Banks	6.13%
FHLMC	5.27%
First American Govt Oblig Fund	2.07%
American Express Credit Master Trust	1.78%
Mercedes-Benz Auto Receivables Trust	1.78%
Chase Issuance Trust	1.77%

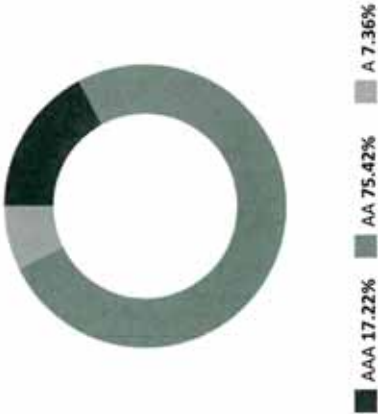
Sector Allocation



Maturity Distribution



Credit Quality*



Performance Review

Total Rate of Return**	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (06/01/14)
Upper San Gabriel VMWD	0.44%	1.08%	4.45%	4.74%	4.95%	4.66%	2.21%	2.02%	1.82%
Benchmark Return	0.42%	1.09%	4.51%	4.82%	4.96%	4.59%	2.13%	1.93%	1.75%

*The average credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.

**Periods over 1 year are annualized.
Benchmark: ICE BofA 0-3 Year US Treasury Index

STATEMENT OF COMPLIANCE

Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
ASSET BACKED/MORTGAGE BACKED/COLLATERALIZED MORTGAGE OBLIGATIONS				
Max % (MV)	20.0	7.1	Compliant	
Max % Issuer (MV)	5.0	1.8	Compliant	
Max Maturity (Years)	5.0	4.6	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
COLLATERALIZED BANK DEPOSITS				
Max Maturity (Years)	1.0	0.0	Compliant	
Min Rating (F1 by Fitch if > FDIC Limit)	0.0	0.0	Compliant	
COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max Maturity (Years)	1.0	0.0	Compliant	
Min Rating (F1 by Fitch if > FDIC Limit)	0.0	0.0	Compliant	
CORPORATE MEDIUM TERM NOTES				
Max % (MV)	30.0	16.9	Compliant	
Max % Issuer (MV)	5.0	1.1	Compliant	
Max Maturity (Years)	5	3	Compliant	
Min Rating (A- by 1 if < 2 Years; AA- if > 2 Years)	0.0	0.0	Compliant	
FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max Maturity (Years)	1	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	60.0	25.3	Compliant	
Max Maturity (Years)	5	2	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	75.0	0.0	Compliant	
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)				
Max % (MV)	100.0	0.0	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	2.1	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				
Max % (MV)	30.0	0.0	Compliant	
Max Maturity (Years)	1	0.0	Compliant	
Min Rating (F1 by Fitch if > FDIC Limit)	0.0	0.0	Compliant	

STATEMENT OF COMPLIANCE



Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	2.7	Compliant	
Max % Issuer (MV)	10.0	1.8	Compliant	
Max Maturity (Years)	5	1	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
U.S. TREASURIES				
Max % (MV)	100.0	40.5	Compliant	
Max Maturity (Years)	5	4	Compliant	

RECONCILIATION SUMMARY



Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Maturities / Calls		Accrual Activity Summary	
Month to Date	(165,000.00)	Beginning Book Value	Fiscal Year to Date (07/01/2025)
Fiscal Year to Date	(575,000.00)	Maturities/Calls	5,647,283.02
Principal Paydowns		Principal Paydowns	(165,000.00)
Month to Date	0.00	Purchases	0.00
Fiscal Year to Date	0.00	Sales	304,835.40
Purchases		Change in Cash, Payables, Receivables	(118,559.90)
Month to Date	304,835.40	Amortization/Accretion	(1,830,022.29)
Fiscal Year to Date	2,493,691.28	Realized Gain (Loss)	3,268.54
Interest Received		Ending Book Value	(95.99)
Month to Date	22,116.39		0.00
Fiscal Year to Date	100,200.12		892.78
Purchased / Sold Interest			0.00
Month to Date	(60.28)		5,671,731.07
Fiscal Year to Date	(8,169.35)		

Fair Market Activity Summary	
Month to Date	Fiscal Year to Date (07/01/2025)
Fiscal Year to Date	5,674,121.26
Beginning Market Value	5,609,752.19
Maturities/Calls	(165,000.00)
Principal Paydowns	0.00
Purchases	304,835.40
Sales	(118,559.90)
Change in Cash, Payables, Receivables	3,268.54
Amortization/Accretion	(95.99)
Change in Net Unrealized Gain (Loss)	5,420.75
Realized Gain (Loss)	0.00
Ending Market Value	5,703,990.06

HOLDINGS REPORT



Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
ABS									
58768YAD7	MBALT 2025-A A3 4.61 04/16/2029	100,000.00	09/24/2025 3.87%	101,410.16 101,301.93	101.25 3.99%	101,245.90 204.89	1.78% (56.03)	NA/AAA AAA	3.38 1.85
02589BAE0	AMXCA 2024-3 A 4.65 07/15/2027	100,000.00	09/24/2025 3.85%	101,449.22 101,301.66	101.34 3.83%	101,338.30 206.67	1.78% 36.65	NA/AAA AAA	1.62 1.53
92970QAE5	WFCIT 2024-2 A 4.29 10/15/2029	100,000.00	09/24/2025 3.88%	100,863.28 100,786.16	100.89 3.83%	100,892.30 190.67	1.77% 106.14	Aaa/AAA NA	3.87 1.77
161571HZ0	CHAIT 2025-1 A 4.16 07/15/2030	100,000.00	10/23/2025 3.76%	101,101.56 101,059.49	101.04 3.77%	101,041.90 184.89	1.77% (17.59)	NA/AAA AAA	4.62 2.44
Total ABS		400,000.00	3.84%	404,824.22 404,449.24	101.13 3.85%	404,518.40 787.11	7.09% 69.16		3.37 1.90
AGENCY									
3133EPL37	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.625 12/08/2025	100,000.00	12/18/2023 4.50%	100,230.00 100,002.24	100.01 3.91%	100,012.20 2,222.57	1.75% 9.96	Aa1/AA+ AA+	0.02 0.02
3133EPW68	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.125 01/22/2026	100,000.00	01/24/2024 4.40%	99,490.00 99,963.57	100.01 4.01%	100,007.20 1,478.13	1.75% 43.63	Aa1/AA+ AA+	0.15 0.14
3133EN7J3	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.875 02/02/2026	69,000.00	02/15/2023 4.51%	67,798.71 68,930.05	99.97 3.97%	68,982.54 883.82	1.21% 52.49	Aa1/AA+ AA+	0.18 0.17
3133EPCF0	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 03/02/2026	100,000.00	03/23/2023 3.97%	101,445.00 100,122.44	100.18 3.75%	100,176.40 1,112.50	1.76% 53.96	Aa1/AA+ AA+	0.25 0.25
3133EPF77	FEDERAL FARM CREDIT BANKS FUNDING CORP 3.75 04/13/2026	100,000.00	04/10/2023 3.99%	99,332.00 99,918.94	99.97 3.81%	99,970.80 500.00	1.75% 51.86	Aa1/AA+ AA+	0.37 0.36
3130AWLZ1	FEDERAL HOME LOAN BANKS 4.75 06/12/2026	90,000.00	07/19/2023 4.45%	90,720.00 90,131.34	100.53 3.73%	90,478.26 2,006.88	1.59% 346.92	Aa1/AA+ AA+	0.53 0.51
3133EPZY4	FEDERAL FARM CREDIT BANKS FUNDING CORP 5.0 07/30/2026	100,000.00	10/30/2023 5.01%	99,970.00 99,992.79	100.75 3.83%	100,753.80 1,680.56	1.77% 761.01	Aa1/AA+ AA+	0.66 0.64
3133EPUW3	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.75 09/01/2026	95,000.00	10/23/2023 4.99%	94,392.00 94,840.28	100.78 3.68%	95,743.28 1,128.13	1.68% 903.00	Aa1/AA+ AA+	0.75 0.73
3130AXU63	FEDERAL HOME LOAN BANKS 4.625 11/17/2026	105,000.00	11/16/2023 4.69%	104,814.15 104,940.48	100.89 3.67%	105,935.76 188.85	1.86% 995.28	Aa1/AA+ AA+	0.96 0.93
3133EP6K6	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 03/26/2027	125,000.00	03/25/2024 4.45%	125,181.25 125,079.45	101.13 3.61%	126,407.63 1,015.63	2.22% 1,328.17	Aa1/AA+ AA+	1.32 1.26

HOLDINGS REPORT



Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
3133ERFJ5	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027	100,000.00	05/23/2024 4.80%	99,184.50 99,600.10	101.29 3.59%	101,293.30 137.50	1.78% 1,693.20	Aa1/AA+ AA+	1.47 1.41
3133ERMB4	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 07/23/2027	100,000.00	07/22/2024 4.34%	99,752.00 99,864.34	101.03 3.60%	101,031.50 1,511.11	1.77% 1,167.16	Aa1/AA+ AA+	1.64 1.56
3133ERNP2	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.0 08/06/2027	100,000.00	08/22/2024 3.86%	100,383.00 100,217.79	100.72 3.55%	100,719.10 1,277.78	1.77% 501.31	Aa1/AA+ AA+	1.68 1.59
3130AWTR1	FEDERAL HOME LOAN BANKS 4.375 09/08/2028	150,000.00	09/15/2023 4.51%	149,059.50 149,476.18	102.20 3.53%	153,299.85 1,513.02	2.69% 3,823.67	Aa1/AA+ AA+	2.77 2.57
Total Agency		1,434,000.00	4.46%	1,431,752.11 1,433,079.98	100.76 3.72%	1,444,811.62 16,656.46	25.33% 11,731.64		1.01 0.96
AGENCY CMBS									
3137FEZU7	FHMS K-076 A2 3.9 04/25/2028	100,000.00	09/24/2025 3.81%	100,011.72 100,010.91	100.13 3.75%	100,129.60 325.00	1.76% 118.69	Aa1/AA+ AAA	2.40 2.17
3137FG6X8	FHMS K-077 A2 3.85 05/25/2028	100,000.00	09/24/2025 3.81%	99,902.34 99,908.85	100.10 3.72%	100,101.20 320.83	1.75% 192.35	Aa1/AA+ AAA	2.48 2.25
3137FGZT5	FHMS K-079 A2 3.926 06/25/2028	100,000.00	09/24/2025 3.81%	100,105.47 100,098.66	100.21 3.76%	100,207.10 327.17	1.76% 108.44	Aa1/AAA AA+	2.57 2.39
Total Agency CMBS		300,000.00	3.81%	300,019.53 300,018.43	100.15 3.75%	300,437.90 973.00	5.27% 419.47		2.49 2.27
CASH									
CCYUSD	Receivable	3,477.33	--	3,477.33 3,477.33	1.00 0.00%	3,477.33 0.00	0.06% 0.00	Aaa/AAA AAA	0.00 0.00
Total Cash		3,477.33		3,477.33 3,477.33	1.00 0.00%	3,477.33 0.00	0.06% 0.00		0.00 0.00
CORPORATE									
00287YDR7	ABBVIE INC 4.8 03/15/2027	60,000.00	09/23/2025 3.89%	60,733.20 60,635.25	101.10 3.91%	60,658.92 608.00	1.06% 23.67	A3/A- NA	1.29 1.15
025816CP2	AMERICAN EXPRESS CO 3.3 05/03/2027	60,000.00	09/23/2025 3.90%	59,444.40 59,508.87	99.24 3.86%	59,542.20 154.00	1.04% 33.33	A2/A- A	1.42 1.37
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	60,000.00	09/24/2025 3.87%	60,114.00 60,100.41	100.15 3.89%	60,087.18 140.00	1.05% (13.23)	A2/A+ A+	1.44 1.31
009158AV2	AIR PRODUCTS AND CHEMICALS INC 1.85 05/15/2027	60,000.00	09/23/2025 3.83%	58,123.20 58,336.62	97.26 3.80%	58,355.88 49.33	1.02% 19.26	A2/A NA	1.45 1.41

HOLDINGS REPORT

Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
7561098G8	REALTY INCOME CORP 3.95 08/15/2027	60,000.00	09/24/2025 3.97%	59,978.40 59,980.50	99.94 3.98%	59,963.46 697.83	1.05% (17.04)	A3/A- NA	1.71 1.62
63743HFT4	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 4.12 09/16/2027	60,000.00	09/24/2025 3.90%	60,240.60 60,217.24	100.37 3.90%	60,222.84 515.00	1.06% 5.60	A2/A- A	1.79 1.62
89236TKJ3	TOYOTA MOTOR CREDIT CORP 4.55 09/20/2027	60,000.00	09/23/2025 3.90%	60,740.40 60,671.05	101.19 3.86%	60,711.24 538.42	1.06% 40.19	A1/A+ A+	1.80 1.70
532457CU0	ELI LILLY AND CO 4.55 02/12/2028	60,000.00	09/24/2025 3.81%	60,964.20 60,887.20	101.81 3.68%	61,084.92 826.58	1.07% 197.72	Aa3/A+ NA	2.20 1.98
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	60,000.00	09/24/2025 3.87%	60,742.80 60,687.63	101.26 3.86%	60,757.02 117.33	1.07% 69.39	Aa2/A+ AA-	2.46 2.16
02079KAV9	ALPHABET INC 3.875 11/15/2028	60,000.00	-- 3.78%	60,150.80 60,149.45	100.60 3.66%	60,358.50 161.46	1.06% 209.05	Aa2/AA+ NA	2.96 2.69
023135CS3	AMAZON.COM INC 3.9 11/20/2028	60,000.00	-- 3.88%	60,026.55 60,026.27	100.39 3.76%	60,232.02 71.50	1.06% 205.75	A1/AA AA-	2.97 2.70
06406RBN6	BANK OF NEW YORK MELLON CORP 4.543 02/01/2029	60,000.00	09/23/2025 3.94%	60,799.80 60,736.56	101.20 4.35%	60,718.14 908.60	1.06% (18.42)	Aa3/A AA-	3.17 2.02
857477CN1	STATE STREET CORP 4.53 02/20/2029	60,000.00	09/23/2025 4.00%	60,717.60 60,662.09	101.18 4.30%	60,705.96 762.55	1.06% 43.87	Aa3/A AA-	3.22 2.07
09290DAA9	BLACKROCK INC 4.7 03/14/2029	60,000.00	09/23/2025 3.87%	61,574.40 61,487.99	102.44 3.90%	61,465.86 603.17	1.08% (22.13)	Aa3/AA- NA	3.28 2.93
46647PAV8	JPMORGAN CHASE & CO 4.203 07/23/2029	60,000.00	09/23/2025 4.09%	60,178.20 60,166.47	100.31 4.40%	60,188.58 896.64	1.06% 22.11	A1/A AA-	3.64 2.44
06051GHM4	BANK OF AMERICA CORP 4.271 07/23/2029	60,000.00	09/23/2025 4.08%	60,294.00 60,274.65	100.63 4.37%	60,375.90 911.15	1.06% 101.25	A1/A- AA-	3.64 2.44
Total Corporate		960,000.00	3.91%	964,822.55 964,528.23	100.58 3.97%	965,428.62 7,961.56	16.93% 900.39		2.41 1.98

MONEY MARKET FUND

31846V203	FIRST AMER-GVT OBLG Y	118,131.64	-- 3.62%	118,131.64 118,131.64	1.00 3.62%	118,131.64 0.00	2.07% 0.00	Aaa/ AAAm AAA	0.00 0.00
Total Money Market Fund		118,131.64	3.62%	118,131.64 118,131.64	1.00 3.62%	118,131.64 0.00	2.07% 0.00		0.00 0.00

HOLDINGS REPORT

Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
SUPRANATIONAL									
4581X0EK0	INTER-AMERICAN DEVELOPMENT BANK 4.5 05/15/2026	100,000.00	06/27/2023 4.53%	99,923.00 99,987.83	100.28 3.86%	100,280.90 200.00	1.76% 293.07	Aaa/AAA NA	0.45 0.45
45950KDF4	INTERNATIONAL FINANCE CORP 4.375 01/15/2027	55,000.00	11/29/2023 4.49%	54,820.70 54,935.29	100.74 3.69%	55,406.78 909.24	0.97% 471.49	Aaa/AAA NA	1.13 1.07
Total		155,000.00	4.52%	154,743.70	100.44	155,687.68	2.73%		0.69
Supranational		154,923.12	4.52%		3.80%	1,109.24	764.56		0.67
US TREASURY									
91282CGA3	UNITED STATES TREASURY 4.0 12/15/2025	120,000.00	12/15/2022 3.95%	120,150.00 120,001.92	100.00 3.97%	119,998.20 2,216.39	2.10% (3.72)	Aa1/AA+ AA+	0.04 0.04
91282CGE5	UNITED STATES TREASURY 3.875 01/15/2026	100,000.00	-- 4.33%	99,214.45 99,947.11	100.00 3.83%	99,998.60 1,463.65	1.75% 51.49	Aa1/AA+ AA+	0.13 0.12
91282CKB6	UNITED STATES TREASURY 4.625 02/28/2026	125,000.00	03/25/2024 4.63%	124,980.47 124,997.53	100.17 3.88%	125,212.63 1,469.27	2.20% 215.09	Aa1/AA+ AA+	0.25 0.24
91282CHB0	UNITED STATES TREASURY 3.625 05/15/2026	140,000.00	05/23/2023 3.98%	138,610.94 139,789.15	99.93 3.77%	139,902.70 224.31	2.45% 113.55	Aa1/AA+ AA+	0.45 0.45
91282CHU8	UNITED STATES TREASURY 4.375 08/15/2026	100,000.00	08/24/2023 4.69%	99,144.53 99,797.55	100.45 3.71%	100,451.60 1,283.97	1.76% 654.05	Aa1/AA+ AA+	0.71 0.68
91282CHV0	UNITED STATES TREASURY 4.625 09/15/2026	125,000.00	09/15/2023 4.72%	124,682.62 124,916.37	100.73 3.66%	125,918.00 1,229.71	2.21% 1,001.63	Aa1/AA+ AA+	0.79 0.76
91282CLS8	UNITED STATES TREASURY 4.125 10/31/2026	100,000.00	11/26/2024 4.29%	99,691.41 99,853.39	100.40 3.67%	100,400.00 353.25	1.76% 546.61	Aa1/AA+ AA+	0.92 0.89
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	120,000.00	09/25/2024 3.53%	122,151.56 121,006.72	100.76 3.62%	120,914.16 2,424.18	2.12% (92.56)	Aa1/AA+ AA+	1.04 0.99
91282CJT9	UNITED STATES TREASURY 4.0 01/15/2027	125,000.00	01/31/2024 4.00%	124,985.35 124,994.44	100.42 3.61%	125,527.38 1,888.59	2.20% 532.94	Aa1/AA+ AA+	1.13 1.07
91282CKE0	UNITED STATES TREASURY 4.25 03/15/2027	125,000.00	04/25/2024 4.86%	122,954.10 124,088.77	100.83 3.58%	126,035.13 1,130.01	2.21% 1,946.36	Aa1/AA+ AA+	1.29 1.23
91282CKJ9	UNITED STATES TREASURY 4.5 04/15/2027	125,000.00	04/25/2024 4.85%	123,793.95 124,443.70	101.22 3.58%	126,528.38 726.30	2.22% 2,084.67	Aa1/AA+ AA+	1.37 1.31
91282CKV2	UNITED STATES TREASURY 4.625 06/15/2027	150,000.00	06/26/2024 4.51%	150,462.89 150,239.78	101.59 3.55%	152,384.70 3,203.38	2.67% 2,144.92	Aa1/AA+ AA+	1.54 1.45
91282CKZ3	UNITED STATES TREASURY 4.375 07/15/2027	100,000.00	07/22/2024 4.30%	100,218.75 100,118.93	101.30 3.54%	101,304.70 1,652.51	1.78% 1,185.77	Aa1/AA+ AA+	1.62 1.53

HOLDINGS REPORT



Upper San Gabriel Valley Municipal Water District | Account #10214 | As of November 30, 2025

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91282CLG4	UNITED STATES TREASURY 3.75 08/15/2027	100,000.00	08/22/2024 3.82%	99,812.50 99,892.71	100.36 3.53%	100,355.50 1,100.54	1.76% 462.79	Aa1/AA+ AA+	1.71 1.62
91282CLL3	UNITED STATES TREASURY 3.375 09/15/2027	120,000.00	09/25/2024 3.48%	119,653.13 119,791.05	99.74 3.53%	119,685.96 861.46	2.10% (105.09)	Aa1/AA+ AA+	1.79 1.71
91282CLO2	UNITED STATES TREASURY 3.875 10/15/2027	100,000.00	10/23/2024 4.02%	99,593.75 99,744.50	100.64 3.52%	100,636.70 500.34	1.76% 892.20	Aa1/AA+ AA+	1.87 1.78
91282CLX7	UNITED STATES TREASURY 4.125 11/15/2027	120,000.00	11/26/2024 4.23%	119,643.75 119,765.13	101.14 3.51%	121,373.40 218.78	2.13% 1,608.27	Aa1/AA+ AA+	1.96 1.86
91282CMA6	UNITED STATES TREASURY 4.125 11/30/2029	150,000.00	12/19/2024 4.40%	148,154.30 148,507.91	102.09 3.56%	153,128.85 17.00	2.68% 4,620.94	Aa1/AA+ AA+	4.00 3.66
91282CGB1	UNITED STATES TREASURY 3.875 12/31/2029	150,000.00	09/22/2025 3.66%	151,283.20 151,226.44	101.16 3.57%	151,740.30 2,432.40	2.66% 513.86	Aa1/AA+ AA+	4.08 3.69
Total US Treasury		2,295,000.00	4.22%	2,289,181.65 2,293,123.10	100.72 3.64%	2,311,496.87 24,396.07	40.52% 18,373.77		1.48 1.39
Total Portfolio				5,666,952.73	98.57	5,703,990.06	100.00%		1.65
Total Market Value + Accrued		5,665,608.97	4.18%	5,671,731.07	3.74%	51,883.44	32,258.99		1.41
						5,755,873.49			



**Upper San Gabriel Valley Municipal Water District
Summary of Director Outreach Expenses
For the period ended November 30, 2025**

Director	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	YTD Actual	Balance Remaining
Director Chavez	\$ -	2,500.00	-	-	-	\$ 2,500.00	\$ 2,500.00
Director Fellow	400.00	419.00	-	-	-	819.00	4,181.00
Director Treviño	-	750.00	-	-	-	750.00	4,250.00
Director Santana	500.00	360.00	1,750.00	-	-	2,610.00	2,390.00
Director Garcia	500.00	1,000.00	50.00	-	-	1,550.00	3,450.00
Total	\$ 1,400.00	5,029.00	1,800.00	-	-	\$ 8,229.00	\$ 16,771.00

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
Summary of Director Outreach Expenses

Director Chavez

<u>Paid Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>	<u>Recipient</u>
08/05/25	2025 Covina Valley Golf Tournament	1,000.00	24165	Optimist International
08/25/25	2025 LPCF Golf Tournament	1,500.00	24182	La Puente Community Foundation
		Total	<u>2,500.00</u>	
Outreach Fund Balance			<u>2,500.00</u>	

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
Summary of Director Outreach Expenses

Director Fellow

Paid Date	Description	Amount	Check #	Recipient
07/06/25	Summer Concert 2025	400.00	24141	City of Monrovia
08/13/25	Super Box Listing 2025/26	419.00	24175	Chamber Directory Services

Total 819.00

Outreach Fund Balance 4,181.00

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
Summary of Director Outreach Expenses

Director Treviño

<u>Paid Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>	<u>Recipient</u>
08/05/25	Rose Parade Sponsorship	750.00	24166	South Pasadena Tournament of Roses Association
		Total	<u>750.00</u>	
Outreach Fund Balance			<u>4,250.00</u>	

Upper San Gabriel Valley Municipal Water District
 Director Public Outreach Program Expenses
 Summary of Director Outreach Expenses

Director Santana

Paid Date	Description	Amount	Check #	Recipient
07/15/25	Pride of the Valley 5K Run/Fun Walk	500.00	24145	City of Baldwin Park
08/05/25	2025 Membership Fee	310.00	24164	Irwindale Chamber of Commerce
08/13/25	2025-2026 Annual Membership	50.00	24174	Baldwin Park Business Association
09/09/25	Dia De Los Muertos	750.00	24191	Downtown El Monte Business Association
09/08/25	3rd Annual Golf Tournament	500.00	24192	San Gabriel Valley Conservation and Service Corps
09/16/25	Toy Drive and Golf Tournament	500.00	24207	Baldwin Park Business Association
Total		<u>2,610.00</u>		
Outreach Fund Balance		<u>2,390.00</u>		

Upper San Gabriel Valley Municipal Water District
Director Public Outreach Program Expenses
Summary of Director Outreach Expenses

Director Garcia

Paid Date	Description	Amount	Check #	Recipient
07/08/25	2025 Film Festival	500.00	24142	Film It West Covina
08/05/25	2025 Covina Valley Golf Tournament	1,000.00	24165	Optimist International
09/09/25	Festival of Frights 2025	50.00	24190	West Covina Community Services Foundation

Total	<u>1,550.00</u>
Outreach Fund Balance	<u>3,450.00</u>



MEMORANDUM

ITEM 8. (d) CONSENT

DATE: January 14, 2026
TO: 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 4th 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		Admin/Fin Committee
	1.2 Mission Statement	REV	9/4/2019	Alexis	January 14th	Admin/Fin Committee
Board of Directors	2.1 Board Meeting Procedures	REV	5/3/2011	Alexis		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	February 11th	
	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			
	3.7 Whistleblower Policy	Pending	5/13/2011	Tom	January 14th	Admin/Fin Committee
	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		
	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	February 11th	
	4.6 Credit Card Policy	Pending	5/13/2011	Evelyn		
	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		
	6.2 Basin Management: Watermaster's Role, Operating Safe Yield, RDA, Replenishment, Delivery Orders, Emergency Storage		5/3/2011	Tom	March	
	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 Amendment of Policies~~ —policies requires ~~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 VEON 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~~4~~ 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. ~~he 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. 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 the~~ is to maintain safety of the ~~for~~ 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 Personnel 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 total~~ total 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~~ 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~~committee 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 8. (e) CONSENT

DATE: January 14, 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 scheduled 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.

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	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 & COMMUNITY OUTREACH COMMITTEE

WATER RESOURCES & FACILITY MANAGEMENT COMMITTEE

ADMINISTRATION & FINANCE COMMITTEE

HOLIDAY & 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 8. (f) CONSENT

DATE: January 14, 2026
TO: Board of Directors
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.

RESOLUTION NO. 12-25-674

**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 14th 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 8 (g) CONSENT

DATE: January 14, 2026
TO: Government Affairs and Community Outreach Committee
FROM: General Manager
SUBJECT: Upper Water's Updated 2025-2026 Legislative Priorities and Policy Principles

Recommendation

Staff recommends the Board of Directors adopt the updated 2025-2026 Legislative Priorities and Policy Principles and authorize the General Manager and/or the Assistant General Manager to direct advocacy consultants on positions consistent with these principles.

Background

These principles will provide general guidance by which the General Manager and/or the Assistant General Manager are authorized to direct resources to advocate for policy positions that are consistent with advancing the District's mission and strategic goals.

The priorities and principles lay out a collaborative approach to managing our local watershed, water resources, and water infrastructure to ensure long-term resilience and reliability for the San Gabriel Valley. Once adopted, staff will use this document to recommend policy positions to the Board for their approval and direct advocacy for these priorities and principles at the state and federal level.

The 2025-2026 Legislative Priorities and Policy Principles consider the legislative focus of: Metropolitan Water District of Southern California, Association of California Water Agencies, San Gabriel Valley Water Association, WaterReuse, and California Special District Association.

Upper Water Legislative Priorities

Recognizing the need to adopt priorities that reflect the needs of the San Gabriel Valley and demonstrate a regional approach to water sustainability, Upper Water will work to support administrative/legislative actions and funding for the following priorities:

1. Support initiatives and funding that will advance long-term supply reliability improvements and the development of local water resources including recycled water projects such as MWD's Pure Water Southern California, increase groundwater storage and local stormwater projects that improve regional reliability.
2. Support administrative/legislative actions and funding to facilitate watershed restoration projects in the San Gabriel Mountains National Monument.
3. Ensure water reliability by coordinating organizations to prevent the spread of golden mussels and other invasive species through strong policy, dedicated funding, and a comprehensive control plan that includes inspection, pretreatment, monitoring, remediation, and application of the polluter-pays principle.

4. Support legislation and administrative actions that strongly protect existing water rights and oppose policies that would infringe upon existing water rights or is inconsistent with water rights priorities/adjudications.
5. Continue support for imported water supply resiliency and reliability, including progress on projects like the Delta Conveyance Project, Sites Reservoir Project, Agreements to Support Healthy Rivers and Landscapes (Voluntary Agreements), this support includes support of legislation and administrative actions to achieve this goal.
6. Protect drinking water quality and ensure access to safe and reliable drinking water by upholding the polluter pays principle and supporting legislation, administrative action, and funding for water quality projects that treat, monitor and/or remediate per- and polyfluoroalkyl substances.
7. Support tax exemptions for water conservation/efficiency incentives including, but not limited to, turf removal, long-term conversion of non-functional turf, local stormwater capture, and other water use efficiency devices and measures.
8. Support continued funding for water efficiency and infrastructure programs including but not limited to U.S. EPA's WaterSense program and U.S. Department of Interior – Bureau of Reclamation's WaterSMART program.
9. Support legislation and funding for U.S. ACOE projects including but not limited to sediment removal and dam safety.
10. Improve water affordability, especially for disadvantaged communities, without burdening existing ratepayers.

Legislative Policy Principles

The Legislative Policy Principles will guide Upper Water's engagement on state/federal legislative and regulatory activities. These principles consider a broader state and regional approach to drought response; drinking water safety, reliability and affordability; water resource management; imported water supply; environmental sustainability, and resiliency.

A. Water Resource Management

SUPPORT legislative/administrative actions and funding to expedite the development of new local resources (including recycled water and direct potable reuse, groundwater storage, stormwater capture, and desalination projects) that augment local and regional supplies.

SUPPORT the advancement of groundwater storage and/or recovery programs in collaboration with partner agencies.

SUPPORT and promote integrated water resources development by advocating for clear, concise, and expedited regulations/policies that are easily understandable by the regulated community and public.

SUPPORT groundwater storage policy that is implemented in a way that protects existing water rights, water users and adjudications.

SUPPORT legislative/administrative actions that help achieve the state's recycled water goals while limiting one-size-fits-all mandates on the uses of recycled water and specific reductions of wastewater discharges.

SUPPORT legislative/administrative actions that require consideration of cost/benefits, local uses for recycled water and stormwater capture projects, and available state funding to implement programs that mandate reduction or reuse of ocean discharges.

SUPPORT legislative/administrative actions and funding to help enhance local watershed management in the San Gabriel River Watershed that provide water quality benefits, reforestation measures, enhanced reliability and mitigates the effects of wildfires.

SUPPORT legislative/administrative actions that support advancing direct potable reuse projects in California, including but not limited to streamlining the planning, development, and implementation of local and regional potable reuse projects, as well as addressing research gaps, advancing scientific knowledge, and strengthening partnerships and outreach to further the development of potable reuse.

B. Conservation

SUPPORT tax exemptions and/or credits, legislative/administrative actions and funding for water conservation and efficiency incentives for measures including, but not limited to, turf removal, long term conversion of non-functional turf, rain barrels, cisterns, and other devices to reduce consumption of water or enhance water use efficiency.

SUPPORT funding for water conservation and water-use efficiency programs such as the U.S. EPA WaterSense program, the U.S. Department of Interior – Bureau of Reclamation WaterSMART program, and other water resource projects.

SUPPORT legislative/administrative actions that support wholesale water agencies and water retailers' ability to meet the objectives of Conservation as a California Way of Life in a manner that maintains flexibility and local/regional control of water resources management decisions.

SUPPORT legislation/administrative efforts to ensure new conservation mandates and/or regulations are based on science, recognize regional distinctions (such as climate, land use, population, and hydrology), consider water affordability, and assess potential impacts to wastewater operations and recycled water projects.

SUPPORT legislative/administrative actions and funding to reduce system water loss and support the development and implementation of flexible water loss standards for both retail and wholesale water systems.

C. Imported Water Supply

SUPPORT legislative/administrative action and funding that advances Delta Conveyance Project and California EcoRestore in support of the state's coequal goals of water supply reliability, water storage, Delta ecosystem restoration and the Governor's California Water Resilience Portfolio and Water Supply Strategy.

SUPPORT legislative/administrative action and funding for new and/or expanded water infrastructure that complements the State Water Project, such as the advancement of Sites Reservoir Project, and Voluntary Agreements.

SUPPORT legislative/administrative actions to modernize and effectively administer the California water rights system in the Delta, including protecting stored water releases.

SUPPORT legislative/administrative actions and funding for the Colorado River System water conservation projects, including implementation of the local drought contingency plans in areas of the state that have increased concern about wholesale water system delivery constraints.

SUPPORT legislative/administrative actions and funding that advance binational water conservation programs that benefit Colorado River supply augmentation and habitat restoration objectives.

D. Drought/Climate Change Related Legislation

SUPPORT legislation/administrative actions that provides funding and regulatory assistance for local and regional drought resiliency and improve system flexibility; facilitate the integration of existing and planned local water supplies, distribution, and regional water facilities.

SUPPORT legislation/administrative actions and funding to accelerate new local supply development (including, but not limited to, recycled water, direct potable reuse, stormwater, groundwater storage/remediation, desalination, water loss detection and repair without compromising the operational, financial, water quality, regulatory, environmental, and customer interests of the District and other water and wastewater agencies.

SUPPORT legislative/administrative actions and funding that support research into the accelerating effects of climate change on water resources and water quality.

E. Environmental Planning/Sustainability

SUPPORT legislative/administrative action to improve clarity and workability of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

SUPPORT legislative/administrative actions and funding to enhance watershed management in the San Gabriel Mountains National Monument, the Bay-Delta, and Colorado River watersheds that provide broad public benefits, including water quality and water supply reliability, reduced wildfire risks, greater scientific understanding, reforestation, and other environmental improvements.

SUPPORT legislative/administrative actions and funding for control and eradication of invasive species including, but not limited to, quagga and golden mussels.

F. Water Quality

SUPPORT legislative/administrative actions and funding to protect and improve water quality from various constituents such as chromium 6, nitrate, perchlorate, salinity, uranium, MTBE, per-and polyfluoroalkyl substances and pharmaceuticals/personal care products and other constituents of emerging concern.

SUPPORT legislative/administrative actions that utilize best available science, occurrence and health affects data, appropriate cost benefit analyses or economic feasibility to protect public health and improve water quality; support the application of these principles when setting maximum contaminant levels (MCLs), setting health advisories, or public notification/response levels, in addition to assessing laboratory capacity, analytical methods, and other regulatory standards or guidance levels.

SUPPORT legislative/administrative actions and funding that apply the "polluter pays" principle of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and other environmental laws, to addressing contamination treatment and mitigation measures to comply with new regulatory standards.

SUPPORT legislative/administrative actions to secure funding to help public water systems defray the costs of monitoring and/or remediation of contaminants to ensure drinking water and wastewater facilities are not held liable for the cleanup of contamination.

G. Emergency Preparedness

SUPPORT legislative/administrative actions that assist the water industry to prepare, respond, and recover from natural disasters, catastrophic events, as well as cyber and physical sabotage. Support funding that provides resources for emergency response, planning, and restoration of service.

SUPPORT legislative/administrative actions and funding opportunities to support retail and wholesale water agencies' cyber network security.

H. Fiscal Policy

SUPPORT authorizations and appropriations to support and develop local projects through federal infrastructure programs such as the Bureau of Reclamation's Title XVI, Large Scale Water Recycling, and WaterSMART programs, the Army Corps of Engineers' programs, and the Environmental Protection Agency's programs.

SUPPORT legislative/administrative actions to reduce the local cost of financing water projects such as: grant programs, tax-credit financing and tax-exempt municipal bonding; expanded Water Infrastructure Finance Innovation Act (WIFIA); and Water Resources Development Act (WRDA).

SUPPORT legislative/administrative actions efforts that encourage local agency discretion to develop and implement programs that provide safe and affordable drinking water including the Low-Income Household Water Assistance Program (LIHWAP).

SUPPORT legislative/administrative actions to initiate, expedite and secure funding to defray the costs of planning, financing, constructing, repairing, and rehabilitating water infrastructure projects, including but not limited to general obligation bonds, tax-exempt municipal bonds, grants, low-interest loans, and direct appropriations.

SUPPORT legislative/administrative actions that meaningfully improve water affordability throughout the state at both the individual and the water system level without burdening existing ratepayers or implementing a public goods charge.

I. Water Governance

SUPPORT legislative/administrative actions that improve the governance and long-term sustainability of non-compliant water systems and provide assistance for voluntary consolidations that improve their technical, managerial, or financial capacity.

SUPPORT legislative/administrative actions to ensure that all receiving public water systems are consulted on potential consolidations and protect local agency flexibility in determining fees for service and assessment amounts.

SUPPORT and provide active monitoring of, and engagement in, the implementation of the California Water Plan to ensure alignment with the District's mission.



MEMORANDUM

ITEM 8. (h)
CONSENT

DATE: January 14, 2026
TO: Government Affairs and Community Outreach Committee
FROM: General Manager
SUBJECT: Policy Manual Section 3.9 AI Policy and 5.1 Public Outreach Program

Recommendation

Staff recommends that the Board of Directors approve proposed Policy No. 3.9 – AI Policy and amendments to Policy No. 5.1 – Public Outreach Program of Upper Water's Policy Manual.

Background

Staff has completed a review of Policy Manual Section 5.1, Public Outreach Program, and identified proposed changes to this policy that aligns with current FPPC reporting standards. In addition, staff proposes the adoption of a new, standalone AI Policy to address the growing and widespread use of artificial intelligence and the need for clear regulation governing its use in agency operations. Additional comments were received from legal counsel which have been incorporated in the proposed amendments for committee consideration. A red-lined version of the changes is provided as Attachment 1.

Attachment

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~~
- 3.744 Whistleblower Policy
- 3.842 Retention Policy~~Social Media Policy~~

Upper San Gabriel Valley Municipal Water District
Manual of Policies

Policy Number & Subject Name	Date Adopted	Date Revised

3.9 AI Policy

Purpose

3.9.1 The intention of the policy is to establish a framework for responsible, ethical, and secure use of Artificial Intelligence (AI) technologies within the District. AI/Generative AI is a tool, and the District remains responsible for its outcomes.

Background

3.9.2 The District acknowledges the benefits of AI and ensures it aligns with the District's mission to meet our region's need for reliable, high quality and affordable water. The District also acknowledges the importance of ;meanwhile upholding safety, transparency, accountability, and public trust, and minimizing risks around AI usage, including but not limited to, inaccuracy, AI bias, discrimination, ownership of AI created content, security and privacy concerns.

3.9.3 Artificial Intelligence is a set of are technologies capable of performing tasks that typically require human intelligence, including but not limited to machine learning, natural language processing, and predictive analytics.

3.9.4 California Government Code Section 11546.45.5 defines

- (a) Artificial intelligence (AI) as “[a]n engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments.”
- (b) Automated decision system means a computational process derived from machine learning, statistical modeling, data analytics, or artificial intelligence that issues simplified output, including a score, classification, or recommendation, that is used to assist or replace human discretionary decision making and materially impacts natural persons. Automated decision system does not include a spam email filter, firewall, antivirus software, identity and access management tools, calculator, database, dataset, or other compilation of data.

3.9.5 Definitions:

- (c) Automated Decision-Making: The use of AI systems to make decisions with little or no significant human intervention;
- (d) Generative AI: AI systems that use computer algorithms to create, produce or generate outputs (such as text, images, video, audio, code or synthetic data) based on the data on which it was trained or other prompts or inputs with human intervention;
- (e) Personal Data: Any information that relates to an identified or identifiable individual;

Policy

3.9.6 The policy applies to: all departments and personnel (staff employees, directors, contractors, and consultants); all AI systems, tools, or services developed, procured, or used by the District; and any third-party AI service providers interacting with district data or systems.

3.9.7 The policy and principles are to create a scope of AI involvement and also acknowledge its limitations and any assumptions or interpretations are communicated.

3.9.8 The District's ~~principles for~~ AI use will follow under the five principles:

(a) Lawful and Ethical

- Compliant with California and federal laws, including privacy (e.g., CPRA/CCPA), water quality, labor, and public records laws.
- Aligned with the District's ethical standards.

(b) Transparent

- The use and purpose of AI will be documented, and significant decisions influenced by any form of AI must be explainable to stakeholders.
- Where AI is used in public-facing tools or services, notice will be provided.
- AI-generated content or decisions must be clearly identified.

(c) Accountable

- Employees remain responsible for AI assisted outputs and must ensure accuracy and compliance with this policy.
- Human oversight will remain critical in all decision-making processes.
- Departments using AI must identify responsible personnel for oversight and governance.
- Regular audits may be conducted to identify and mitigate unintended outcomes.

(d) Private and Secure

- AI systems must include safeguards for the protection of customers, employees, and operational data.
- Personal data used in AI systems must be minimal, anonymized when possible, and securely managed.
- AI systems must meet District cybersecurity standards.

(e) Equitable

- AI systems must be used in a manner that is justifiable, transparent, and does not replace human judgement.
- AI tools must be evaluated for bias and fairness, particularly in areas that could impact employment, service delivery, or community equity.

3.9.9 Current permitted AI uses:

(a) Operational optimization: Agenda and minutes

(b) Data analysis

(c) Workforce efficiency: Grammar and style improvements, basic research, summarization of documents and memos

(d) Creative Tool: Social media and content creation

Any AI future implementations must undergo a risk and impact assessment prior to deployment and permitted for use by management.

3.9.10 Prohibited or Restricted Uses and AI may not be used for:

(a) Fully autonomous decision-making that affects hiring, discipline, or service eligibility

(b) Any use that violates civil rights, privacy laws, or public trust

(c) No confidential, restricted, personal, proprietary, or protected data of any kind, including data that is not owned by the District, may be shared (copied, typed, interfaced, etc.) with any AI tool, unless previously authorized by District management.

3.9.11 Procurement of AI Solutions

- Notify District management before procuring or integrating any AI tool.
- Include AI evaluation criteria (Explainability, risk mitigation, data handling)

3.9.12 Training and Monitoring

- The District will provide ~~the~~ an accessible copy of this ~~Ale~~ policy and provide ongoing staff training on AI ethics, responsible use, and data privacy.
- This policy shall be reviewed by management (and/or a designated working group)

3.9.13 Policy Violations

- Violations of this policy may result in revocation of AI tool access, disciplinary action consistent with the District's HR policies and procedures, and/or termination of contracts for noncompliance.

5 SECTION 5: PUBLIC OUTREACH

5.1 Public Outreach Program

5.2 Bottled Water Program

5.3 Certificate of Recognition

5.4 Groundwater Remediation Policy

5.5 Social Media Policy

Upper San Gabriel Valley Municipal Water District Manual of Policies		
Policy Number & Subject Name	Date Adopted	Date Revised
	05-03-11	12-18-19

5.1 Public Outreach Program

Purpose

~~3.1.15.1.1~~ Situations arise where a member of the ~~Upper~~ District Board is requested to have the District participate in a public outreach program that is not a District organized program, but which is organized by an outside organization. If staff has adequate advance notice of the request, and the proposed program meets the criteria described below, participation will be presented to the Board for consideration, sufficient information on the program, such participation will go through the Board Member approval process. However, Board Members ~~would like to may~~ exercise limited discretion to ~~authorize approval of requestssuch events~~ in a more timely fashion.

Background

~~3.1.25.1.2~~ Each Upper ~~Water District~~ Director may exercise discretion for ~~Upper-the~~ District to pay participation fees and/or sponsorships not to exceed a certain amount, for events that are not prohibited based on this policy. All expenditures pursuant to this policy must further the interest of the District.

Policy

~~3.1.35.1.3~~ Under the following guidelines, each ~~Upper-District~~ Director may exercise discretion for the ~~Upper~~ District to pay participation fees and/or sponsorships not to exceed a total of \$5,000 per ~~district-division per~~ fiscal year, ~~which shall include all materials and supplies~~ for events in their respective ~~D~~divisions:

- ~~Upper-District-sponsored-e~~Events may not be political and/or partisan. Example: Board Members may not sponsor a fundraiser for a political candidate or campaign activity using discretionary public outreach funds.
- ~~Proceeds from an Upper-District-sponsored-e~~Events may not be used to sustain campaign type activities, a political party or religious education. Example: A Board Member may not use funds to print literature urging his/her reelection to the water board.
- Director outreach accounts may be used for purchasing media advertisements to promote water conservation messaging or ~~Upper~~ District programs or events.
- The ~~Upper~~ District will only issue payment through checks paid directly to the host organizations which meet these-policy guidelines. No cash disbursements or reimbursements will be made for events that have not been reviewed under covered by these guidelines. Example: Board Members may not request reimbursement for activities

he or she may have supported; payments must be paid directly from the Upper District to the sponsored event.

(e) Directors may not “loan” or “transfer” allocated money to each other or carryover funds from year-to-year.

(f) Directors may allocate their respective funds to sponsor a common event, ~~if it is appropriate in terms of relevance to their respective Divisions and the Upper District at large.~~ Example: Board Members may jointly sponsor an event within the Upper District's service area.

~~(g) Directors may partner on regional events.~~

~~(h)(g)~~ Invoices for such payments must be submitted at least one month prior to the requested event.

~~(i)(h)~~ Staff shall give each Director a monthly summary of their discretionary outreach fund balance found in the board packet of the first meeting of the month.

~~(j)(i)~~ Directors must submit sponsorship requests to the Assistant General Manager, and/or General Manager within 30 days of the requested event date, to the best extent possible. All requests will be reviewed for compliance with policy guidelines. ~~to the Board for approval monthly summaries of any disbursement of funds within thirty days following the end of each month. Failure to submit the monthly summaries will result in the temporary suspension of the sponsorship.~~

~~(k)(j)~~ Directors that are up for election/re-election in an election year shall not participate these outreach ~~in such public awareness activities from the date of filing for office until the second business day following the election or as currently prescribed by FPPC regulations. Example: From the date a candidate must file for office until the second business day following the election.~~ Sitting Directors that are not seeking re-election but who are seeking election to another elected office shall not participate these outreach ~~in such public awareness activities from the date of filing for office.~~

~~(l)(k)~~ Events sponsored by religious/church organizations are not eligible for Upper District-sponsored or support funds unless the event is open to the general public and is for a non-sectarian purpose.

(l) Events sponsored must be open to the public at large.

(m) Outreach funds may not to be used for the purchasing of individual dinner tickets for a Director's spouse or guests. For sponsorship tables, guest lists must be provided to follow FPPC reporting requirements.



MEMORANDUM

ITEM 9. (a) ACTION

DATE: January 14, 2026
TO: Board of Directors
FROM: General Manager
SUBJECT: A Resolution of the Board of Directors of Upper San Gabriel Valley Municipal Water District Supporting Pure Water Southern California (Resolution No. 01-26-675)

Recommendation

The General Manager recommends the Board of Directors adopt Resolution No. 01-26-675 expressing support for Pure Water Southern California.

Background

Pure Water Southern California (PWSC) is a proposed partnership between the Metropolitan Water District of Southern California (Metropolitan) and the Los Angeles County Sanitation Districts (Sanitation Districts) to beneficially reuse cleaned wastewater that is currently being discharged to the Pacific Ocean from the Sanitation Districts' A.K. Warren Water Resource Facility in the City of Carson. At full buildout, PWSC would purify up to 150 million gallons per day, making it one of the largest programs of its kind in the world. Implementation of PWSC would provide regional benefits to all Metropolitan member agencies by: (1) reducing reliance on imported water; (2) diversifying locally available supplies; (3) improving resilience to climate change and other stressors; and (4) enhancing operational reliability and flexibility.

In May 2025, the PWSC Draft Environmental Impact Report (EIR) was released for a 60 day public comment period. Since then, MWD staff has worked to respond to public comments submitted during this period. It is anticipated, that on February 10, 2025, the Metropolitan Board of Directors will be voting to adopt the final EIR for PWSC.

By taking action on the proposed resolution No. 01-26-675, the Upper Water Board of Directors will demonstrate its continued support for PWSC, which is consistent with the district's adopted Strategic Plan.

Attachment

RESOLUTION NO. 01-26-675**A RESOLUTION OF THE BOARD OF DIRECTORS OF UPPER SAN GABRIEL VALLEY
MUNICIPAL WATER DISTRICT
SUPPORTING PURE WATER SOUTHERN CALIFORNIA**

WHEREAS, Southern California faces an unpredictable climate reality with increasingly variable weather patterns, drought, and natural disasters, as well as challenges associated with aging infrastructure, limited imported supplies, and other factors; and

WHEREAS, the water community agrees that bold investments for regional projects are needed to diversify local water supply portfolios that will improve reliability, preserve ecosystem health and reduce regional demands on imported supplies from the San Joaquin-Bay Delta and Colorado River are needed; and

WHEREAS, partnerships between water agencies and regional partners interested in water exchanges to enhance water reliability across the southwestern United States have developed for the purpose to create climate resilient solutions for water management; and

WHEREAS, the Metropolitan Water District of Southern California and the Los Angeles County Sanitation Districts have embarked on such a partnership to invest in a generational project that combines innovation with state-of-the-art technology to create a safe, climate resilient supply of local water for the Southern California region; and

WHEREAS, Pure Water Southern California would purify and reuse cleaned wastewater that currently flows into the ocean and transport it through approximately 60 miles of pipelines to groundwater basins, industrial facilities and potentially to Metropolitan's water treatment plants; and

WHEREAS, Pure Water Southern California, once fully operational, could provide 150 million gallons of water daily, benefiting millions of Southern California residents and becoming one of the world's largest water recycling programs; and

WHEREAS, Pure Water Southern California's conveyance and facilities would provide for the creation of over 75,000 local jobs and stimulate \$15.1 billion in economic output during construction and operation; and

WHEREAS, Pure Water Southern California, once operational, would reduce reliance on imported water and reduce pressure on imported water sources, promoting the long-term sustainability of critical watersheds; and

WHEREAS, Pure Water Southern California provides substantial regional benefits, specifically to the San Gabriel Valley , where the region will have the potential to receive and store water in the Main San Gabriel Groundwater Basin through the Upper San Gabriel Valley Municipal Water District, a member agency of the Metropolitan Water District of Southern California.

NOW, THEREFORE, BE IT RESOLVED BY THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT BOARD OF DIRECTORS supports Pure Water Southern California and the innovative efforts of the Metropolitan Water District of Southern California and the Los Angeles County Sanitation Districts.

PASSED, APPROVED, AND ADOPTED this 14th day of **January 2026**.

Jennifer Santana, President

ATTEST:

Ed Chavez, Secretary

(SEAL)

APPROVED AS TO FORM:

Steven P. O'Neill, District Counsel

MEMORANDUM

ITEM 9. (b) ACTION

DATE: January 14, 2026
TO: Board of Directors
FROM: General Manager
SUBJECT: Appointment of Negotiator for All Property Interest Acquisitions and Disposals

Recommendation

The General Manager recommends that the Board of Directors adopt Resolution No. 01-26-676, appointing a property negotiator for the District.

Background

State Law requires documentation of the Board of Directors' appointment of a Negotiator for all property interest acquisitions and disposals. The attached resolution appoints the General Manager as Negotiator for all property interest acquisitions.

Budget/Financial Impact

This action has no financial impact. Potential future property acquisitions would be subject to future Board approval.

Attachment

RESOLUTION NO. 01-26-676**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
APPOINTING A PROPERTY NEGOTIATOR FOR THE DISTRICT**

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

1. Purpose and Scope

This resolution meets the requirements of State Law in documenting the Board of Directors' appointment of a Negotiator for all property interest acquisitions and disposals.

2. Appointment

The Board of Directors appoints the General Manager, Thomas A. Love as the Property Negotiator for the Upper San Gabriel Valley Municipal Water District. Implicit in the appointment is the delegated authority to have the Property Negotiator appoint another District Employee or Contractor to perform those duties in the event that the General Manager is unavailable or in need of assistance.

3. Repeal

This Resolution of the Board of Directors of Upper San Gabriel Valley Municipal Water District repeals all prior appointment Resolutions and supersedes all prior other actions of appointment of Property Negotiator.

4. Other

This Resolution is effective upon adoption by the Board of Directors.

PASSED, APPROVED, AND ADOPTED this 14th 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



CALIFORNIA

California Rep. Doug LaMalfa dies, further narrowing GOP margin in Congress

By Hailey Branson-Potts, Dakota Smith, Michael Wilner and Jessica Garrison

Jan. 6, 2026 Updated 2:34 PM PT

- California Rep. Doug LaMalfa, a Northern California rice farmer and GOP congressman, dies at 65.
- His death narrows the Republican House majority, following colleague Marjorie Taylor Greene's resignation.
- One of LaMalfa's final legislative pushes was reauthorizing the Secure Rural Schools Act, a funding program for rural school districts.

U.S. Rep. Doug LaMalfa, a Republican who represented a vast swath of rural Northern California, died while undergoing emergency surgery Monday evening, authorities said. He was 65.

The fourth-generation rice farmer from Richvale, a town of about 300 people west of Oroville, held his seat for 13 years. LaMalfa easily won reelection year after year — in 2024, he beat his Democratic opponent by 30 percentage points — but his was one of [several Republican-held seats](#) imperiled this fall when voters passed Proposition 50, which redraws the state's congressional districts.

LaMalfa's death puts the Republican majority in Congress in further jeopardy, with a margin of just two votes to secure passage of any bill along party lines after the resignation of Georgia Rep. Marjorie Taylor Greene on Monday evening.

"Doug was a devoted husband, a dedicated father to four beautiful children, and a newfound grandfather," Republican Rep. Ken Calvert, who represents the Inland Empire, said in a statement. "Throughout his political career, Doug was a longtime Reagan conservative who believed in limited government, low taxes and traditional values."

Emergency personnel responded to a 911 call from LaMalfa's residence at 6:50 p.m. Monday, according to the Butte County Sheriff's Office. The congressman was taken to the Enloe Medical Center in Chico, where he died while undergoing emergency surgery, authorities said.

An autopsy to determine the cause of death is planned, according to the sheriff's office.

LaMalfa's district — which stretches from the northern outskirts of Sacramento, through Redding to the Oregon border and to Alturas in the state's northeast corner — is largely rural, and far more conservative than California as a whole.

Residents have long said they felt underrepresented in the halls of power in Sacramento and Washington and have, for nearly a century, talked seriously about seceding to form their [own state called Jefferson](#).



Rep. Doug LaMalfa looks on as the House of Representatives meets to elect a new speaker after Kevin McCarthy's ouster in 2023. (Anna Moneymaker / Getty Images)

LaMalfa, a staunch supporter of President Trump, put much of his focus on boosting federal water supplies to farmers, and seeking to reduce environmental restrictions on logging and extraction of other natural resources.

One of LaMalfa's final acts in the U.S. House was [to successfully push](#) for the reauthorization of the Secure Rural Schools Act, a long-standing financial aid program for schools surrounded by untaxed federal forest land, whose budgets could not depend upon property taxes, as most public schools do. Despite broad bipartisan support, Congress let it lapse in 2023.

In an interview with The Times as he was walking onto the House floor for the reauthorization vote in mid-December, LaMalfa said he was frustrated with Congress' inability to pass even a popular bill like that.



CALIFORNIA

Congress approves an economic lifeline for rural schools in California and elsewhere

Dec. 9, 2025

The Secure Rural Schools Act, he said, was a victim of a Congress in which “it’s still an eternal fight over anything fiscal.” It is “annoying,” LaMalfa said, “how hard it is to get basic things done around here.”

In a statement posted on X, California Democratic Sen. Adam Schiff said he considered LaMalfa “a friend and partner” and that the congressman was “deeply committed to his community and constituents, working to make life better for those he represented.”

LaMalfa was facing a difficult reelection bid. After voters approved Proposition 50 in November — aimed at giving California Democrats more seats in Congress — LaMalfa was drawn into a new district that heavily favored his likely opponent, state Sen. Mike McGuire, a Democrat who represents the state’s northwest coast.

In November, just after Proposition 50 passed, LaMalfa told The Times he was “standing in the fight.”

“They’re not going to kidnap my district here without a battle,” he said.

LaMalfa — who in 2021 questioned the secretary of Agriculture in a video call [from his combine harvester](#) while cutting rice — told The Times that California has a major rural-urban divide.

“The urban areas don’t pay much attention to us,” he said. Rural denizens, LaMalfa added, had in him “a voice that understands their plight and is willing to speak to it.”

On Dec. 18, LaMalfa spoke on the House floor in favor of the [Pet and Livestock Protection Act](#), which would remove the gray wolf from protections by the Endangered Species Act. The apex predator has made [an astonishing comeback](#) in Northern California after being hunted to near extinction. LaMalfa said his rural constituents — some of whose children have been forced to shelter in place with [wolves outside their school](#) — had been mocked by conservationists.

“Yes, it’s real! There’s wolves that are encroaching on elementary schools in Siskiyou County,” LaMalfa said.

He then spoke about Proposition 50, bemoaning what will happen if his district is eventually represented by a Democrat from the “echo chamber of California” who doesn’t understand the small towns there.

“Are you going to have town halls up there? Are you going to go into Modoc County, Siskiyou County, Sierra Valley and tell them this is a Red Riding Hood story about the wolves devouring their livestock, eating up all their wildlife?” he asked.



CALIFORNIA

Why many voters in deep-red Northern California are fuming about Newsom’s maps

Aug. 20, 2025

On Tuesday, Democratic Gov. Gavin Newsom in a statement called LaMalfa a “devoted public servant who deeply loved his country, his state, and the communities he represented.”

“While we often approached issues from different perspectives, he fought every day for the people of California with conviction and care,” Newsom said.

Under state law, Newsom must announce a special election for LaMalfa’s district seat within 14 days. The election, which will use the existing district boundaries, must be held within 140 days, or 200 days if consolidated with another election.

Rob Pyers, research director for the California Target Book, a subscription-based election guide, said he anticipates Newsom will schedule the special election for the June 2 statewide primary and hold the runoff in early August.

If the winner of the special election wants to continue to represent the district under the new lines, that person would have to run simultaneously in the regular election this year, Pyers said.

Trump, addressing a gathering of GOP House members at the Kennedy Center on Tuesday, expressed “tremendous sorrow at the loss of a great member” and said his speech would be made in LaMalfa’s honor.

“He was the leader of the Western caucus — a fierce champion on California water issues,” Trump said. “He was great on water. ‘Release the water!’ he’d scream out. And a true defender of American children.”

“You know, he voted with me 100% of the time,” Trump added.

A native of Oroville, LaMalfa attended Butte College and earned an agribusiness degree from Cal Poly San Luis Obispo. He served in the California Assembly from 2002 to 2008 and the state Senate from 2010 to 2012. He was an early supporter of Proposition 209, which ended affirmative action in California. He also pushed for passage of the Protection of Marriage Act, Proposition 22, which banned same-sex marriage in California.

LaMalfa's death will have an immediate impact on Republican efforts in the closely divided Congress, which has until Jan. 30 to authorize federal funding or else face another government shutdown. The Trump administration also is pushing for congressional action to address the expiration of expanded healthcare tax credits that resulted in premiums, on average, doubling in price for enrollees.

Adding to the GOP's troubles, Rep. James Baird, a Republican from Indiana, was hospitalized on Tuesday after a car crash described by the White House as serious.

While Baird is said to be stable, House Speaker Mike Johnson (R-La.) will not be able to rely on his attendance. And he has one additional caucus member, Thomas Massie of Kentucky, who has made a habit of voting against the president, bringing their margin for error effectively down to zero.

LaMalfa's office said he is survived by his wife, Jill; four children, one grandchild, two sisters and many cousins.

Brian Dahle, a former state senator from the tiny Lassen County town of Bieber, told The Times that LaMalfa was devoted to his children and drove hours to watch a son play high school basketball games.

Dahle, the [2022 Republican candidate](#) for California governor, said he and his wife, Republican state Sen. Megan Dahle, had just received a Christmas card from the LaMalfa family, and "we were admiring how his kids have grown up. You see the changes in the family."

Dahle's former district overlapped with communities represented by LaMalfa. Dahle is a seed farmer, and the pair bonded over agricultural work and collaborated after the deadly 2018 Camp fire that devastated the town of Paradise.

LaMalfa's death also came as a shock to school superintendents in rural Northern California who worked closely with him to restore the Secure Rural Schools Act.

Sheree Beans, interim superintendent of the Trinity Alps Unified School District in Trinity County, adjacent to LaMalfa's district, choked up when talking about the congressman on Tuesday. Beans had traveled to Washington more than a dozen times since 2023 and said LaMalfa and his staff always made time for her and her small-town colleagues, who often showed up without a formal appointment.

She said he was a physically big man, but humble.

Beans last saw LaMalfa on Dec. 9, when the rural schools act was renewed in a 399-5 vote. When she posed for a photo with him, Beans, who is just over 5 feet tall, laughed about their height difference; she didn't even reach his shoulder. He showed her to a door frame in his office where his staffers had been marking their heights, and invited her to do the same.

"He was just a force," Beans said. "When you talk about Washington, D.C., you don't think of the name Congressman Doug LaMalfa, but, boy, did he work behind the scenes for kids and for rural America, and especially rural California. He was a champion for us."

Times staff writers Joseph Serna and Ana Ceballos contributed to this report.

More to Read

Will these six California GOP House members survive new districts?

Nov. 5, 2025



Who is running for California governor in 2026? Meet the candidates

Nov. 24, 2025



Passage of Prop. 50 brightens Newsom's national prospects while casting a shadow on Trump

Nov. 5, 2025



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Hailey Branson-Potts

Hailey Branson-Potts is a state reporter who joined the Los Angeles Times in 2011. She reports on a wide range of issues and people, with a special focus on rural communities. She grew up in the small town of Perry, Okla., and graduated from the University of Oklahoma.



Dakota Smith

Dakota Smith is a staff writer in the Los Angeles Times' Sacramento bureau, where she covers state government and politics. She was part of the team that won the 2023 Pulitzer Prize for breaking news for reporting on a leaked audio recording that upended City Hall politics. She joined the newsroom in 2016 and previously covered City Hall for the Los Angeles Daily News. She is a graduate of Lewis & Clark College.

Michael Wilner



Michael Wilner is the Washington bureau chief for the Los Angeles Times.

He has spent more than a decade covering the federal government with a focus on the White House. Before joining The Times, Wilner was chief Washington correspondent for McClatchy, where his enterprise and international reporting was recognized with multiple awards. He previously covered foreign affairs in Washington and overseas for the Jerusalem Post. Wilner is a graduate of Claremont McKenna College and Columbia University and is a native of New York City.



Jessica Garrison

Jessica Garrison writes about Northern California for the Los Angeles Times. She has previously covered Los Angeles City Hall, courts, education and the environment. As a reporter, her work has won a National Magazine Award for Public Service, among other honors. Work she has edited has won a George Polk Award and was a finalist for a Goldsmith Prize. Her book, “The Devil’s Harvest,” told the story of a contract killer who stalked Central Valley farm towns for years while authorities failed to bring him to justice. She is a graduate of UC Berkeley.

CAPITOL ALERT

Gov. Gavin Newsom unveils \$348.9 billion budget, with \$2.9 billion deficit

By Lia Russell

January 9, 2026 10:21 AM

Gov. Gavin Newsom's administration is projecting a \$2.9 billion state budget deficit, a far cry from the \$18 billion shortfall that the Legislative Analyst's Office projected in November.

On Friday, Department of Finance officials unveiled Newsom's proposed \$348 billion spending plan for the upcoming fiscal year, which starts July 1.

Finance director Joe Stephenshaw attributed the governor's much rosier deficit projection to improved general fund revenues driven by a better-than-anticipated stock market performance and cash receipts.

At the same time, Stephenshaw said the deficit could grow to as much as \$22 billion in fiscal year 2027-28, less than the \$35 billion the LAO projected. Stephenshaw attributed that to the LAO's assumption that there could be a future stock market downturn, which the state does not incorporate into its financial forecasts.

Budget officials also cited uncertainty around the federal tariffs — which are currently in litigation - and reduced immigration, driven by heavy-handed deportation tactics, as ongoing threats to the budget.



New director representing the Municipal Water District of Orange County joins Metropolitan board

Dec. 9, 2025

Policy professor and water consultant Randall Crane was seated today as the Municipal Water District of Orange County's newest representative on the board of directors of the Metropolitan Water District of Southern California.

Crane is a professor emeritus at the UCLA Luskin School of Public Affairs, where he studied water governance, infrastructure planning, transportation, and the economic development challenges of cities. Through his career, he has advised the World Bank and several countries on water access, environmental governance, and regional infrastructure planning. He succeeds Larry Dick, who served on Metropolitan's 38-member board since 2003. Dick was MWDOC's longest-tenured Metropolitan representative.

"Director Crane has spent much of his career studying regional governance, water management and planning for climate change – the very issues Metropolitan is grappling with today," said Metropolitan board Chair Adán Ortega, Jr. "I look forward to having his expertise on the board and working with him to ensure a reliable and sustainable water supply for Southern California."

Crane's career includes service as a Fulbright professor at El Colegio de México, visiting professor at Harvard University, and senior scholar at the World Resources Institute. At UC Irvine and UCLA, Crane taught courses in urban planning, including water planning, environmental governance and public finance. He holds a doctoral degree in applied economics from MIT.

Crane was elected in 2022 to the MWDOC board of directors. He lives in Irvine with his wife, Marta, an architect, where they raised their two sons.



Press Contacts

Rebecca Kimitch

[\(213\) 217-6450](tel:2132176450)

[Email](#)

CAPITOL ALERT

California signals fight over federal plan to increase Delta water exports

By Chaewon Chung

Updated December 9, 2025 8:44 AM

California Attorney General Rob Bonta is “looking at all available options to respond,” his office said Monday in response to the [Bureau of Reclamation’s decision last week](#) that updates the Central Valley Project’s operating plan to permit higher water exports from the Sacramento–San Joaquin Delta.

“This politically motivated decision creates new risks for water availability, especially for Southern California cities, and the health of California’s waterways, fish, and wildlife,” said a press officer for Bonta in an email to The Sacramento Bee.

On Thursday, [the Bureau of Reclamation approved Action 5](#), revising the long-term operating plan for the Central Valley Project and allowing greater flexibility in Delta operations — a step consistent with the [Trump administration’s broader push](#) to increase federal water supplies. The move drew strong resistance from California in President Donald Trump’s first term and again now.

In 2020, then–Attorney General Xavier Becerra sued the Trump administration over its revised biological opinions and the resulting Delta pumping plan, arguing the changes would illegally increase water exports and cause “imminent and irreparable harm” to endangered species.

The state won a partial early victory when a judge temporarily blocked parts of Trump’s new pumping rules. Later, the Biden administration rewrote the federal rules for Delta operations under new biological opinions.

“The Trump administration is putting politics over people - catering to big donors instead of doing what’s right for Californians,” Tara Gallegos, a spokesperson for Gov. Gavin Newsom’s office told The Bee following the Thursday update.

All eyes on Newsom

In 2019, a number of environmental groups, including the Golden State Salmon Association and Defenders of Wildlife, also filed their own lawsuits challenging the Trump administration’s Delta pumping plan, arguing that it would harm the environment, fish and wildlife.

“These adverse effects include reduced instream flows, reduced Delta outflow, increased salinity levels, increased impingement and entrainment of fish in Delta pumps, habitat loss, reduced survival, and increased mortality,” the joint complaint filed then by the Golden State Salmon Association and Defenders of Wildlife along with other groups read.

Vance Staplin, executive director at the Golden State Salmon Association, criticized the federal government for making a one-sided decision.

"The federal government unilaterally decided that they were going to crank up delta pumps, posing a threat to many people throughout the state," Staplin said.

"The real response now is with Gavin Newsom. (Californians) from north to south will see spine or not, based on how he counters. Newsom has the legal authority to challenge...the federal action."

Ashley Overhouse, a water policy adviser at Defenders of Wildlife, said while she could not comment on whether the group might pursue similar litigation but added that the issue "may be a good question to ask the state of California."

"For salmon and other listed species already suffering due to a lack of consistent freshwater, these actions will exacerbate their decline and further jeopardize the health of the Bay-Delta estuary," Overhouse said.

"This leaves California in a familiar place - a defender of bedrock environmental protections, and most importantly, state laws like our endangered species and clean water protections. I .. welcome further action to protect all Californians from harm."

OPINION

California salmon are endangered. So is the Democrats' environmentalism | Opinion

November 30, 2025 12:29 PM

CAPITOL ALERT

New federal plan for Delta water pumping conflicts with California requirements

December 5, 2025 4:42 PM

Chaewon Chung *The Sacramento Bee* 

Chaewon Chung covers climate and environmental issues for The Sacramento Bee. Before joining The Bee, she worked as a climate and environment reporter for the Winston-Salem Journal in North Carolina.

More collaborative operational for affordable water



BY **ADÁN ORTEGA** POSTED 12.02.2025

Capitol Weekly welcomes Opinions on California public policy or politics. Please submit opinion pieces before submitting an Op-Ed (<https://capitolweekly.net/about-us/submission-guidelines-for-op-eds/>). Submissions that do not adhere to our guidelines will not be considered for publication.

OPINION – California is unique in that our state policy recognizes the human right to water – a principle that every resident deserves safe, clean, affordable and accessible water. Yet affordability, the ability for families to pay their utility bills without sacrificing other basic needs like rent, food or medicine is increasingly strained. Increasing costs for infrastructure development, regulatory and environmental

compliance and climate resilience have made essential services such as water, energy and wastewater more expensive than ever. In many communities, utility rates are increasing faster than inflation, leaving even middle-class California families struggling to keep up.

These rising operational costs inevitably trickle down to ratepayers, which disproportionately impacts those least able to pay. From small, rural regions to low-income urban communities, those with the fewest resources are supported by some of the smallest water systems with limited resources.

This year, however, brought some welcome relief. Thanks to Governor Newsom and legislative champions like Assemblymember Blanca Rubio, California passed Assembly Bill 428, a new law tackling one of the most painful, and familiar, cost pressures Californians face: skyrocketing insurance premiums. Anyone who owns a home or runs a business in California knows this pain firsthand. From wildfires to floods, the state's mounting climate risks have sent insurance costs soaring. This is a burden shared by homeowners, small businesses, and utilities alike. For water providers, these rising premiums directly threaten affordability.

AB 428 was co-sponsored by the California Water Association (CWA), representing the state's CPUC-regulated water utilities, and the California Association of Mutual Water Companies (CalMutuals), which represents hundreds of non-governmental, community-owned mutual water systems across the state. Together, these organizations reflect the majority of small and rural systems that are most vulnerable to climate impacts and rising costs, yet least able to absorb them. Their partnership underscores how collaboration across diverse water providers can drive practical, statewide solutions to protect affordability for all Californians.

Consider the Lukins Brothers Water Company in South Lake Tahoe, a system that serves over 3,000 customers. Their insurance premiums jumped by more than 200%, from \$56,000 in 2021 to \$299,000 in 2023, forcing the company to pass along a \$21 monthly increase per customer just to stay insured. This was a crushing blow to a small community already struggling with affordability.

Or, the neighborhood of Del Rio in the City of El Monte, whose residents own and volunteer to operate a community system with only 100 service connections, that could not afford insurance at market rates, until CalMutuals created a Joint Powers Authority in 2017, with less expensive pooled insurance options. But as illustrated in South Lake Tahoe in 2025, not all small water systems were eligible to join insurance pools.

AB 428 offers a practical, common-sense fix. The measure now allows water corporations to join with mutual water companies and public water agencies to pool resources and buy insurance together, similar to how families save by buying in bulk at Costco rather than paying higher prices for individual items. The bigger the insurance pools, the lower the cost. The result for utilities: reduced risk, lower costs, stronger financial security, and greater stability for ratepayers.

Of course, this victory is just one piece of a much larger puzzle. Water affordability will require many more such innovations and policies that reduce costs through collaboration and efficiency, without sacrificing water quality or reliability.

The affordability challenges faced by all Californians require bold strategies to ensure long-term equity and sustainability. If we want to deliver on California's promise of safe, affordable water for all, we must continue to think boldly and work collectively. When systems large and small join forces, we not only save money, but we also strengthen our ability to serve every Californian.

Adán Ortega is Executive Director of CalMutuals, an association dedicated to ensuring effective and compliant operation and governance of small water systems.

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SJV WATER: Invasive critters “musseling” in on valley waterways as managers struggle to stop the spread

 mavensnotebook.com/2026/01/07/sjv-water-invasive-critters-musseling-in-on-valley-waterways-as-managers-struggle-to-stop-the-spread/

Ecosystems SJV Water January 7, 2026

January 7, 2026



By Lisa McEwen, SJV Water



The dreaded, destructive golden mussel has become an urgent topic among San Joaquin Valley water agencies prompting near daily meetings on how to combat the tiny mollusk that is clogging pipes and equipment from Stockton to Arvin.

“We’re going to be dealing with this for the foreseeable future if not longer,” said Johnny Amaral, chief operating officer of Friant Water Authority.

After golden mussels were discovered in the Arvin-Edison Water Storage District late last year, Friant did a top-to-bottom inspection of the southern reaches of the Friant-Kern Canal while water demands are low.

Crews looked under bridges, headgates, turnouts — every nook and cranny where the mussel could attach itself — blasting colonies with lethal hot water and scraping them off by hand while chemical solutions are researched.

Amaral said no mussels were discovered north of Arvin-Edison and that's how managers want it to stay.

Keeping the mussels out of Millerton Lake and the upper watershed of the San Joaquin River is essential to protect the entire Friant system, he said.



Golden mussels colonizing the inside of a water pipe. SOURCE: Presentation by Arvin-Edison Water Storage District

That may be difficult as the tiny invaders spawn multiple times a year and no large-scale filtration, chemical or other defense has been found. Part of the problem is, the mussels can detect caustic substances and, literally, clam up for two weeks or more until the chlorine or other lethal chemicals dissipate, according to Samuel Blue, resource manager for Arvin-Edison.

California developed the Golden Mussel Response Framework outlining what's known so far about the mussels and how to slow their spread. And the Bureau of Reclamation said in a statement that it is "engaged in proactive surveillance, monitoring, and coordination activities" with other agencies.

But that's not been much help to water managers and farmers on the front lines.

"It is absolutely a big problem," said Jeevan Muhar, manager of Arvin-Edison. "That's what the state and feds don't understand. They're used to dealing with bigger facilities (pipelines/canals) and we have smaller ones and feel more of an impact.

"We need a little more urgency."

After Muhar sent landowners in his district an "urgent notice" about the mussels on Dec. 23, he got a slew of calls.

"They just want to know what we're doing and how this impacts them," he said.

Arvin-Edison "wants to hit the mussels hard this winter," he said, and will need cooperation from landowners to move water out of its system, which stretches over 170 miles of pipelines, forebays and standtanks.

He said districts also need immediate financial help from state and federal agencies to eradicate the mussels from their infrastructure.

For now, though, the Department of Water Resources is focused on "providing informational assistance, conducting chemical treatment research and developing and implementing mussel mitigations at State Water Project facilities," according to a DWR statement.

Eradication measures under review include ultraviolet radiation, sand, or other filtration systems, ozone treatment and using chemicals such as chlorine or copper sulfate, according to the statement.

DWR spokesman Gary Pitzer said copper sulfate "has been proven to be environmentally safe and effective at reducing golden mussel population without impacts to water quality or adverse effects on non-target species."

The department has also successfully used UV disinfection systems to kill mussels at the larval stage.

But as Arvin-Edison has discovered, chemical treatment is required at "higher concentrations for longer durations than (Quagga and zebra) mussels," according to the DWR statement.

And none of the techniques is being studied with the large volumes of water that pass through state and federal systems.

Eric R. Quinley, general manager at Delano-Earlimart Irrigation District, hopes to see a much stronger response.

"The last water user is always the growers and they have the smallest diameter pipes. So they need protection up and down the Friant system. I can only imagine the havoc they will wreak on a small pipe or microirrigation system."

Quinley said his district has requested that all pumping from any other local river source cease until Friant has a complete treatment plan in effect.

"We recognize this may cause a water supply impact for some, but Delano-Earlimart or any contractor that is reliant on the Friant-Kern Canal doesn't have the luxury to expose its system to a potentially damaging invasive species."

With allocation season beginning in February, and the potential for excess stormwater to be released from Millerton Lake, Amaral said Friant's goal is to balance treatment with the need to deliver water when districts order it.

"We have to be nimble and responsive. In the SGMA era, that water is very much needed," he said, referring to the Sustainable Groundwater Management Act, California's landmark groundwater law passed in 2014.

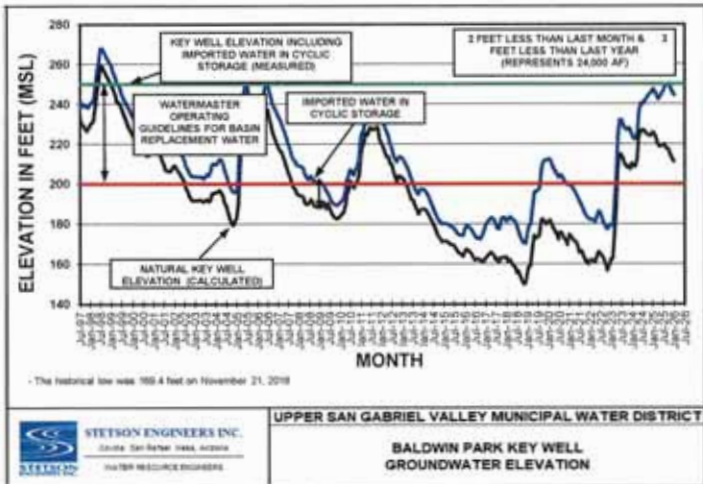


An acoustic doppler current profiler is shown clean of golden mussels in Oct. 2024, right, then infested in August 2025, left. SOURCE: Department of Water Resources



REPORT OF THE DISTRICT ENGINEER ON HYDROLOGIC CONDITIONS JANUARY 14, 2026

Baldwin Park Key Well



Groundwater Elevation December 2025

	Groundwater Elevation (ft)	Difference from prior month (ft)	Difference from prior year (ft)
December 27, 2024	247.3		
November 26, 2025	246.1		
December 26, 2025	244.2	-1.9	-3.1

Untreated Imported Water in Cyclic Storage Accounts

Producer Cyclic Storage	50,000 AF
MWD Cyclic Storage (For UD RDA Delivery)	157,000 AF
Other Cyclic Storage	23,000 AF
Total	230,000 AF*

*Represents about 29 feet of groundwater elevation at the Key Well

USG-3

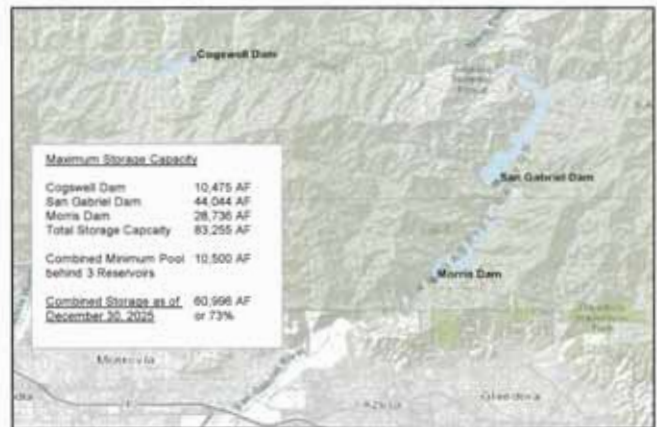
- Located in San Gabriel Canyon, just below Morris Dam, it represents Upper District's primary point of delivery of untreated imported water for groundwater replenishment to the San Gabriel Valley
- Typical delivery rate is about 190 cfs (or about 375 AF per day)

Imported Deliveries through USG-3



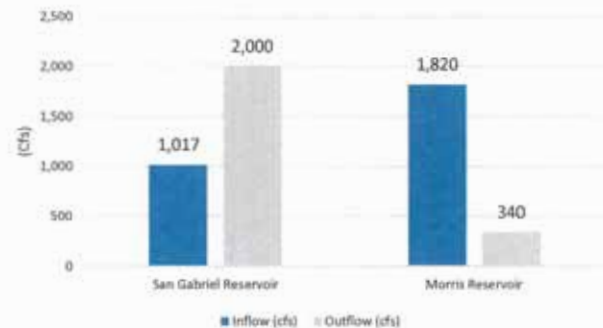
* On September 24, 2025, all deliveries ceased due to the reported detection of Golden Mussels at Silverwood Lake by County Staff

Reservoir Storage and Releases



Reservoir Flow

As of: December 30, 2025



San Gabriel Canyon Spreading Grounds

Imported Deliveries to San Gabriel Canyon

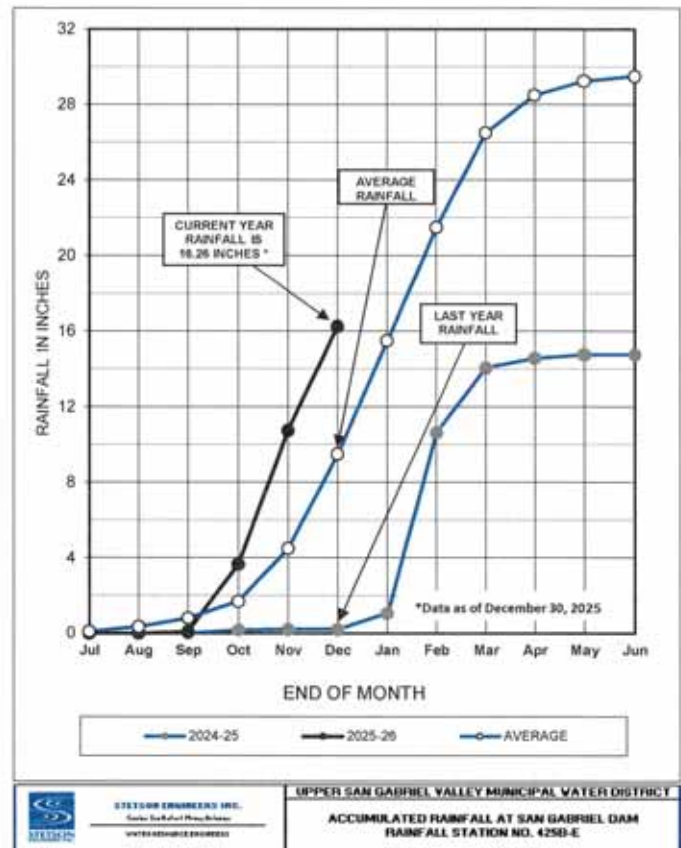
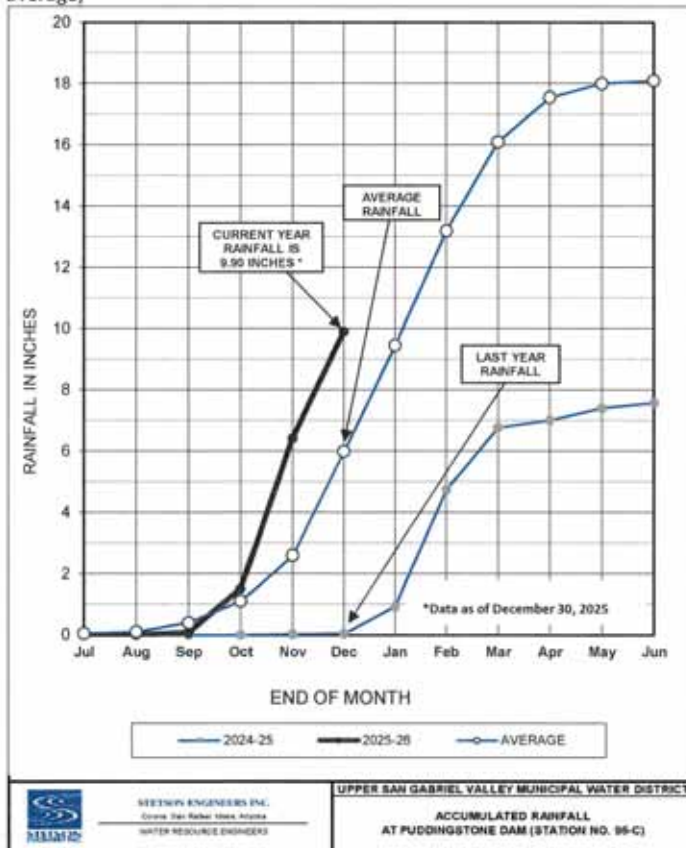




REPORT OF THE DISTRICT ENGINEER ON HYDROLOGIC CONDITIONS JANUARY 14, 2026

Rainfall

- Data are readily available on a daily basis and are indicative of comparative amount of rainfall in the San Gabriel Valley (percent of average)



Water Quality

- Water Systems are required by the Division of Drinking Water (DDW) to collect water quality data from source wells and provide the results to DDW Pursuant to Title 22 (Water quality data collected through Main San Gabriel Basin Watermaster's Basinwide Groundwater Quality Monitoring Program)

- During December 2025, 22 wells were sampled under Title 22
- During November 2025, 52 wells were sampled under Title 22
- During November 2025, Stetson Engineers Inc. received no public notice of wells shut down due to contamination

MEMORANDUM

ITEM 13. GENERAL MANAGER'S REPORT

General Manager's Monthly Report January 14, 2026

Work Anniversary: Katherine Vazquez, Water Resources Analyst I – January 30, 2023 (3 years)

Water Supply Update



Baldwin Park Key Well: 244.2 feet on 12/26/25
San Gabriel Canyon: 60,996 AF combined storage as of 12/30/25
San Gabriel Reservoir: inflow 1,017 cfs; release 2,000 cfs
Morris Reservoir: inflow 1,820 cfs; release 340 cfs
MWD 2026 Water Supply/Demand Balance Forecast: Supply Gap 315 TAF as of 1/8/26



USG-3 deliveries during November 2025: None
MWD Cyclic Account Balance (11/30/25): 157,200 AF
Rainfall as of 12/30/25:

- 9.90" - Puddingstone Dam
- 16.26" - San Gabriel Dam

State Water Project Allocation: 10% as of 12/1/25

MWD Water Supply Conditions as of January 04, 2026, are summarized as follows:

Reservoir	Capacity	Current Storage
San Luis (SWP share)	1.06 MAF	91%, 967 TAF
Lake Oroville	3.42 MAF	73%, 2.51 MAF
Lake Powell	24.3 MAF	26%, 6.43 MAF
Lake Mead	26.1 MAF	33%, 8.62 MAF

*Storage volumes are in units of Million Acre-Feet (MAF), or Thousand Acre-Feet (TAF)



Drought Actions

WSCP status: Level 2, 20% conservation target, 3 day/week outdoor watering summer, 2 day/week outdoor watering in winter

Water Use Efficiency



Residential WaterSmart Rebates
 Since July 2025 - \$109,878



Commercial WaterSmart Rebates
 Since July 2025 - \$54,139



Water Smart Home Kits
 Homes Served This Month: 42

Education and Outreach



Landscape Workshops

- Upper Water staff has secured the four landscape workshops for the winter/spring season with Green Media Creations and Green Gardens Group (G3).
 - *Rain to Roots: Water for Your Garden* (webinar), presented by Green Media Creations on Thursday, January 29th, at 6:00 p.m.
 - *Garden Design Seminar* (in-person), presented by Green Media Creations on Saturday, February 21st, from 10:00 a.m.-11:45 a.m. Location: Library Community Room – 1115 El Centro St. South Pasadena, CA 91030
 - *Outdoor Leaks Waste Water* (webinar), presented by G3 on Thursday, March 19th, at 6:00 p.m.
 - *Protect the Pollinators* (webinar), presented by G3 on Thursday, April 16th, at 6:00 p.m.

Watershed Restoration Program

- Upper Water staff has secured three dates with the U.S. Forest Service staff to plant trees in the San Gabriel Mountains, near crystal lake. The tree planting events are scheduled on the following Saturdays, from 8:00 a.m.-12:00 p.m.
 - March 21, 2026
 - April 18, 2026
 - May 16, 2026

Community Partnering Program

- The Metropolitan Water District of Southern California offers the Community Partnering Program (CPP), which provides up to \$3,000 in sponsorship funding for water-related educational outreach. Through this partnership, the City of Rosemead will host the Garvey Park Rain Garden Event on Saturday, January 31st, from 8:00 a.m. to 12:00 p.m. at 3233 Kelburn Ave., Rosemead.

Legislative Update



State Legislative Update

- The 2026 legislative session reconvenes January 5th with key changes in Senate leadership. Senator Monique Limon (Dem – Santa Barbara) will leave her role as Chair of Natural Resources & Water Committee and replaces Senator Mike McGuire (Dem – Eureka) as Senate Pro Tem. Along with this shift, 2026 brings new faces and a round of musical chairs across several critical committees, including Budget subcommittees and Appropriations.
- Assembly leadership and membership remain unchanged. As the second year of the two-year legislative session moves forward, leadership will focus on high-priority issues such as the state budget, high cost of living, and related pressures.

Bill Position Updates

- In the second year of the two-year legislative session, all bills are technically still alive and have a final opportunity to pass out of their house of origin by the end of this month. We continue to track AB 372, AB 428, AB 514, AB 810, SB 31, SB 350, SB 394, SB 599, and SB 601, as well as any additional bills that may be introduced before the February 20 deadline. Staff are also monitoring AB 35 to support AWCA's effort to amend and incorporate language exempting Proposition 4 funding programs from the regulatory process.

Finance and Administration

Financial Highlights through 11/30/25

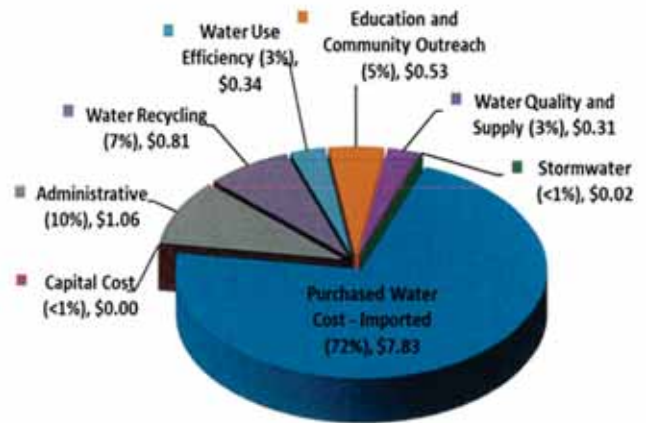


- Treated water sales: 1,972 AF
- Untreated water sales: 5,100 AF
- Recycled water sales: 1,158 AF
- YTD net operating loss: \$340K

Staffing Updates

- 10 FTE's, 2 Vacancies
- 1 Interim Consultant
- 1 Intern (promoted to grade H1, 12-15-25)
- January Anniversaries –
 - Katherine Vazquez 3 years

YTD Use of Funds as of 11/30/25 - \$10.9M



**Summary Report for
The Metropolitan Water District of Southern California
Board Meeting
December 9, 2025**

CONSENT CALENDAR OTHER ITEMS - ACTION

Approved Commendatory Resolution for Director Larry D. Dick representing Municipal Water District of Orange County. **(Agenda Item 7B)**

Approved Committee Assignments and appointed:

Director Crane to the Audit Committee, Finance, Affordability, Asset Management, and Efficiency Committee, Legislation and Communications Committee, One Water and Adaptation Committee, and the Subcommittee on Imported Water.

Directors Shepherd Romey and Fellow to the Special Committee on Ag and Tribal Partnerships. **(Agenda Item 7C)**

CONSENT CALENDAR ITEMS – ACTION

Awarded a \$381,812 procurement contract to Primary Flow Signal Inc. for the replacement of two venturi flowmeters at the LA-17 service connection. **(Agenda Item 7-1)**

a) Authorized on-call agreements with Butier Engineering Inc., MARRS Services, Mott MacDonald, and HDR Inc. in amounts not to exceed \$2 million each, for a maximum period of two years for construction management and inspection services; and b) Authorized an increase of \$1.0 million to an existing agreement with PMA Consultants, for a new not-to-exceed total amount of \$1.249 million for cost estimating and scheduling services. **(Agenda Item 7-2)**

Authorized the General Manager to execute up to 32 revocable license agreements in the cities of Santa Clarita, South Gate, and Los Angeles to allow temporary encroachments on Metropolitan fee-owned parcels in Los Angeles County. **(Agenda Item 7-3)**

Adopted the Legislative Priorities and Principles for 2026. **(Agenda Item 7-4)**

Reviewed and considered the Yuba County Water Agency certified Final Supplemental Environmental Impact Report and authorized an amendment to the Dry Year Water Purchase Program Agreement with the California Department of Water Resources to purchase water supply under the Yuba Accord Long-Term Water Transfer Program. **(Agenda Item 7-5)**

Adopted CEQA determination that the proposed action was previously addressed in the 2019 Mitigated Negative Declaration, and authorized an amendment extending the term to December 31, 2029, for the Rancho Los Cerritos – Looking Back to Advance Forward Project Agreement under the Stormwater for Direct Use Program. **(Agenda Item 7-6)**

OTHER BOARD ITEMS - ACTION

a) Adopted CEQA determination that the proposed action was previously addressed in the certified 2024 Garvey Reservoir Rehabilitation Project Environmental Impact Report; b) Awarded a \$115,611,000 construction contract to J.F. Shea Construction Inc. for rehabilitation of Garvey Reservoir facilities; and c) Authorized an increase of \$3.2 million to an existing agreement with Arcadis U.S. Inc., for a new not-to-exceed total amount of \$9.55 million, to provide technical support during construction. **(Agenda Item 8-1)**

THIS INFORMATION SHOULD NOT BE CONSIDERED THE OFFICIAL MINUTES OF THE MEETING.

All current month materials, and materials after July 1, 2021 are available on the public website here: <https://mwdh2o.legistar.com/Calendar.aspx>

This database contains archives from the year 1928 to June 30, 2021:
<https://bda.mwdh2o.com/Pages/Default.aspx>

Summary Report for the San Gabriel Basin Water Quality Authority December 17, 2025

A closed session was held pursuant to Government Code 54956.9 Section(d)(4) – Conference with Legal Counsel re: Initiation of Litigation (settlement opportunities with potential defendants) – two (2) matters.

Summary Report for the Main San Gabriel Basin Watermaster Regular Board Meeting December 10, 2025

- The Board of Directors adopted Resolution No. 12-25-341, Main San Gabriel Basin Watermaster expressing appreciation, commemorating and inviting public attention to the outstanding services rendered by Martin Zvirbulis during his tenure as a Board member, Officer and Producer member of Watermaster
- The Board of Directors authorized the purchase of 100.00 of cyclic storage water from USGVMWD for La Puente Valley County Water District's individual producer cyclic storage account.
- The Board of Directors approved Golden State Water Company's application for a Water Treatment Facility at Farna Wells No. 1 and No. 2, and Persimmon Well No. 1, subject to the conditions in the staff report.

MEMORANDUM

Item 17.

AB 1234 Compliance Report

Directors' Activity Report – (AB 1234)

In accordance with CA Government Code Section 53232.3 (d)

December 2025

Anthony R. Fellow, Division 1

Date	Event	Description/Topics
Dec 2-4, 2025	ACWA Fall Conference	Attorney Program - The PFAStrrophe: A Legal Overview on What's New in PFAS Regulation, Legislation, and Litigation; Communications Program - Excellence in Communication Case Studies; Finance Program - The Cost of Reliability; Region Program - The Next Generation of Water; Technology Water Management Program - Connected Intelligence: Using Shared Data to Deliver Smarter Service; Water Management Program - Making Every Drop Count: Improving Bay-Delta Water Accounting; Spotlight Session #1 - Building Out Your Career: Titles, Tips & Tresses; Water Talk Keynote on the Main Stage with Gigi Karmous-Edwards; Spotlight Session #2 - A New Wave: Rethinking Water Supply Through Deep-Sea Desalination; Spotlight Session #3 - Regional Consolidation: A Pathway to Reliable, Safe Drinking Water; Attorney Program - Navigating Inverse Condemnation: Legal Risks and Practical Solutions; Federal Program - Puzzle pieces of the Colorado River; Finance Program - Infrastructure Financing; Region Program - Balancing AI Innovation and Cybersecurity for California's Water Systems; Water Management Program - Vision for the Future; Spotlight Session #4: Navigating the Fallout of a Controversial Social Media Moment; Spotlight Session #5: How Early is Early Enough? Engaging High School Students in the Water Workforce

Charles M. Treviño, Division 2

Date	Event	Description/Topics
Dec 2-4, 2025	ACWA Fall Conference	Attorney Program - The PFAStrrophe: A Legal Overview on What's New in PFAS Regulation, Legislation, and Litigation; Communications Program - Excellence in Communication Case Studies; Finance Program - The Cost of Reliability; Region Program - The Next Generation of Water; Technology Water Management Program - Connected Intelligence: Using Shared Data to Deliver Smarter Service; Water Management Program - Making Every Drop Count: Improving Bay-Delta Water Accounting; Spotlight Session #1 - Building Out Your Career: Titles, Tips & Tresses; Water Talk Keynote on the Main Stage with Gigi Karmous-Edwards; Spotlight Session #2 - A New Wave: Rethinking Water Supply Through Deep-Sea Desalination; Spotlight Session #3 - Regional Consolidation: A Pathway to Reliable, Safe Drinking Water; Attorney Program - Navigating Inverse Condemnation: Legal Risks and Practical Solutions; Federal Program - Puzzle pieces of the Colorado River; Finance Program - Infrastructure Financing; Region Program - Balancing AI Innovation and Cybersecurity for California's Water Systems; Water Management Program - Vision for the Future; Spotlight Session #4: Navigating the Fallout of a Controversial Social Media Moment; Spotlight Session #5: How Early is Early Enough? Engaging High School Students in the Water Workforce

Edward Chavez, Division 3

Date	Event	Description/Topics
Dec 2-4, 2025	ACWA Fall Conference	Attorney Program - The PFAStrrophe: A Legal Overview on What's New in PFAS Regulation, Legislation, and Litigation; Communications Program - Excellence in Communication Case Studies; Finance Program - The Cost of Reliability; Region Program - The Next Generation of Water; Technology Water Management Program - Connected Intelligence: Using Shared Data to Deliver Smarter Service; Water Management Program - Making Every Drop Count: Improving Bay-Delta Water Accounting; Spotlight Session #1 - Building Out Your Career: Titles, Tips & Tresses; Water Talk Keynote on the Main Stage with Gigi Karmous-Edwards; Spotlight Session #2 - A New Wave: Rethinking Water Supply Through Deep-Sea Desalination; Spotlight Session #3 - Regional Consolidation: A Pathway to Reliable, Safe Drinking Water; Attorney Program - Navigating Inverse Condemnation: Legal Risks and Practical Solutions; Federal Program - Puzzle pieces of the Colorado River; Finance Program - Infrastructure Financing; Region Program - Balancing AI Innovation and Cybersecurity for California's Water Systems; Water Management Program - Vision for the Future; Spotlight Session #4: Navigating the Fallout of a Controversial Social Media Moment; Spotlight Session #5: How Early is Early Enough? Engaging High School Students in the Water Workforce

Katarina Garcia, Division 4

Date	Event	Description/Topics
December 2025	No reportable activity	

Jennifer Santana, Division 5

Date	Event	Description/Topics
December 2025	No reportable activity	