

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, December 21, 2021
3:00 P.M.

AGENDA

This meeting will be conducted at the District office. Face coverings are required for attendance at the office. Public comment may be made in person or may be submitted via email to kinneloa@outlook.com prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:

<https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

Teleconferencing will be used during this meeting from the following location:

1930 Pasadena Glen Road
Pasadena, CA 91107

1. **CALL TO ORDER** – 3:00 P.M.
 - a. Declaration of a quorum
 - b. Review of agenda
2. **OATH OF OFFICE** – Directors Johnson and Brown
Recommended Action: Board Secretary to administer oath if not completed prior to the meeting
3. **PUBLIC COMMENT** – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)
4. **REVIEW OF MINUTES** – November 16, 2021
Recommended Action: Review and approve motion to file
5. **REVIEW OF FINANCIAL REPORTS** – November 30, 2021
Recommended Action: Review and approve motion to file
6. **GENERAL MANAGER'S REPORT** – Information item presented by the General Manager
Recommended Action: General Manager to summarize the report and respond to questions
7. **OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER** – Board to Review revised proposal from CV Strategies to prepare quarterly newsletter
Recommended Action: General Manager to answer questions and receive input from the Board for future newsletters and other outreach activities

8. DISCUSSION ON FORMAT OF MEETING MINUTES –

Recommended Action: Review General Manager’s memo, discuss options and give direction to the Board Clerk for preparing future minutes

9. BROWN-GLEN PIPELINE REPLACEMENT PROJECT – Progress report by General Manager

10. EMERGENCY RESPONSE PLAN – Discussion of goals and objectives for revision of the current Emergency Response Plan

Recommended Action: After discussion of goals and objectives provide direction to the General Manager for completing the revision and whether to use outside resources

11. ADVANCED METER INFRASTRUCTURE (AMI) PROJECT – Proposal from Subeca, Inc.

Recommended Action: Review and discuss proposal and request motion to approve

12. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2022 –

Recommended Action: Conduct election per the following procedure per Article 4.03 of the Kinneloa Irrigation District’s Rules and Regulations

BOARD OFFICER ELECTION PROCEDURE

Officers will be nominated and elected individually, not as a “slate.” The procedure is as follows:

- a. The Chairman calls for nominations for the office of Chairman.
- b. A candidate is nominated.
- c. The nomination is seconded. If a second is not received, the nomination dies.
- d. The Chairman then asks if there are other nominations.
- e. All other nominations (if any) are received and seconded.
- f. The Chairman then calls for a vote and announces the results.
- g. The same procedure is followed for the office of Treasurer and Secretary.

13. DIRECTOR REPORTS AND/OR COMMENTS –

In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

14. CALENDAR – January 18, 2022 February 15, 2022 March 15, 2022

15. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District’s website <https://kinneloirrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, November 16, 2021, 3:00 P.M.

MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor's Executive Orders in response to COVID-19 State of Emergency as well as the District Board room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: Zoom teleconference/videoconference
(In-Person): Stephen Brown, Tim Eldridge, Gordon Johnson & Gerrie Kilburn & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon

PUBLIC PRESENT: (In-Person): John Robinson, John Robinson Consulting Inc.

1. CALL TO ORDER:

Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

October 19, 2021 – Gerrie Kilburn motioned to accept the minutes for filing with one revision indicating the Board's previous direction to follow through with the map updates and seconded by Stephen Brown. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

4. REVIEW OF FINANCIAL REPORTS:

Director David Moritz reviewed the Financial Reports. Stephen Brown motioned to approve the financial reports for filing and seconded by Tim Eldridge. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

5. GENERAL MANAGER'S REPORT:

The General Manager presented his report.

6. EVALUATION OF CURRENT MASTER PLAN:

General Manager Mel Matthews introduced John Robinson of John Robinson Consulting Inc. who offered a proposal to develop the District's Master Plan. Tim Eldridge motioned to accept the John Robinson Consulting Inc. proposal along with the formation of an Ad Hoc Master Plan Committee and seconded by Stephen Brown. The Board conducted a roll call vote. Director's Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

7. OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER:

General Manager Melvin Matthews presented an update of the current outreach distribution of the District and provided an estimate from CV Strategies to assist with further distribution of four newsletters.

8. SYSTEM MAP UPDATE:

The General Manager presented and discussed the progress in updating the system maps.

9. BROWN-GLEN PIPELINE REPLACEMENT PROJECT:

General Manager, Melvin Matthews explained that the proposed project would replace 4-inch and 6-inch steel mains on Sierra Madre Villa, south of Barhite Street, and on Villa Knolls, south on Edgecliff Drive. It will not replace the pipeline back to the Brown or Glen reservoirs. At the corner of Sierra Madre Villa and Barhite Street two 6-inch lines come together, one from the Brown and the other from the Glen reservoirs. The pipeline improvement would involve the replacement of the 4-inch and 6-inch pipelines with 8-inch and 12-inch pipelines that will resolve the fire flow concerns. Because of the limited storage and the restrictions of flow in the Brown/Glen Zone the District is exploring the idea of adding an automatic valve between the Vosburg zone and the Brown/Glen zone to provide additional flow and capacity to meet demands on the system. There are two manual valves that achieve this purpose and a booster pump at the Wilcox reservoir to help meet the system demands. Because it requires operator intervention, it would be more efficient to have an automatic valve operating when the system demanded an adjustment. However, the location and cost of installing an automatic valve will require further investigation.

10. SALARY ADJUSTMENTS FOR 2022:

Gerrie Kilburn motioned to approve a cost-of-living increase of 6.0% for all staff including the General Manager to become effective in December and seconded by Tim Eldridge. The Board conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

Director Johnson explained that Melvin Matthews has requested a review of his salary. Director Johnson recommended that Melvin Matthew's salary should be discussed at the 12/21/21 meeting.

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11. RESOLUTION 2021-11-16:

Melvin Matthews will re-introduce the revised resolution to formalize the customer outreach initiatives at the next board meeting. Tim Eldridge motioned to accept Resolution 2021-10-19 with two changes. For the group heading “Capital Projects,” at the third bullet point, replace “owners” with “issues.” At the fifth bullet point, strike “and final” and include an additional sixth bullet to read “Final letter following completion of project” seconded by Stephen Brown. The Board conducted a roll call vote. Director’s Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

12. EMERGENCY RESPONSE PLAN:

Director Gordon Johnson requested that the Goals and Objectives be scheduled on the agenda for adoption at the 12/21/21 meeting.

13. DIRECTOR REPORTS AND/OR COMMENTS:

Stephen Brown announced that Frank Griffith sent his regards to the Board and recognized David Moritz for his design and creation of a wooden Kinneloa Irrigation District sign.

14. ADJOURNMENT

Director Gordon Johnson adjourned the meeting at 5:55 pm.

Prepared and submitted by,

**Martin Aragon
Office Manager/Board Clerk**

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Kinneloa Irrigation District
Income Statement for the Eleven Months Ending November 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	127,957.29	112,000.00	15,957.29	1,679,119.73	1,388,000.00	291,119.73
4015 Wholesale Water Sales	0.00	25,000.00	(25,000.00)	58,033.60	75,000.00	(16,966.40)
4020 Service/Installation Charges	17,753.56	833.33	16,920.23	27,315.85	9,166.63	18,149.22
4035 Interest-Reserve Fund	428.14	1,250.00	(821.86)	5,849.70	13,750.00	(7,900.30)
4036 Unrealized Gain(Loss)-CalTRU	(1,269.93)	2,083.33	(3,353.26)	(11,057.36)	22,916.63	(33,973.99)
4050 Capacity Charge	6,000.00	0.00	6,000.00	9,000.00	0.00	9,000.00
4070 Misc. Income	0.00	0.00	0.00	7,955.08	0.00	7,955.08
Total Revenues	150,869.06	141,166.66	9,702.40	1,776,216.60	1,508,833.26	267,383.34
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	13,263.35	10,000.00	3,263.35	162,088.02	115,000.00	47,088.02
5010 Maintenance/Repair Supplies	1,432.17	2,500.00	(1,067.83)	34,016.25	27,500.00	6,516.25
5011 Material and Labor for Install	0.00	833.33	(833.33)	75.79	9,166.63	(9,090.84)
5012 Safety Equipment	0.00	133.33	(133.33)	2,289.74	1,466.63	823.11
5015 Operations Labor	22,525.52	25,708.33	(3,182.81)	234,888.20	264,791.63	(29,903.43)
5016 Operations OT	1,000.50	1,291.67	(291.17)	16,669.92	14,208.37	2,461.55
5020 Stand-by Compensation	900.00	915.00	(15.00)	9,990.00	10,065.00	(75.00)
5022 Training/Certification	2,043.05	133.33	1,909.72	3,439.44	1,466.63	1,972.81
5025 Water Treatment/Analysis	1,003.80	1,833.33	(829.53)	14,127.97	20,166.63	(6,038.66)
5030 Maintenance/Repair Contractors	15,802.19	11,666.67	4,135.52	127,694.73	128,333.37	(638.64)
5034 Equipment Maintenance	3,276.74	1,666.67	1,610.07	14,772.93	18,333.37	(3,560.44)
5035 Vehicle Maintenance	49.22	1,250.00	(1,200.78)	13,597.16	13,750.00	(152.84)
5036 Fuel	1,591.01	1,666.67	(75.66)	14,233.17	18,333.37	(4,100.20)
5040 Equipment Rental	0.00	0.00	0.00	13,257.26	0.00	13,257.26
5045 Insurance-Workers Comp.	0.00	0.00	0.00	9,372.15	15,000.00	(5,627.85)
5046 Insurance-Liability	1,471.16	1,333.33	137.83	15,429.54	14,666.63	762.91
5048 Insurance-Property	255.28	208.33	46.95	2,452.64	2,291.63	161.01
5049 Insurance-Medical	6,746.52	8,604.17	(1,857.65)	78,519.97	94,645.87	(16,125.90)
6000 Engineering Services	0.00	3,958.33	(3,958.33)	20,695.00	43,541.63	(22,846.63)
6005 Watermaster Services	1,304.42	1,000.00	304.42	11,742.58	11,000.00	742.58
6015 Administrative Salary	12,063.48	13,216.67	(1,153.19)	132,698.28	145,383.37	(12,685.09)
6017 Administrative Travel	778.93	250.00	528.93	2,750.36	2,750.00	0.36
6020 Board Compensation	450.00	700.00	(250.00)	7,050.00	7,700.00	(650.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	2,449.36	916.63	1,532.73
6024 Customer/Public Info. Prog.	200.00	166.67	33.33	1,432.00	1,833.37	(401.37)
6025 PERS - KID	3,707.18	3,500.00	207.18	39,278.44	38,500.00	778.44
6030 Social Security - KID	2,898.84	2,833.33	65.51	31,256.26	31,166.63	89.63
6031 Medicare - KID	677.97	666.67	11.30	7,310.17	7,333.37	(23.20)
6035 Office/Computer Supplies	1,194.21	583.33	610.88	8,450.76	6,416.63	2,034.13
6036 Postage/Delivery	348.58	416.67	(68.09)	3,298.98	4,583.37	(1,284.39)
6040 Professional Dues	1,494.00	1,250.00	244.00	14,089.60	13,750.00	339.60
6045 Legal Services	6,384.08	1,250.00	5,134.08	17,892.38	13,750.00	4,142.38
6050 Telephone	314.94	375.00	(60.06)	3,532.29	4,125.00	(592.71)

Kinneloa Irrigation District
Income Statement for the Eleven Months Ending November 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6051 Mobile Communications	51.10	41.67	9.43	1,298.28	458.37	839.91
6052 Pagers	34.90	41.67	(6.77)	384.89	458.37	(73.48)
6053 Internet Service	99.98	83.33	16.65	2,264.28	916.63	1,347.65
6059 Computer Software Maintenance	510.65	1,000.00	(489.35)	8,880.82	11,000.00	(2,119.18)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	916.63	(916.63)
6065 Accounting Services	0.00	0.00	0.00	7,100.00	7,000.00	100.00
6070 Office & Accounting Labor	10,491.00	10,479.17	11.83	110,303.11	115,270.87	(4,967.76)
6075 Professional/Contract Services	2,035.65	2,333.33	(297.68)	23,520.56	25,666.63	(2,146.07)
6080 Administrative Fees	1,036.66	1,036.67	(0.01)	11,320.33	11,403.37	(83.04)
6081 Permits/Fees	323.40	1,250.00	(926.60)	7,809.01	13,750.00	(5,940.99)
6086 Taxes - Sales/Use	180.50	291.67	(111.17)	180.50	3,208.37	(3,027.87)
6088 Interest Expense	27,686.31	27,686.00	0.31	56,663.52	56,664.00	(0.48)
6120 Bank Service Charges	873.62	750.00	123.62	9,926.78	8,250.00	1,676.78
Total Expenses	146,500.91	145,071.00	1,429.91	1,373,628.42	1,420,034.00	(46,405.58)
Net Income	4,368.15	(3,904.34)	8,272.49	402,588.18	88,799.26	313,788.92
Other Expenditures						
1504 Water Mains	19,108.00	0.00	19,108.00	371,858.25	500,000.00	(128,141.75)
1505 Water Tunnels	0.00	0.00	0.00	8,760.13	10,000.00	(1,239.87)
1511 Water Treatment Plant	0.00	500.00	(500.00)	2,561.50	5,500.00	(2,938.50)
1512 Water Meters	6,900.00	0.00	6,900.00	46,165.60	20,000.00	26,165.60
1514 Computer/Office Equipment	841.04	416.67	424.37	2,117.04	4,583.37	(2,466.33)
1517 KID Office	0.00	0.00	0.00	10,158.42	0.00	10,158.42
2400 Installment Purchase Agreement	72,414.67	72,414.00	0.67	143,538.44	143,538.00	0.44
Total Other Expenditures	99,263.71	73,330.67	25,933.04	585,159.38	683,621.37	(98,461.99)
Total Increase or (Drawdown)	(94,895.56)	(77,235.01)	(17,660.55)	(182,571.20)	(594,822.11)	412,250.91

Kinneloa Irrigation District

Balance Sheet as of November 30, 2021

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 310,815.49
1012	Reserve Fund-LAIF	128,239.17
1014	Reserve Fund-CalTRUST	1,758,554.06
1016	Accrued Interest-LAIF	83.49
1100	Accts. Receivable-Water Sales	22,990.71
1101	Accts. Receiv.-Service Charges	224.31
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	128,304.07
1350	Prepaid Insurance	14,951.99
1360	Prepaid Expenses	16,586.01

Total Current Assets

2,399,977.82

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,956,376.35
1505	Water Tunnels	737,834.73
1506	K-3 Well	89,543.06
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	94,030.98
1510	Interconnections	14,203.27
1511	Water Treatment Plant	206,015.06
1512	Water Meters	164,901.13
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	76,495.24
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	64,899.78
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	532,342.43
1523	Constr. in Progress-Vosburg	53,875.00
1526	Vosburg Booster	1,647,215.66
1527	SCADA Equipment	362,117.90
1528	Tanks and Reservoirs	119,491.90
1529	Holly Tanks	181,113.76
1530	Tools	6,273.13
1600	Accum. Depreciation	(5,602,579.76)

Total Property and Equipment

5,614,963.13

Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 8,108,626.95

Kinneloa Irrigation District
Balance Sheet as of November 30, 2021

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 37,930.01	
2272	Job Deposits	(10,659.32)	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		46,380.31

Long-Term Liabilities

2400	Installment Purchase Agreement	1,451,071.19	
2801	PERS- Net Liability	319,807.56	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,806,719.75
	Total Liabilities		1,853,100.06

Capital

3040	Fund Balance	5,852,938.71	
	Net Income	402,588.18	
	Total Capital		6,255,526.89
	Total Liabilities & Capital		\$ 8,108,626.95

Kinneloa Irrigation District
Statement of Cash Flow
For the Eleven Months Ended November 30, 2021

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 4,368.15	\$ 402,588.18
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	15,908.07	8,491.27
1101 Accts. Receiv.-Service Charges	(224.31)	(224.31)
1113 Employee Loans	0.00	301.07
1340 Accrued Water Sales	32,566.69	62,570.47
1350 Prepaid Insurance	1,726.44	(2,835.05)
1360 Prepaid Expenses	3,144.73	4,823.51
2000 Accounts Payable	(17,264.37)	1,971.07
2230 Special Payroll Deduction	(353.00)	0.00
2272 Job Deposits	(23,118.64)	(14,259.32)
	12,385.61	60,838.71
Net Cash Provided by Operations	16,753.76	463,426.89
 Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	(19,108.00)	(371,858.25)
1505 Water Tunnels	0.00	(8,760.13)
1511 Water Treatment Plant	0.00	(2,561.50)
1512 Water Meters	(6,900.00)	(46,165.60)
1514 Computer/Office Equipment	(841.04)	(2,162.04)
1517 KID Office	0.00	(10,158.42)
	(26,849.04)	(441,665.94)
Net Cash Used in Investing	(26,849.04)	(441,665.94)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	(72,414.67)	(143,538.44)
2801 PERS- Net Liability	(2,203.58)	(21,412.84)
	(74,618.25)	(164,951.28)
Net Cash Used in Financing	(74,618.25)	(164,951.28)
Net Increase (Decrease) in Cash	\$ (84,713.53)	\$ (143,190.33)
 Summary		
Cash Balance at End of Period	\$ 2,197,692.21	\$ 2,197,692.21
Cash Balance at Beg. of Period	(2,282,405.74)	(2,340,837.54)
Net Increase (Decrease) in Cash	\$ (84,713.53)	\$ (143,145.33)

Kinneloa Irrigation District
Check Register
For the Period from November 1, 2021 to November 31 , 2021

Date	Check #	Payee	Amount	Description
11/5/2021	EFT4980	CALPERS	\$2,203.58	UNFUNDED ACCRUED LIABILITY
11/5/2021	EFT4981	SPECTRUM	\$339.92	INTERNET SERVICE
11/5/2021	EFT4982	STREAMLINE	\$200.00	WEBSITE SERVICE
11/5/2021	EFT4983	VERICHECK	\$83.51	CHECK PROCESSING
11/5/2021	9972	ARAMARK	\$82.17	TOWEL SERVICE
11/5/2021	9973	BRIGHTVIEW	\$1,490.00	LANDSCAPE MAINT.
11/5/2021	9974	CALIFORNIA SPECIAL DISTRICTS	\$6,662.00	CSDA MEMBERSHIP DUES
11/5/2021	9975	DIGALERT	\$18.25	UNDERGROUND SERVICE ALERT
11/5/2021	9976	FMWD	\$1,036.66	ADMINISTRATIVE FEE
11/5/2021	9977	FYRE GUARD COMPANY	\$510.00	EXTINGUISHER SERVICE
11/5/2021	9978	GEOTAB	\$98.75	VEHICLE MAINT.
11/5/2021	9979	LAGERLOF, LLP	\$4,150.00	LEGAL SERVICES
11/5/2021	9980	MCMASTER CARR	\$815.01	CHLORINE MAINT. SUPPLIES
11/5/2021	9981	PASADENA MUNICIPAL SERVICE	\$3,215.88	ELECTRICITY - WILCOX WELL
11/5/2021	9982	PWAG	\$289.08	NOV- EMERG. PREPAREDNESS PROGRAM
11/5/2021	9983	RAYMOND BASIN MGNT.	\$2,457.18	TITLE 22 MONITORING
11/5/2021	9984	RED SUPPLY	\$49.05	1" BRASS TEE & BUSHING
11/5/2021	9985	ULTIMATE CLEANING	\$75.00	JANITORIAL SERVICE
11/5/2021	9986	USEWARE	\$4,895.00	UTILITY STAR - SUPPORT & MAINT.
11/5/2021	9987	WESTERN WATER WORKS	\$2,613.89	1.5" RESETTER / FITTINGS & COUPLINGS
11/5/2021	9988	MCMASTER CARR	\$317.16	CHLORINE MAINT. SUPPLIES
11/5/2021	EFT4985	PASADENA MUNICIPAL SERVICE	\$3,215.88	ELECTRICITY - WILCOX WELL
11/15/2021	EFT4987	BERNADETTE C. ALLEN	\$988.72	SALARY
11/15/2021	EFT4988	ARTHUR M. ARAGON	\$1,763.57	SALARY
11/15/2021	EFT4989	CHRISTOPHER A. BURT	\$2,706.15	SALARY
11/15/2021	EFT4990	MICHELE M. FERRELL	\$2,382.15	SALARY
11/15/2021	EFT4991	BRIAN L. FRY	\$1,843.75	SALARY
11/15/2021	EFT4992	SOPHIA M. HANSEN	\$1,552.88	SALARY
11/15/2021	EFT4993	JUAN R. TELLO	\$431.30	SALARY
11/15/2021	EFT4994	MELVIN L. MATTHEWS	\$4,036.72	SALARY
11/15/2021	EFT4995	CHRISTOPHER A. BURT	\$150.00	SALARY
11/15/2021	EFT4993a	JUAN TELLO	\$353.00	SALARY
11/15/2021	EFT4996	ADP	\$6,932.57	PAYROLL TAXES & WITHHOLDINGS
11/18/2021	EFT4997	ADP	\$109.58	PAYROLL PROCESSING FEE
11/18/2021	EFT4998	AMERICAN MESSAGING	\$34.90	PAGER SERVICE
11/18/2021	EFT4999	ARCO	\$1,591.01	FLEET FUEL
11/18/2021	EFT5000	ATHENS	\$215.69	TRASH SERVICE
11/18/2021	EFT5001	CALPERS	\$6,247.41	EMPLOYER/EMPLOYEE CONTRIBUTIONS
11/18/2021	EFT5002	SCE	\$13,290.37	ELECTRICITY - DISTRICT PUMPING
11/18/2021	EFT5003	UMPQUA BANK	\$8,318.02	CREDIT CARD - STAFF

Kinneloa Irrigation District
Check Register
For the Period from November 1, 2021 to November 31 , 2021

Date	Check #	Payee	Amount	Description
11/19/2021	9989	APPLIED TECHNOLOGY	\$30.00	PWAG EMERGENCY PREPAREDNESS - RADIO
11/19/2021	9990	ARAMARK	\$82.17	TOWEL SERVICE
11/19/2021	9991	BIG BEN ENG.	\$19,108.00	SMV-VH PROJECT - FINAL PAYMENT
11/19/2021	9992	CLINICAL LAB	\$24.00	GENERAL PHYSICAL & FLUORIDE SAMPLES
11/19/2021	9993	EUROFINS	\$400.00	WATER SAMPLE ANALYSIS
11/19/2021	9994	GENERATOR SERVICES	\$2,546.53	EUCALYPTUS - SPEED CONTROL MODULE
11/19/2021	9995	HILL BROTHERS	\$379.80	CHLORINE
11/19/2021	9996	KINNELOA CANYON RD. GATE	\$100.00	FOUR RFID TAGS
11/19/2021	9997	LAGERLOF, LLP.	\$6,095.00	LEGAL SERVICES
11/19/2021	9998	PERRY THOMAS CONSTRUCTION	\$4,427.00	MESALOA LN. - SERVICE INSTALL
11/19/2021	9999	SUBECA	\$7,080.50	GATEWAY INSTALL
11/19/2021	10000	UTILITY SERVICES	\$5,429.10	NOV - MONTHLY TANK MAINT.
11/19/2021	10001	GENERATOR SERVICES	\$730.21	1999 KINCLAIR DR. - O-RING/FUEL HOSE
11/19/2021	10002	PERRY THOMAS CONSTRUCTION	\$4,264.09	BARHITE ASPHALT PAVING/ PAS GLEN
11/30/2021	EFT5004	AUTOMATIC DATA PROCESSING	\$101.77	PAYROLL PROCESSING FEE
11/30/2021	EFT5005	AT&T MOBILITY	\$147.70	TELEPHONE SERVICE
11/30/2021	EFT5006	SPECTRUM	\$339.92	INTERNET SERVICE
11/30/2021	EFT5007	Bernadette C. Allen	\$422.84	SALARY
11/30/2021	EFT5008	Arthur M. Aragon	\$1,747.57	SALARY
11/30/2021	EFT5009	STEPHEN BROWN	\$138.53	SALARY
11/30/2021	EFT5010	CHRISTOPHER A. BURT	\$3,455.85	SALARY
11/30/2021	EFT5011	TIMOTHY J. ELDRIDGE	\$117.42	SALARY
11/30/2021	EFT5012	MICHELE M. FERRELL	\$1,875.70	SALARY
11/30/2021	EFT5013	BRIAN L. FRY	\$1,993.98	SALARY
11/30/2021	EFT5014	SOPHIA M. HANSEN	\$1,552.86	SALARY
11/30/2021	EFT5015	GERRIE G. KILBURN	\$138.52	SALARY
11/30/2021	EFT5016	MELVIN L. MATTHEWS	\$3,973.44	SALARY
11/30/2021	EFT5017	JUAN R. TELLO	\$969.59	SALARY
11/30/2021	EFT5017a	JUAN R. TELLO	\$353.00	SALARY
11/30/2021	EFT5018	CHRISTOPHER A. BURT	\$150.00	SALARY
11/30/2021	EFT5019	AUTOMATIC DATE PROCESSING	\$7,098.34	PAYROLL TAXES & WITHHOLDINGS
11/30/2021	EFT5021	KINNELOA IRRIGATION DISTRICT	\$100,100.98	LOAN INSTALLMENT PAYME NT
11/30/2021	EFT5022	CENTURY BUSINESS SOLUTIONS	\$428.78	CENTURY
11/30/2021	EFT5017b	JUAN R. TELLO	\$353.00	SALARY

TOTAL = 263,921.95

Kinneloa Irrigation District
Check Register
For the Period from November 1, 2021 to November 31 , 2021

Date	Check #	Payee	Amount	Description
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* Gap in check sequence: checks #9981 & EFT5020 damaged by printer and were not assigned.
Check was skipped inadvertently

Credit Card Detail Umpqua Bank
NOVEMBER 2021
(Expenses incurred/billed in Nov. and due/paid in Dec.)

Acct. No.	Account Description	Additional Description	JB/MA	MLM	CAB	BLF	MA	MF	JRT	TOTAL
1505	House Tunnel Project									\$0.00
1511	Water Treatment Plant									\$0.00
1514	Computer/Office Equip.	MLM: Tablet, Samsung, Power Failure Detector, Printer Drum		\$841.04						\$841.04
5010	Maintenance Supplies	BLF: lock & key, batteries, hoses, fittings CAB: sump pump, JT: Flashlight , hose reel			\$414.15	\$50.75			\$102.51	\$567.41
5011	Materials for Install									\$0.00
5012	Safety Equipment									\$0.00
5022	Training/Certification									\$0.00
5025	Water Treatment/Analysis									\$0.00
5035	Vehicle Maintenance	CAB: Truck #2 Repair Back Up Light, seat cover			\$16.16	\$33.06				\$49.22
5036	Fuel									\$0.00
5030	Maintenance/Repair contractors									\$0.00
6021	Adm. & Bd. Exp.									\$0.00
6024	Customer/Public Info									\$0.00
6035	Office/Computer Supplies	MA: Cabinets, Paper Products, Pens, File Folders, Office Supplies MLM: Office supplies		\$32.84			\$1,161.37			\$1,194.21
6036	Postage/Delivery	MA: Stamps					\$348.58			\$348.58
6040	Professional Dues	MLM: ACWA Conference		\$385.00						\$385.00
6050	Telephone	MLM: Alert Communications		\$75.00						\$75.00
6051	Mobile Phone									\$0.00
6053	Internet Service									\$0.00
6059	Computer/Software Maint.	MLM: MS One drive		\$3.99						\$3.99
6061	Office Equipment Maint.									\$0.00
6075	Outside Services	CAB: Map Scans			\$25.36					\$25.36
6081	Permits/Fees									\$0.00
TOTAL			\$0.00	\$1,337.87	\$455.67	\$83.81	\$1,509.95	\$0.00	\$102.51	\$3,489.81

General Manager's Report for the Board of Directors Meeting on December 21, 2021

I. Customer Account Information and Internet Usage

A. Customer Accounts –

Active accounts: 587
Delinquent accounts receiving late charges: 13
Accounts shut off for non-payment: None

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
December 2020	\$28,288.75	\$3,101.55	\$91.68	\$0.00	\$31,481.98
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11
April 2021	\$36,226.02	\$1,243.69	\$0.00	\$0.00	\$37,469.71
May 2021	\$26,360.19	\$3,534.96	\$290.84	\$0.00	\$30,185.99
June 2021	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68
July 2021	\$34,129.88	\$2,694.38	\$1,134.17	653.89	\$38,612.32
August 2021	\$17,411.06	\$1,756.57	\$373.22	\$0.00	\$19,540.85
September 2021	\$32,036.26	\$2,380.03	\$0.00	\$0.00	\$34,416.29
October 2021	\$33,896.61	\$4,370.85	\$631.32	\$0.00	\$38,898.78
November 2021	\$19,367.43	\$2,756.78	\$553.36	\$313.14	\$22,990.71

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
December 2020	253	560	110	\$33,318.03
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82
April 2021	274	1,538	106	\$27,464.40
May 2021	292	1,616	112	\$27,299.87
June 2021	262	1,409	109	\$26,067.48
July 2021	251	1,217	120	\$34,674.20
August 2021	374	1,682	105	\$34,635.70
September 2021	291	1,424	115	\$36,546.23
October 2021	287	1,111	114	\$34,577.62
November 2021	301	1,352	116	\$31,969.58

II. General Manager's Projects and Activities

A. Advanced Meter Infrastructure (AMI) Project – Proposal to implement installation at remaining meters in the District is on this meeting agenda.

B. Eucalyptus Reservoir and Pump Station Painting – Project in progress.

C. Activities/Meetings/Webinars/Conferences*

1. KID Staff Meetings
2. KID Board Meetings
3. FMWD Board Meeting**
4. LAFCO Board Meeting **
5. RBMB Pumping and Storage Committee **
6. Selection of painting contractor for Eucalyptus Reservoir
7. ACWA JPIA Board Meeting **
8. ACWA Fall Conference **

* Organization Acronyms:

ACWA – Association of California Water Agencies

ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority

AMI – Advanced Meter Infrastructure

AWWA – American Water Works Association

CalTRUST – Investment Trust of California Joint Powers Authority

CSDA – California Special Districts Association

CUEA – California Utilities Emergency Association

FMWD – Foothill Municipal Water District

KCA – Kinneloa Canyon Association

KEPOA – Kinneloa Estates Property Owners' Association

KID – Kinneloa Irrigation District

LAFCO – Local Agency Formation Commission of Los Angeles County

NKRPOA – North Kinneloa Ranch Property Owners' Association

PGIA – Pasadena Glen Improvement Association

PWAG – Public Water Agencies Group

RBMB – Raymond Basin Management Board

RCAC – Rural Community Assistance Corporation

SCADA – Supervisory Control and Data Acquisition System

SMVA – Sierra Madre Villa Avenue

** See appendix for more information

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
1	0	0	0	3	

* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, inquiries about water bills, requests for leak checks and general questions.

B. Current and Completed Capital Improvement, Facilities Improvement, Maintenance and Repair Projects and Activities –

1. Routine daily and monthly activities
 - a. Operator training
 - b. Meter and transmitter maintenance and replacement
 - c. Water samples
 - d. Vehicle and equipment maintenance and testing
 - e. Facility cleanup
 - f. Production meter readings and report to RBMB
 - g. Chlorine generator maintenance
 - h. Meter reading
 - i. Customer service calls
 - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance
 - a. Eucalyptus generator maintenance
 - b. East Tank pressure transducer replaced
 - c. Holly Flo-Loc valve maintenance
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress) *
 - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Completed) (CIP, EP, OPS)
 - b. Reservoir inspection and washout (Completed) (MR)
 - c. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 53 locations (Completed) (CIP, OPS, MR)
 - d. Annual service on six generators (Completed) (MR)
 - e. Efficiency tests and preventative maintenance on all pumps and motors (Completed) (MR)
 - f. Production meter tests for accuracy (Completed) (MR)
 - g. House Tunnel Pipeline repair (In Progress) (MR)
 - h. System Maps Update (In Progress) (EP, OPS)
 - i. Painting at Eucalyptus Reservoir (Contract awarded) (MR)

C. Future Capital Improvement Projects, Facilities Improvement, Maintenance and Repair Projects* –

1. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
2. High/Low Tunnel Pipeline inspection and repair if needed (MR)
3. Truck replacement – Replace one pickup truck that is 22 years old (CIP)

*Project Categories

CIP – Capital improvement or replacement of equipment or facilities at end of useful life

EP – Emergency preparedness

OPS – Operational improvement

MR – Maintenance and repair

IV. Water Supply Summary as of October for the Watermaster Year July 2021 through June 2022

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	17
Prior Year Carryover	52	Far Mesa	11
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges**	207	House	
Prior Year Spreading	77	Holly High/Low	12
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	742		
Less Water Extracted YTD This Watermaster Year	-267	Year to Date Tunnel Production	41
Remaining Allowable Groundwater Extractions through June 2022	475	Remaining Estimated Tunnel Production through June 2022	80
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022)		555 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2022		-343 Acre Feet	
Estimated Surplus Water through June 2022*		212 Acre Feet	

* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will generally maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2020-2021 year, 103 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2021-2022 and 45 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 767 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since KID staff considers long-term storage to be an emergency supply, we do not plan to use or sell this water now.

** Expected lease of groundwater pumping rights for 2021-2022.

V. Appendix – Meeting Agendas and Information

FOOTHILL MUNICIPAL WATER DISTRICT
4536 Hampton Road
La Cañada Flintridge, California

A G E N D A
REGULAR MEETING OF THE
BOARD OF DIRECTORS
November 15, 2021
3:00 PM

Posted: November 12, 2021, 12:00 p.m.

**Teleconferencing will be used during this meeting per California Assembly Bill 361.
To join, see meeting agenda attachment.**

ZOOM VIRTUAL CONFERENCE

Meeting ID: 993-2680-0954

Password: 419316

- 1. Call to Order and Determination of a Quorum**
- 2. Preliminary Matters**
 - 2.1. Additions to Agenda (as required by Gov. Code 54954.2)
- 3. Public Comments**
 - 3.1. Opportunity for members of the public to address the board directly on items of public interest that are within the subject matter jurisdiction of the board (as required by Gov. Code 54954.3(a)). Speakers may be limited to two minutes each at the discretion of the President of the Board.
- 4. Special Procedures**
 - 4.1. Public Hearing to consider Board of Directors Per Diem Compensation Increase.
- 5. Consent Calendar**
 - 5.1. Action approving the Minutes of the October 18, 2021; Regular Meeting of the Board of Directors.
 - 5.2. Action approving the Financial Statements for October 2021; monthly Director Compensation, Expense Report and Treasurer's Report.
- 6. Directors' Oral Reports**
 - 6.1. Reports and appropriate action on ACWA, MWD, and other association and organization activities.
- 7. Action Calendar**
 - 7.1. Discussion and action regarding to adopt Board Per Diem Ordinance No. 10-0821 (*action*).
 - 7.2. Discussion and action regarding Foothill MWD's WSCP to Stage 3 (*action*).

8. Information Item

8.1. Reviewing Emergency Resolution 906-0420 in response to COVID-19

9. Staff and Committee Reports

General Manager Nina Jazmadarian: Reports and appropriate action on administrative and operating projects and activities:

- 9.1. Operations/Sales Summary
- 9.2. Water Supply Update
- 9.3. Education & Conservation Updates
- 9.4. Conservation Rebate Activity
- 9.5. Great Pacific Securities
- 9.6. Other

Engineering Report, Ken Herman: Report on capital improvement projects. Report attached.

Operations Report, Jay Bobnes: Report on maintenance projects and system operations. Report attached.

MWD Representative Richard Atwater: Report regarding MWD activities.

Attorney: Report on legal and related matters relevant to the District.

Water Resources Committee: Report regarding Water Resources Committee meeting.

Engineering and Operations Committee: Report regarding Engineering and Operations Committee meeting.

10. Closed Session

- 10.1. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code section 54957.6.)
Agency designated representatives: Nina Jazmadarian, Employee Organization: AFSCME 1902
- 10.2. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code section 54957(b)(1)) Title: Assistant Administrative Manager
- 10.3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) Title: General Manager

11. Other Business

Related to general operations, administration and policy items, future agenda items, and concerns of Board members.

Next Board meetings:
Monday, December 20, 2021 @ 3 PM
Monday, January 17, 2022 @ 3PM



Local Agency Formation Commission
for the County of Los Angeles

Voting Members

Jerry Gladbach
Chair

Donald Dear
1st Vice-Chair

Gerard McCallum
2nd Vice-Chair

Kathryn Barger
Richard Close
Margaret Finlay
John Mirisch
Holly Mitchell
Vacant
(City of Los Angeles)

Alternate Members

Lori Brogin-Falley
Michael Davitt
Janice Hahn
David Lesser
Mel Matthews
Vacant
(City of Los Angeles)

Staff

Paul Novak
Executive Officer

Adriana Romo
Deputy Executive Officer

Amber De La Torre
Doug Dorado
Adriana Flores
Alisha O'Brien

80 South Lake Avenue
Suite 870
Pasadena, CA 91101
Phone: 626/204-6500
Fax: 626/204-6507

www.lalafco.org

LIVE VIRTUAL COMMISSION MEETING

LOCAL AGENCY FORMATION COMMISSION

Wednesday, November 10, 2021
9:00 a.m.

This meeting will be conducted as a virtual meeting with telephone 1-415-655-0001 (Access Code: 145-521-7111) and web access (<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/onstage/g.php?MTID=e1f07795fdee834b57c84ad60993a6328>), pursuant to the provisions of the Governor’s Executive Orders N-25-20, N-29-20 and N-08-21, under the modified laws of the Ralph M. Brown Act for the COVID-19 emergency, as well as the County of Los Angeles “Safer at Home Order for Control of COVID-19”.

FOR MEMBERS OF THE PUBLIC

TO LISTEN BY TELEPHONE AND PROVIDE PUBLIC COMMENT DIAL:

1-415-655-0001
Access Code: 145-521-7111 (English)

OR TO LISTEN VIA WEB AND PROVIDE COMMENT:

<https://lacountyboardofsupervisors.webex.com/lacountyboardofsupervisors/onstage/g.php?MTID=e1f07795fdee834b57c84ad60993a6328>

TO PROVIDE WRITTEN PUBLIC COMMENT: Any interested person may submit written opposition or comments by email at info@lalafco.org prior to the conclusion of the Commission Meeting or by mail to the LAFCO Office at 80 S. Lake Avenue, Suite 870, Pasadena, CA 91101, no later than 5:00 p.m. on the business day preceding the date set for hearing/proceedings in order to be deemed timely and to be considered by the Commission. Any written opposition and/or comments will be read during the meeting for a maximum of three (3) minutes per comment, per item.

The entire agenda package and any meeting related writings or documents provided to a majority of the Commissioners after distribution of the agenda package, unless exempt from disclosure pursuant to California Law, are available at www.lalafco.org

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE WILL BE LED BY CHAIR GLADBACH**
3. **DISCLOSURE OF CAMPAIGN CONTRIBUTION(S)**
4. **SWEARING-IN OF SPEAKER(S)**
5. **CONSENT ITEM(S)**

All matters are approved by one motion unless held by a Commissioner or member(s) of the public for discussion or separate action.

- a. Approve Minutes of September 8, 2021.
- b. Approve Operating Account Check Register for the month of September 2021.
- c. Receive and file Update on Pending Proposals.
- d. Information Item(s) – Government Code §§ 56751 & 56857
(None)

6. **PUBLIC HEARING(S)**
(None)

7. **PROTEST HEARING(S)**
(None)

8. **OTHER ITEMS**

- a. Sativa Water System Annual Report
- b. Selection of Photocopy Services Vendor
- c. Independent Auditor's Report for Fiscal Year 2020-2021
- d. Proposed Commission Meeting Schedule for 2022

9. **LEGISLATION**

- a. Legislative Update

10. **MISCELLANEOUS CORRESPONDENCE**

- a. Letter of October 5, 2021, from Paul Novak to Bill Kruse, concerning independent special district appointments to the Commission.

11. **COMMISSIONERS' REPORT**

Commissioners' questions for staff, announcements of upcoming events and opportunity for Commissioners to briefly report on their LAFCO-related activities since last meeting.

12. **EXECUTIVE OFFICER'S REPORT**

Executive Officer’s announcement of upcoming events and brief report on activities of the Executive Officer since the last meeting.

- a. Written Update
- b. Verbal Update

13. **PUBLIC COMMENT**

This is the opportunity for members of the public to address the Commission on items not on the posted agenda, provided that the subject matter is within the jurisdiction of the Commission. Speakers are reminded of the three-minute time limitation.

14. **FUTURE MEETINGS**

January 12, 2022
February 9, 2022

15. **ADJOURNMENT**

**RAYMOND BASIN MANAGEMENT BOARD
Meeting of the Pumping & Storage Committee**

Chair: Gary Takara

**Tuesday, November 2, 2021
12:00 p.m.**

Teleconference Accessibility Instructions

Zoom Meeting ID Link

<https://us02web.zoom.us/j/87112220708?pwd=enpyVEhibWJvTGFaOUtmQjJEaDg1QT09>

Meeting ID: 871 1222 0708

Passcode: 767888

Dial by your location

1-669-900-6833 US

Meeting ID: 871 1222 0708

Passcode: 767888

AGENDA

- Raymond Basin Study – Scope of Work
- Other
- Date of Next Meeting: December 7, 2021



Conference Schedule

Pasadena Convention Center

300 E Green Street, Pasadena, CA 91101

Monday – November 29, 2021

9:00 a.m. – Program Update –	Ballroom B-C
10:00 a.m. Uncover Hidden Treasure: Discover all that JPIA Offers	
10:15 a.m. – Executive Committee Meeting	Ballroom B-C
11:15 a.m.	
11:30 a.m. – Pre-Board Meeting Lunch - Andy Sells, JPIA CEO	Ballroom D
1:00 p.m. <i>RSVP by 11/4/21 required to attend this event.</i>	
1:30 p.m. – Board of Directors’ Meeting	Ballroom B-C
4:00 p.m.	
4:00 p.m. – Town Hall Meeting	Ballroom B-C
5:00 p.m.	
5:00 p.m. – ACWA JPIA Reception	Ballroom Lobby
6:00 p.m.	

Tuesday – November 30, 2021

8:15 a.m. – Seven Decades of Medicare	Ballroom B-C
9:45 a.m.	
10:00 a.m. – The “Success” in Succession Planning Begins	Ballroom B-C
11:30 a.m. with the Unique Role of the Board	
1:00 p.m. – Sexual Harassment Prevention for Board Members	Conference Center
3:00 p.m. & Managers (AB1825, 1661 & 2053)	Room 211

Wednesday – December 1, 2021

9:00 a.m. Exhibit Booth #213 & 312	Exhibit Hall
5:00 p.m.	

Thursday – December 2, 2021

8:00 a.m. Exhibit Booth #213 & 312	Exhibit Hall
12:00 p.m.	



Seminar Descriptions

Program Update - Uncover Hidden Treasure: Discover all that JPIA Offers

Presenters: JPIA Management Team

In this interactive and fun session you will learn about the value-added services your agency enjoys because you are a member of the JPIA pool. Take away loads of information to ensure your agency is taking advantage of all that is available. You might just win a prize too!

Seven Decades of Medicare

Presenter: Jean Farone Jones, National Vice President, UnitedHealthcare

The top three innovations that markedly prolonged human life are shoes, penicillin, and Medicare. Early Egyptians are credited with making the first shoes in 1550 B.C.; Alexander Fleming discovered “mould juice” or penicillin which was the world’s first antibiotic in 1928; and President Lyndon B. Johnson signed Medicare into law in 1965. How can something as conceptual as Medicare have such a real effect on America? And do you ever wonder how Medicare came to be? This presentation answers these questions by taking a sweeping journey across time to show Medicare from its birth and throughout its development. We will cover the forces that led to the creation of Medicare, how Medicare changed healthcare over time, and how time has changed Medicare. You will see the extraordinary twists in history that turned Medicare into a key part of American healthcare and learn what Medicare health insurance means to JPIA.

Jean Farone Jones specializes in assisting Public Sector and Labor & Trust clients meet the health care needs of their retirees. Working as part of a team of dedicated retiree health care experts, Jean is responsible for preparing financial analyses and setting strategy to deliver the best retiree solutions available in the market. Jean has been dedicated to the Group Medicare Retiree experience since 2006.

Jean has an MBA from Temple University, a Bachelor of Arts degree from Colgate University, and holds a CEBS designation. Jean grew up in Upstate New York but has had the opportunity to live in every time zone in the lower 48.

The “Success” in Succession Planning Begins with the Unique Role of the Board

Presenter: Jeff Hoye, Senior Leader, Organizational Strategy, CPS-HR Consulting

This session will cover:

- Key Roles in a Succession Management Program: Board vs. CEO vs. HR vs. Executive Team vs. Management vs. Staff
- How the key roles link, beginning with the unique role of the Board
- Keeping in the mind the purpose for succession management: business continuity, leadership development, and key talent retention
- Session take-aways:
 - o Top 3 ways to get it wrong
 - o Top 3 ways to get it right

Continued on next page



Seminar Descriptions

Continued from previous page

Jeffrey T. Hoye, M.B.A., has been a member of the senior leadership team at CPS HR Consulting for eleven years and is the leader of the organizational strategy practice. Prior to joining CPS HR, he was founder and managing partner for a national consulting firm for 22 years. Mr. Hoye has a deep knowledge from experience gained in the areas of system-wide change devoted entirely to major improvements in productivity, team-based HR process delivery processes, and other people-based, technologically-oriented projects both in the profit and non-profit arenas.

Mr. Hoye is a certified Change Management Professional (CMP) through the Association for Change Management Professionals, and holds a Lean Master Certification. He possesses more than 24 years of experience directing and delivering professional consulting services in human resource systems change, change management, business process design and re engineering, organizational behavior, customer-oriented strategy deployment, process modeling, lean process methodologies, and a balanced scorecard approach to monitor ongoing performance.

Sexual Harassment Prevention for Board Members & Managers (AB1825, 1661 & 2053)

Presenter: Robert Greenfield, JPIA General Counsel

The world is constantly changing and the impact of these changes filters into workplaces on a daily basis. This course will take a new look at the issue of sexual harassment, particularly in light of new protected classes, technological advances, acceptable workplace behavior, and the age-old issue of respect for anyone associated with a district's business.

Other points covered by this course are understanding the California and federal sexual harassment laws, recognizing early signs of sexual harassment, and dealing with incidents of harassment.

Robert H. Greenfield joined the JPIA in December of 2013. As JPIA's General Counsel, Robert oversees legal compliance of the JPIA with all applicable State and Federal laws. Robert directs outside counsel in JPIA litigated claims and provides coverage analysis for members. He also provides assistance to the members through employment practices training, including state mandated training for supervisors and elected officials. In complicated matters, Robert provides assistance to members through the Employment Practices Hotline.

Robert graduated from Fordham College and University of Pacific School of Law with honors. Robert was in private practice for 30 years representing public entities in both State and Federal Court in many types of litigation with a focus on labor and employment matters. He has been given the highest possible rating in both Legal Ability & Ethical Standards by Martindale-Hubbell in Government Law and Employment Law.

Robert is an active member of the State Bar of California and participates in the Employment and Labor Law Section of the State Bar. He is also a past president of the local County Bar Association and served as an elected member of the Gold Trail Unified School District Board of Trustees.

To receive credit for this class, attendees must arrive on time and attend the entire two-hour session. HR professionals may count these session hours as electives towards JPIA's HR Certification Program. This course complies with AB1825 sexual harassment training for "managers."



Board of Directors' Meeting

Pasadena Convention Center
300 E. Green Street
Pasadena, California 91101

Monday
November 29, 2021

1:30 PM

BOARD PRESIDENT:
E.G. "Jerry" Gladbach, Santa Clarita Valley Water Agency

BOARD VICE PRESIDENT:
Melody A. McDonald, San Bernardino Valley Water Conservation District



BOARD OF DIRECTORS' MEETING AGENDA

PASADENA CONVENTION CENTER
300 E Green Street
Pasadena, California 91101

Monday – November 29, 2021 – 1:30 PM

WELCOME

TUESDAY SEMINARS

- Seven Decades of Medicare
- The “Success” in Succession Planning Begins with the Unique Role of the Board
- Sexual Harassment Prevention for Board Members & Managers

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

MEETING PARTICIPATION GUIDELINES

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT RECORDING OF MEETING This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept 30 days following the meeting, as mandated by the California Brown Act.

PUBLIC COMMENT Members of the public will be allowed to address the Board of Directors on any agenda item prior to the Board's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chairman know.

INTRODUCTION OF GUESTS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page#</u>
	I. <u>CONSENT CALENDAR</u>	
Gladbach	* A. Approve the minutes of the meeting of May 10, 2021.	34
	II. <u>ADMINISTRATION</u>	
Sells	* A. Glossary of Terms.	44

<u>Presenter</u>		<u>Page#</u>
Sells	* B. Ratify Executive Committee's acceptance of new member agencies.	56
Greenfield	* C. Review and approve the proposed changes to the JPIA Bylaws.	57
Sells	* D. Review and approve the JPIA Conflict of Interest Code.	60
Gladbach	* E. Resolution 2021-1 honoring Thomas Cuquet for his 20 years of service to the JPIA.	65
Eggerton	F. ACWA Presentation.	
III. <u>FINANCIAL</u>		
deBernardi	* A. Review and take action on the Investment Policy.	67
Gladbach	* B. Presentation of the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (COA).	85
IV. <u>PROGRAMS</u>		
Sells	* A. Pooled Programs update: 1. Liability Program 2. Property Program 3. Workers' Compensation Program 4. Employee Benefits Program	86
deBernardi	* B. Announce the President's Special Recognition Award recipients for the Liability, Property, and Workers' Compensation Programs.	88
Sells	* C. California Water Insurance Fund (CWIF) update.	96
V. <u>MEMBERSHIP BENEFITS</u>		
Kuchinsky	* A. Announce the winners of the H.R. LaBounty Safety Award Program.	98
Slaven	* B. Training update.	101
Slaven	* C. Human Resources update.	105

- | | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------|-----|
| Greenfield | * D. Employment Hotline Incentive update. | 107 |
| | <u>C. CEO UPDATE</u> | |
| Sells | * A. Current events at the JPIA. | 108 |
| | <u>D. OTHER BUSINESS</u> | |
| Greenfield | A. Review pending lawsuits directly involving the JPIA. | |
| Gladbach | B. Open discussion. | |
| Gladbach | C. Announce the Board of Directors' Reception at 5:00 p.m. following the Town Hall meeting and introduce sponsors in attendance. | |

ADJOURNMENT

*Related items enclosed.

MISSION STATEMENT: ACWA JPIA is dedicated to consistently and cost effectively providing the broadest possible affordable insurance coverages and related services to its member agencies.

Americans with Disabilities Act – ACWA JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the JPIA, shall be made to: Chimene Camacho, Executive Assistant, ACWA JPIA, P. O. Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)

Written materials relating to an item on this Agenda that are distributed to the JPIA within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. The JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.

9:00 AM–10:00 AM

Ballroom BC

ACWA JPIA Finance & Audit Committee Meeting

Uncover Hidden Treasure: Discover all that JPIA Offers -- In this interactive and fun session you will learn about the value-added services your agency enjoys because you are a member of the JPIA pool. Take away loads of information to ensure your agency is taking advantage of all that is available. You might just win a prize too!

10:15 AM–11:15 AM

Ballroom BC

ACWA JPIA Executive Committee Meeting

The Executive Committee is made up of eight JPIA Board members and the ACWA Vice President. It is this Committee's responsibility to review and direct the functions of the Authority to ensure the successful operation of its programs.

11:30 AM–1:00 PM

Ballroom D

ACWA JPIA Pre-Board Meeting Lunch with JPIA CEO Andy Sells

RSVP by 11/4/21 was required to attend this event.

1:30 PM–4:00 PM

Ballroom BC

ACWA JPIA Board of Directors Meeting

The Board is made up from one representative each of JPIA's members' board. The Board may review all acts of the Executive Committee and shall have the power to modify and/or reverse any decision or action of the Executive Committee upon a majority vote of the voting Directors present at any Duly Constituted Board Meeting.

4:00 PM–5:00 PM

Ballroom BC

ACWA JPIA Town Hall Meeting

This meeting gives members an opportunity to have an open dialog with the JPIA Staff and the Executive Committee members.

5:00 PM–6:00 PM

Ballroom Lobby

ACWA JPIA Reception

This reception for JPIA members is hosted by Alliant Insurance Services, Inc.; Cohen & Burge, LLP; Donahue Davies, LLP; Jacobson Markham, LLP; Law Offices of Robert Gokoo; Meyers Fozi & Dwork, LLP; Rankin Stock Heaberlin Oneal; and VSP.

8:00 AM–6:00 PM

Exhibit Hall Lobby

ACWA Registration

ACWA Attendee & Exhibitor Registration - *We will not be able to accept any onsite registrations at the Pasadena Convention Center. Only substitutions will be available onsite.*

8:00 AM–9:45 AM

Ballroom A

Agriculture Committee

Business Meeting

Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

10:00 AM–11:45 AM

Conference Center 101/102

Groundwater Committee

Business Meeting -

Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

10:00 AM–11:45 AM

Conference Center 107

Energy Committee

Business Meeting -

Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

11:00 AM–12:00 PM

Conference Center 106

Outreach Task Force

Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

12:00 PM–2:00 PM

Exhibit Hall C

Committee Lunch Break

Lunch co-sponsored by:

CDM Smith
INTERA Incorporated

1:00 PM–2:45 PM

Conference Center 106

Local Government Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

1:00 PM–2:45 PM

Conference Center 107

Finance Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

1:00 PM–2:45 PM

Conference Center 101/102

Water Management Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

1:00 PM–3:00 PM

Conference Center 211

ACWA JPIA Sexual Harassment Prevention for Board Members & Managers (AB 1825)

The world is constantly changing and the impact of these changes filters into workplaces on a daily basis. This course will take a new look at the issue of sexual harassment, particularly in light of new protected classes, technological advances, acceptable workplace behavior, and the age-old issue of respect for anyone associated with a district's business.

Other points covered by this course are understanding the California and federal sexual harassment laws, recognizing early signs of sexual harassment, and dealing with incidents of harassment.

To receive credit for this class, attendees must arrive on time and attend the entire two-hour session. HR professionals may count these session hours as electives towards JPIA's HR Certification Program. This course complies with AB1825 sexual harassment training for "managers."

Speaker:

Robert Greenfield, JPIA General Counsel

3:00 PM–4:45 PM

Conference Center 106

Communications Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

3:00 PM–4:45 PM

Conference Center 107

Federal Affairs Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

3:00 PM–4:45 PM

Ballroom A

Membership Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

4 PM New Member Welcome Event! New ACWA members are cordially invited to join the Membership Committee for a special event at 4 PM.

3:00 PM–4:45 PM

Conference Center 101/102

Water Quality Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

5:00 PM–6:30 PM

Exhibit Hall A

Welcome Reception in the Exhibit Hall

Enjoy an evening with vendors from across the United States as they welcome ACWA conference attendees.

BACK BY POPULAR DEMAND!! Visit with exhibitors to receive ACWA Scratchers to win cash and fun prizes. Any non-winning ACWA Scratcher is your chance to be included in ACWA raffles and the Grand Prize drawing! Make sure you fill out the back of your non-winning ACWA Scratcher and turn it into the raffle drum located at the ACWA Lounge before the prize drawing Thursday.

YOU MUST BE PRESENT TO WIN! Spouses/guests are not permitted to participate and will be disqualified.

7:30 AM–5:00 PM

Exhibit Hall Lobby

ACWA Registration

ACWA Attendee & Exhibitor Registration - *We will not be able to accept any onsite registrations at the Pasadena Convention Center. Only substitutions will be available onsite.*

8:00 AM–9:45 AM

Ballroom D-H

Opening Breakfast**Welcome**

Steve LaMar, ACWA President
Mayor Victor Gordo, City of Pasadena

State of the Association

Dave Eggerton, ACWA Executive Director

ACWA JPIA Update

Jerry Gladbach, ACWA Board President
Andy Sells, ACWA JPIA Chief Executive Officer

Presentation of 2021 Huell Howser Excellence in Communication Award**Presentation of 2021 John P. Fraser ACWA Emissary Award****Presentation of 2021 Stephen K. Hall ACWA Water Law and Policy Scholarship****Keynote Presentation**

Tanya Trujillo, Assistant Secretary for Water & Science, U.S. Department of the Interior

Keynote sponsored by **Irvine Ranch Water District**

Breakfast co-sponsored by:

CDM Smith
Eastern Municipal Water District
Harris & Associates
Yuba Water Agency

Ticket required for breakfast. No breakfast service after 8:30 AM.

8:30 AM–6:00 PM

Exhibit Hall A

Connect in the Exhibit Hall

Visit with vendors from around the United States whose products and services may offer you just the right solutions. Be sure to join us in the evening for the Outreach Reception in the Exhibit Hall from 5:00 to 6:00 PM.

10:00 AM–11:00 AM Conference Center 101/102

Attorney Program - Water Theft During Times of Drought and Beyond: A Guide To Prevention

During times of drought when hydrant uses of potable water is limited, many utilities experience theft of limited water supplies particularly from fire hydrants. This program will present real world situations and provide attendees with an understanding of the options available to secure their water supply from theft and to address water theft when it occurs.

Moderator:

Claire Collins, Partner, Hanson Bridgett

Presenters:

Douglas Coty, Attorney, Bold, Polisner, Maddow, Nelson & Judson

Rachel Murphy, Assistant General Manager, Engineering and Operations & Maintenance, Contra Costa Water District



This program has been approved by the California State Bar for attorneys to receive 1.0 hour of general MCLE credits. This program also qualifies for 1.0 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

10:00 AM–11:00 AM Conference Center 104/105

Energy Committee Program - Balancing Reliability with Ambitious Climate Goals

As California seeks to achieve its SB 100 goals and keep the lights on, public water agencies are engaged in the process become more resilient while also exploring revenue positive and savings opportunities. Come hear from ACWA's new preferred provider Terra Verde about opportunities for public water agencies in the energy space, and from members agencies to recap opportunities pursued that are innovative, align California's lofty goals, and ensure reliability in their public water agency operations.

Moderator:

Charley Wilson, Executive Director and CEO, Southern California Water Coalition

Panelists:

Dave Beyer, Senior Engineer, East Bay Municipal Utility District

Don Bunts, Deputy General Manager, Santa Margarita Water District

Kevin Ross, Vice President of Business Development, Terra Verde (ACWA Preferred Provider)



This program may count as 1.0 hour towards the Certified Energy Manager (CEM) continuing education credit. To receive this credit you must sign in at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

10:00 AM–11:00 AM Ballroom A

Finance Program: Section 115 Trust for Unfunded Pension Liability

Learn how to take the "unsustainable" out of the public pension narrative for the water industry. A comprehensive pension funding strategy can lead to the elimination of the unfunded liability and can provide greater control over this liability into the future and create immediate savings. This means revenues from existing rates could potentially be used to address other pressures we face i.e. aging infrastructure, water supply, etc.

Three agencies, each in different stages of addressing this issue, will share their experience, lessons, and success including:

- Why diversifying your pension funding can be of benefit
- How to incorporate the trust into overall strategy
- What is the appropriate target level of CalPERS funding
- What to do with earnings

Moderator:

Jeff Armstrong, Director, Eastern Municipal Water District

Panelists:

John Adams, CFO, Eastern Municipal Water District

Rick Aragon, Assistant General Manager, Rancho California Water District

Cheryl Clary, CFO, Irvine Ranch Water District



CPAs may receive continuing education credit by attending this program. To receive this credit you must sign in at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

10:00 AM–11:00 AM Ballroom BC

Statewide Issue Forum - Innovations in Agriculture

Learn about the latest innovative practices and technology being instituted to tackle SGMA implementation and water use efficiency regulations on the ground in agriculture.

Moderator:

Karen Ross, Secretary, California Department of Food and Agriculture

Panelists:

Cary Keaten, General Manager, Solano Irrigation District

Erik Ringelberg, California Director, The Fresh Water Trust

Joshua Viers, Professor, The Fresno-Merced Future of Food (F3) Innovation Initiative



This program qualifies for 1.0 hours of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

10:00 AM–11:00 AM

Conference Center 107

Region Issue Forum - End of Pipe Discussions: Securing San Diego's Water Supply

Presented by Region 10

ACWA members in San Diego County have been taking steps to secure a reliable safe and affordable water supply. Hear from San Diego's leaders on what has been done, the current status of, and the future of water operations in the region.

Moderator:

Shauna Lorange, Public Utilities Director, City of San Diego

Panelists:

Sandy Kerl, General Manager, San Diego County Water Authority

Kyle Swanson, Assistant General Manager, Padre Dam Municipal Water District



This program qualifies for 1.0 hours of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

10:00 AM–11:00 AM

Conference Center 106

Water Industry Trends Program – Achieving Water Conservation as a California Way of Life

Following California's 2012 - 2016 historic drought, the state adopted a framework to achieve long-term water use efficiency. The state is in the thick of implementing this framework, which will result in numeric standards that water suppliers will be required to meet starting Jan 1, 2027. Join this panel discussion to better understand the framework, the state and supplier's considerations in developing it, and what it will take to meet the objective.

Moderator:

Elizabeth Lovsted, Water Resources Manager, San Diego County Water Authority

Panelists:

Ryan Bailey, Water Use Efficiency Branch Manager, Department of Water Resources

Sean Maguire, Board Member, State Water Resources Control Board

Fiona Sanchez, Director of Water Resources, Irvine Ranch Water District

Amy Talbot, Water Efficiency Program Manager, Regional Water Authority



This program qualifies for 1.0 hours of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

Water Industry Trends track sponsored by **SL Environmental Law Group**

11:00 AM–1:00 PM Exhibit Hall C

ACWA Hans Doe Past Presidents' Networking Luncheon in Partnership with ACWA JPIA

Come celebrate the home of the collegiate football Rose Bowl game and connect with your colleagues at this casual networking luncheon.

Luncheon co-sponsored by:

Nossaman LLP
Orange County Water District
Western Municipal Water District

Ticket required for luncheon.

11:00 AM–1:00 PM Exhibit Hall A

Connect in the Exhibit Hall

Enjoy one-on-one time with vendors from around the United States whose products and services may offer you just the right solutions for your agency. Plus, this is another opportunity to visit exhibitors for ACWA Scratchers!

11:00 AM–11:30 AM Conference Center 212

Exhibitor Demo by California IBank - Infrastructure Financing for Water and Wastewater

Learn about California Ibank, a public agency within the State of California. Direct loans under the ISRF Loan Program and the CLEEN Center, eligibility, loan structures, examples of projects financed, etc.

11:00 AM–11:30 AM Conference Center 211

Exhibitor Demo by AVR, Inc. - AVR Utility Cloud Billing and Integrated Customer Portal w/ Mobile Work Order

See a quick overview of a modern cloud-based Utility Billing Platform with an integrated Customer Billing & Payment Portal and integrated Meter Reading and Mobile Work Order Management. Why run billing software in-house with the security issues, expensive maintenance, expensive upgrade costs, and in-house limitations that on premise software demands? See what a modern, well-designed system written in today's programming languages can offer you and your utility customer.

12:00 PM–1:00 PM Ballroom D-H

General Session / Election

Attend the General Session Membership Meeting to formally nominate and elect ACWA's President and Vice President for the 2022-2023 term.

Designated voting delegate and consent required. Not open to all attendees.

1:15 PM–2:45 PM Conference Center 101/102

Attorney Program - Down to a Trickle? How California's Water Suppliers are Grappling with Less Supply in Successive Years of Shortage

Hear in-depth discussion with experts of the shortages and legal challenges affecting the Colorado, Sacramento and San Joaquin rivers, which provide water to almost all of the state's cities and farms.

Presenters:

Karen Donovan, Assistant City Attorney, City of Santa Rosa - Water Department

Felicia Marcus, Fellow, Stanford University

Catherine Stites, Chief Deputy General Counsel, Metropolitan Water District of Southern California



This program has been approved by the California State Bar for attorneys to receive 1.50 hours of general MCLE credits. This program also qualifies for 1.50 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

1:15 PM–2:45 PM

Conference Center 104/105

Communications Committee Program - Drought Campaigns That Get Results

With the drought expected to continue into another year, communicating with customers will be key. What works and what doesn't? Hear about communications campaigns that have gotten results and learn what statewide polling suggests should be incorporated into your campaign strategy and messaging.

Moderator:

*April Coady, Director of Public and Governmental Affairs,
Eastern Municipal Water District*

Panelists:

Alexandra Bradley, Communications Specialist, Zone 7 Water Agency

Elise Howard, Communications Coordinator, City of Santa Rosa

*Sarah Macdonald, Director of Strategic Communications,
Western Municipal Water District*

Adam Probolsky, President, Probolsky Research



This program qualifies for 1.50 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

1:15 PM–2:45 PM

Ballroom A

Finance Program - Developer Fees and Water Rates: Restricting, Reserving, Reporting, and Opportunities

California law and industry guidelines provide a clear path to determining how to set developer fees and water rates, and how to account for the revenue. Failure to follow this clear path could get you into trouble with your development community or you may be missing opportunities to keep your water rates as low as possible. Keep your focus on your fiduciary responsibilities to your ratepayers while staying in compliance with laws that protect developers' interests. Don't rely on your auditors to know the what, when, how, and how much regarding developer fees and water rates. This session will give you the background you need to be sure your agency is on the right path.

Presenters:

Audra Dickinson, Director, Fitch Ratings

Tom Scaglione, Managing Director, ATS Financial Services LLC



CPAs may receive continuing education credit by attending this program. To receive this credit you must sign in at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

1:15 PM–2:45 PM

Conference Center 107

Region Issue Forum - Local Innovations in Alternative Water Supplies

Presented by Region 5

As the world's climate patterns continue to shift unpredictably, places where drinking water was once abundant may soon find reservoirs dry and groundwater aquifers depleted. The current drought is also leading to stressed ecosystems, severely depleted reservoirs, hard hit farms and rural communities, and threat to urban water supplies. This panel of experts will discuss and explore viable options, such as recycled water and desalination plants, and how these alternative water supplies can help meet the state's water needs.

Moderator: *Katherine A. Stewart, Director, Vandenberg Village Community Services District*

Presenters:

Edgar Dymally, Senior Environmental Specialist, Metropolitan Water District of Southern California

Piret Harmon, General Manager, Scotts Valley Water District

*Kirsten Struve, Assistant Officer, Water Supply Division Deputy's Office,
Valley Water*

Floyd E. Wicks, Director, Montecito Water District



This program qualifies for 1.50 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

1:15 PM–2:45 PM

Conference Center 106

Water Industry Trends - Groundwater Trading: How Groundwater Markets Can (and Can't) Help Us Achieve Sustainability

As California moves toward full implementation of the Sustainable Groundwater Management Act (SGMA), water markets are expected to play an important role in achieving groundwater sustainability. This expert panel will explore the barriers and opportunities surrounding groundwater trading and the role of the State and local agencies in its application

Moderator: *John Woodling, Chair ACWA Groundwater Committee*

Panelists:

Samantha Arthur, Commissioner, California Water Commission

*Christina Babbitt, Director, Climate Resilient Water Systems,
Environmental Defense Fund*

Valerie Kincaid, Partner, Paris Kincaid Wasiewski LLP

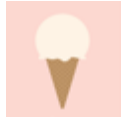


This program qualifies for 1.50 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

Water Industry Trends track sponsored by **SL Environmental Law Group**

3:00 PM–3:30 PM

Exhibit Hall A



Ice Cream Break in the Exhibit Hall

Grab a snack to get through your day (while supplies last).

Ice cream break sponsored by **SCV Water**

3:30 PM–4:30 PM

Conference Center 207

Roundtable Talk: Troubleshooting Your Communications Challenges

NEW! Come participate in small discussions, designed for colleagues to exchange best practices, ideas, and information. (Seating is limited)

Communicating with customers and other stakeholders can be tricky. You're putting information out there, but how do you know if anyone is listening? Why did the strategy that worked well for one campaign not work for the next one? How can my agency better leverage social media? Should my agency hold a press conference? Bring your questions to this roundtable discussion with experts who will offer their best advice for overcoming your agency's communications challenges.

Moderator: *Joel Metzger, General Manager, Utica Water and Power Authority*

3:30 PM–4:30 PM

Conference Center 212/214

Roundtable Talk: Alternative Water Innovations

NEW! Come participate in small discussions, designed for colleagues to exchange best practices, ideas, and information. (Seating is limited)

Understanding the need to shift our water supply towards new, local sources of water and creating a sustainable water system capable of withstanding the challenges of climate change, California water agencies have taken the lead on alternative water innovations. This roundtable talk will serve as an opportunity for water agencies from across the state to share and learn about innovations in alternative water resources.

Moderator: *Katherine Stewart, Director, Vandenberg Village Community Services District*

3:30 PM–4:30 PM

Conference Center 211

Roundtable Talk: Discussion on the Impacts of Wildfire

NEW! Come participate in small discussions, designed for colleagues to exchange best practices, ideas, and information. (Seating is limited)

This discussion will be an opportunity for water agencies across the state to share their experience with the impacts of the 2021 wildfires and the legacy of damage from previous wildfire seasons.

Moderator: *Willie Whittlesey, General Manager, Yuba Water Agency*

3:30 PM–4:30 PM

Conference Center 208

Roundtable Talk: HR's Role in Tomorrow's World of Work

NEW! Come participate in small discussions, designed for colleagues to exchange best practices, ideas, and information. (Seating is limited)

Come join in for this informative and engaging discussion regarding HR's role in making your organization successful tomorrow. We will discuss topics such as hiring and retention, health and safety of staff, rewarding performance, preparing for skills of tomorrow, use of technology, organizational agility, and more. Bring your ideas, questions and successes to discuss and be prepared to share with the group.

Moderator: *Patricia Slaven, Director of Human Resources and Administration, ACWA JPIA*

Program hosted in partnership with **ACWA JPIA**

3:45 PM–5:00 PM

Conference Center 103

Legal Affairs Committee

Business Meeting - Must be registered for ACWA 2021 Fall Conference & Exhibition to attend in person. Please contact staff liaison for virtual participation information.

5:00 PM–6:00 PM

Exhibit Hall A

Outreach Reception in the Exhibit Hall

Enjoy a no-host reception in recognition of the tremendous outreach efforts from ACWA members agencies!

Be sure to visit with exhibitors to receive ACWA Scratchers for a chance to win cash and fun prizes. Any non-winning ACWA Scratcher is your chance to be included in ACWA raffles and the Grand Prize drawing! Make sure you fill out the back of your non-winning ACWA Scratcher and turn it into the raffle drum located at the ACWA Lounge before the prize drawing time. **YOU MUST BE PRESENT TO WIN!** Spouses/guests are not permitted to participate and will be disqualified.

Reception co-sponsored by:
Chandler Asset Management
Dudek
Enersponse

6:00 PM–7:00 PM

Ballroom Lobby

CalDesal Hosted Mixer

Please join CalDesal for a hosted mixer. All ACWA Conference attendees are welcome.

6:00 PM–7:00 PM

Great Maple Restaurant The Paseo
300 E Colorado Blvd.

Jacobs Hosted Reception

Please join Jacobs for a hosted reception. All ACWA Conference attendees are welcome.

6:00 PM–7:00 PM

Conference Center 107

Women in Water Hosted Reception

Please join the Women in Water hosted reception. All ACWA Conference attendees are welcome.

Virtual attendees are also welcome to attend!

[**JOIN THE LIVE VIRTUAL RECEPTION**](#)

7:00 PM–10:00 PM

Ballroom D-H

Dinner & Entertainment

Haim Goldenberg - Real-Life Mentalist Up-close & Personal

Experience an evening full of amazement, wonder and laughter. Learn how mind reading really happens, telekinesis, telepathy and much more, all in a fun and inviting atmosphere with this live entertainer and star of TV's GoldMind.

*Dinner service ends at 8:00 PM *Dinner ticket required
Entertainment: 8:30 PM -10:00 PM No entry after 8:30 PM*

Dinner & Entertainment sponsored by **MWH Constructors, Inc.**

7:30 AM–2:00 PM

Exhibit Hall Lobby

ACWA Registration

ACWA Attendee & Exhibitor Registration - *We will not be able to accept any onsite registrations at the Pasadena Convention Center. Only substitutions will be available onsite.*

7:45 AM–9:15 AM

Business Meetings

Region 1	Conference Center 212/214
Region 2	Conference Center 208
Region 3	Conference Center 207
Region 4	Conference Center 104/105
Region 5	Conference Center 107
Region 6/7	Conference Center 106
Region 8	Ballroom BC
Region 9	Ballroom A
Region 10	Conference Center 101/102

8:00 AM–9:15 AM

Exhibit Hall A

Continental Breakfast in the Exhibit Hall

Grab a cup of coffee and a bite and see what is new in the water industry.

Ticket required for continental breakfast.

8:00 AM–12:00 PM

Exhibit Hall A

Connect in the Exhibit Hall

Exhibit Hall closes at noon today. Don't miss your chance to visit with vendors from around the United States whose products and services may offer you just the right solutions.

8:30 AM–10:45 AM

Conference Center 211

Ethics Training - Conduct and Ethics Training for Water Agency Officials: A Primer on AB1234

A Primer on AB1234. *Seating is limited.*

Presenters:

Austin Cho, Attorney, Downey Brand LLP

Holly Tokar, Attorney, Downey Brand LLP



By attending this course, attendees will have met all the state-mandated requirements of AB 1234. To receive this credit you must sign in on the ACWA sign-in sheet. Anyone arriving more than 10 minutes after the session begins will NOT be admitted.

9:30 AM–11:00 AM

Conference Center 101/102

Attorney Program - Key Appellate Court Decisions in 2020-2021 and What They Mean for Your Agency

In the past year, numerous appellate court decisions have had implications for public agencies throughout California. To coincide with the fall release of ACWA's Summary of Appellate Cases publication, this program will review some of the most notable cases and how agencies are responding.

Presenters:

Adam Hofmann, Partner, Hanson Bridgett

John Kinsey, Shareholder, Wanger Jones Helsley PC

Brett Stroud, Attorney, Young Wooldridge LLP



This program has been approved by the California State Bar for attorneys to receive 1.50 hours of general MCLE credits. To receive this credit you must sign in at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

9:30 AM–11:00 AM

Conference Center 104/105

Federal Issues Forum

Despite continued "unprecedented times," the federal government is continuing its work in many ways. Hear from Washington's decision makers on the latest efforts on infrastructure, water supply conditions, climate change, and regulatory shifts.

(This is a live broadcast of a pre-recorded program.)

Moderator:

David Reynolds, Director of Federal Relations, Association of California Water Agencies

Panelists:

Camille Calimlim Touton, Deputy Commissioner, U.S. Bureau of Reclamation

Ernest A. Conant, Regional Director, U.S. Bureau of Reclamation

Stacy Wade, Deputy Regional Director, U.S. Bureau of Reclamation, Lower Colorado Region

9:30 AM–11:00 AM

Ballroom A

Finance Program - Here We Go Again: When Does Voluntary Become Mandatory

The historic drought of 2012-2016 had a lasting impact on the state, water agencies, the environment, and the overall way of life in California. Hear from northern and southern California water agencies and how they addressed the previous drought financially and what they are doing related to their unique situation under these new drought mandates.

Moderator:

Greg Thomas, General Manager, Elsinore Valley MWD

Panelists:

Aaron Baker, Chief Operating Officer - Water Utility, Valley Water

Kevin Mascaro, Director of Finance, Western Municipal Water District



CPAs may receive continuing education credit by attending this program. To receive this credit you must sign in at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

9:30 AM-11:00 AM

Conference Center 107

Region Issue Forum - NASA & Water 2021: A Space Odyssey**Presented by Region 9**

NASA is innovating new technologies to support critical water management decisions. Learn how NASA's Jet Propulsion Laboratory is using satellite technology. What can this do for urban and agricultural agencies?

Presenters:

Mark Davidson, Private Sector Engagement Lead, NASA Western Water Applications Office

Robert Grantham, General Manager, Rancho California Water District

Craig Miller, General Manager, Western Municipal Water District

Kathy Tiegs, ACWA Past President



This program qualifies for 1.50 hours of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

9:30 AM-11:00 AM

Ballroom BC

Statewide Issue Forum - Perspectives on Multibenefit Land Repurposing

California's 2021 Budget allocated funds to the Department of Conservation to implement the Multibenefit Land Repurposing Program for groundwater sustainability projects. This program will explore potential collaboration on its implementation.

Moderator:

Cindy Tuck, Deputy Executive Director, Governmental Relations, Association of California Water Agencies

Panelists:

Bill Diedrich, Chair, ACWA Agriculture Committee

David Shabazian, Director, California Department of Conservation

Ann Hayden, Senior Director, Climate Resilient Water Systems, People & Nature Program, Environmental Defense Fund



This program qualifies for 1.50 hours of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

Session sponsored by **Irvine Ranch Water District**

9:30 AM-11:00 AM

Conference Center 106

Water Industry Trends Program - Cost of Water Quality: Then and Now

Come to a discussion regaling a history of water quality regulations in California and a look at the latest conversations surrounding affordability and economic feasibility in Maximum Contaminant Level regulations and others. This distinguished panel brings a wealth of knowledge on water quality regulations over the past few decades. We are thrilled to have their perspectives on where we have come from with water quality regulations, and where we go from here to make water quality rules that make sense and achieve the public health goals of our communities and California more broadly.

Moderator:

Edgar Dymally, Senior Environmental Specialist, Metropolitan Water District of Southern California

Presenters:

John Morris, Board Member, Metropolitan Water District of Southern California

Darrin Polhemus, Deputy Director, California State Water Resources Control Board, Division of Drinking Water

Leticia Vasquez, Board of Directors, Central Basin Municipal Water District



This program qualifies for 1.50 hours of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

Water Industry Trends track sponsored by **SL Environmental Law Group**

11:15 AM-11:45 AM

Exhibit Hall A

Prize Drawings in the Exhibit Hall

See if your ACWA Scratcher is a winner of the GRAND PRIZE! Visit with exhibitors to receive ACWA Scratchers to win cash and fun prizes. Any non-winning ACWA Scratcher is your chance to win the Grand Prize! Make sure you fill out the back of your non-winning ACWA Scratcher and turn into the raffle drum located at the ACWA Lounge by Thursday at 11:30 AM.

YOU MUST BE PRESENT TO WIN! *Spouses/guests are not permitted to participate and will be disqualified.*

12:00 PM-2:00 PM

Ballroom D-H

General Session Luncheon

Welcome

Steve LaMar, ACWA President

Presentation of 2021 Sponsorship Awards

Presentation of 2021 Outreach Awards

Passing of the Gavel

Keynote Presentation

State Water Resources Control Board Vice Chair Dorene D'Adamo will speak to ACWA's membership about water issues affecting agricultural and urban water agencies and the State of California. Vice Chair D'Adamo brings decades of experience in water policy and environmental protection issues to the State Water Board.

Keynote Speaker:

Dorene D'Adamo, Vice Chair, State Water Resources Control Board

Luncheon co-sponsored by **Eastern Municipal Water District**

Ticket required for lunch. No luncheon service after 12:15 PM.

2021 OUTREACH AWARD WINNERS

Winner of the Overall Outreach Award will be announced at the Thursday luncheon.

REGION 1

Hidden Valley Lake
Community Services
District

REGION 2

City of Shasta Lake

REGION 3

City of Roseville

REGION 4

San Juan
Water District

REGION 5

Scotts Valley Water
District



GRASSROOTS SUPPORT TO ACHIEVE RESULTS

REGION 6

Corcoran Irrigation
District

REGION 7

Indian Wells Valley
Water District

REGION 8

Three Valleys
Municipal Water
District

REGION 9

Cucamonga Valley
Water District

REGION 10

Valley Center
Municipal Water
District

2:15 PM–3:15 PM

Conference Center 101/102

Attorney Program - SWRCB: Update on the Administrative Hearings Office

The Administrative Hearings Office (AHO) was created in 2019 as an independent unit of the State Water Resources Control Board to conduct neutral, fair, and efficient hearings on water rights. The AHO has made significant progress over the past year to address water rights applications that have lingered for years. This program will discuss these efforts and the AHO's plan for 2022.

Moderator:

Shawnda M. Grady, Partner, Ellison, Schneider, Harris, & Donlan, LLP

Panelists:

Dana Heinrich, Attorney IV, State Water Resources Control Board

Nicole Kuenzi, Hearing Officer, Office of Chief Counsel, State Water Resources Control Board



This program has been approved by the California State Bar for attorneys to receive 1.0 hours of general MCLE credits. This program also qualifies for 1.0 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

2:15 PM–3:15 PM

Conference Center 211

Exhibitor Demo by MUELLER - SENTRYX Water Management Software Solution

This presentation will cover an integrated Water Management Solution Software Platform (SENTRYX) and associated integrated water products from Mueller Water Products for water distribution systems that includes: AMI/AMR Water Meter Data, Remote Pressure Management Data, Distribution Leak Distribution Leak Monitoring, Valve Actuation, Remote Water Quality and Temperature Sensors. Bringing IoT/ Smart Water to market

2:15 PM–3:15 PM

Conference Center 212

Exhibitor Demo by Nobel Systems, Inc. - Field Apps for Optimized Efficiency

Learn how Nobel's GeoViewer software simplifies operational workflows like Field Inspections, Work Orders, and DigAlert in real-time. See how Nobel's field management apps help you leverage your existing data, establish a baseline for asset performance and forecasting, and bridges the gap between your physical and digital world.

2:15 PM–3:15 PM

Conference Center 104/105

NEW! GM Forum: Planning for a Sustainable Future Workforce

ACWA's new GM Forum is designed to provide a forum for agency managers and others to discuss important issues agencies are facing day-to-day and to help advance the water industry on all fronts.

For the first GM Forum, please join us as we discuss the future of California water's workforce. We will explore what it means to have five generations currently in the workforce and hear from agencies and organizations that are finding creative pathways to educate and prepare the next generation and beyond.

This session is open to all attendees.

Moderator:

Tiffany Giammona, Senior Director, Operations and Member Engagement, Association of California Water Agencies

Panelists:

Alexandra Biering, Government Affairs and Communications Manager, Friant Water Authority and California Water Forward

John Mura, General Manager, East Valley Water District

Gretchen Spaniol, Special Projects Manager, San Diego County Water Authority

2:15 PM–3:15 PM

Ballroom BC

Special Forum - A Conversation with Two Water Leaders

This Special Forum will be a moderated discussion with State Water Resources Control Board Chair E. Joaquin Esquivel and Ellen Hanak of the Public Policy Institute of California. A Conversation with Two Water Leaders will cover a variety of current pressing water issues such as the drought and water supply, water use efficiency, COVID-19 arrearages, safe drinking water, and SGMA implementation.

Moderator:

Cindy Tuck, Deputy Executive Director of Government Relations, Association of California Water Agencies

Panelists:

E. Joaquin Esquivel, Chair, State Water Resources Control Board

Ellen Hanak, Vice President and Director of Water Policy Center and Senior Fellow, Public Policy Institute of California

2:15 PM–3:15 PM

Conference Center 106

Water Industry Trends - Security in the Modern Age: The Role of Cybersecurity in Our Water Systems

The federal government has deemed cybersecurity a top threat to the nation's infrastructure, including the water sector. A recent escalation of cybersecurity attacks have shown how vulnerable this infrastructure is to security breaches. Hear from our speakers on how water systems can be prepared for cybersecurity threats and upcoming initiatives on this issue.

(This is a live broadcast of a pre-recorded program.)

Moderator:

*Madeline Voitier, Federal Relations Representative,
Association of California Water Agencies*

Panelists:

*Michael Arceneaux, Managing Director, Water Information Sharing
and Analysis Center (WaterISAC)*

*Judith Germano, Distinguished Fellow and Professor,
NYU Center for Cybersecurity; Adjunct Professor of Law,
NYU School of Law; Founding Member, GermanoLaw LLC*

*Mark Northrup, Chief Information Technology Officer,
Los Angeles Department of Water and Power (LADWP)*



This program qualifies for 1.0 hour of drinking water credit approved by the State Water Resources Control Board. To receive this credit you must sign in and sign out at this program on the ACWA sign-in sheet. Virtual attendees' participation will be electronically captured.

Water Industry Trends track sponsored by **SL Environmental Law Group**

3:30 PM–4:30 PM

Ballroom D-H

Closing Reception

Come join your colleagues as we wrap-up ACWA's 2021 Fall Conference & Exhibition! Celebrate the resiliency of the California water community!



Memo

Date: December 14, 2021

To: Board of Directors

From: Mel Matthews

Subject: Discussion on the format for meeting minutes

Recommended Action: Board to discuss the options and give direction to staff for preparing future minutes

Background

The Board has discussed the preparation and presentation of the meeting minutes many times over the years. Some Boards have preferred detailed or verbatim minutes while other Boards including the current Board have preferred summary minutes to only document the action items as required by current regulations. The minutes, regardless of the format, are presented as a draft at the following meeting to allow Directors the opportunity to make corrections or suggest additions so that the minutes accurately document the proceedings. The approved minutes including any revisions are then posted on the website and become the official documentation of the Board meetings and are public records. The range of detail in the minutes from a summary to a transcription determines the amount of time required by the Board Clerk to prepare the draft. The audio recordings are kept for 90 days to assist in the preparation of the minutes and then deleted. The audio recordings are also available to the Directors for review prior to their deletion but are not considered to be public records.

Options

The current summary format takes the Board Clerk about three to four hours to prepare depending on the length of the meeting. This includes listening to the recording, reviewing notes taken at the meeting and preparing the draft. The recent minutes are typically one to two pages in length. The detailed minutes as prepared in the past are about five to six pages in length and take about two additional hours to prepare. Because there is more content in the detailed minutes, there is typically more discussion at the Board meetings and more staff time is required to make the revisions after the meeting.

(Continued on next page)

The Board requested at the November 16, 2021 meeting that I investigate the cost of transcription services to see if it is a practical and cost-effective solution to provide more information for future research.

The first category of these services is a conversion of the audio recording to text by a skilled person to produce an editable Word document with a claimed accuracy of 99 percent. The cost is \$1.25 per minute which is \$150 for a two-hour meeting.

The second category is an automated process using artificial intelligence (AI) to produce text from the audio recording. This is either accomplished using an online service or using desktop software. The cost for the online service is typically \$13 per month. The cost of the desktop software ranges from free to \$200. I did a trial of several online services and inexpensive software and determined that it would take a lot of editing to produce an acceptable final draft. The more expensive desktop software would probably produce better results, but I had no way of testing it on a trial basis.

Summary and Conclusion

The staff recommends continuing with the current summary format and providing a first draft as soon as possible to the Directors for review via email. Directors can then request more detail on any agenda item and submit suggested additional or replacement text. Any changes need to be based on the actual discussion as recorded in the audio file which will be available upon request. The Board Clerk would then prepare a second draft to be presented at the next meeting for discussion and approval.

The staff does not recommend preparing a transcript or keeping the audio file beyond 90 days. If this procedure were followed, the transcript and/or audio file would become a public record subject to the Public Records Act. Considering the off-agenda discussion at some meetings and the side conversations, this procedure could become a liability to the KID and the Directors in the future. If either or both procedures are adopted, I would recommend that the meetings be conducted in a much more formal format such as followed in court proceedings.