



BOARD OF COMMISSIONERS MEETING AGENDA

Rowland Water District
3021 S. Fullerton Road
Rowland Heights, CA 91748

Thursday, June 2, 2022
To begin at 7:00 A.M.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at <https://puentebasin.com/board-packets/> or during regular business hours at the Walnut Valley Water District office, located at 271 S. Brea Canyon Road, Walnut, California

- I. Welcome and Introductions Chairman Lima
- II. Flag Salute
- III. Roll Call Commissioner Lewis _____ Commissioner Lee _____
 Commissioner Lima _____ Commissioner Tang _____
- IV. Public Comment
The Chair may impose reasonable limitations on public comments to assure an orderly and timely meeting.
- V. Audit Communication Mr. Byerrum
 - a. Discussion
 - b. Action Taken
- VI. [Approval of Minutes for April 7, 2022 \(attachment\)](#) Chairman Lima
 - a. Discussion
 - b. Action Taken
- VII. [Review of Financial Statements: Third Quarter FY 21-22 \(attachment\)](#) Mr. Byerrum
 - a. Discussion
 - b. Action Taken
- VIII. [Discussion and Approval of the Amended FY 2022-23 Budget \(attachment\)](#) Mr. Byerrum
 - a. Discussion
 - b. Action Taken
- IX. [Puente Narrows Underflow-Fiscal Year 2021-22 \(attachment\)](#) Mr. Hitchman
 - a. Discussion
 - b. Action Taken

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|--------|---|------------------------------|
| X. | Solve the Water Crisis Coalition Membership (attachment)
a. Discussion
b. Action Taken | Mr. Hitchman |
| XI. | Consider Adoption of Resolution No. 06-22-025
Establishing Records Retention Policy (attachment)
a. Discussion
b. Action Taken | Mr. Hitchman |
| XII. | Regional Water Supply Reliability Program Updates/Status:

(1) Groundwater Management Plan for the Puente Basin

(2) California Domestic Water Company

(3) Pomona Basin Regional Groundwater Project
a. Six Basins Groundwater Project Update
b. Proposition 84

(4) Proposition 1 Integrated Regional Water Management Grant
a. LA Solutions for Engineering Solutions, LLC (LASER): Seventh Addendum to Professional Services Agreement for Strategic Consulting Services (attachment)
i. Discussion
ii. Action Taken | Mr. Coleman/
Mr. Hitchman |
| XIII. | Commission Follow-Up (attachment)
a. Discussion
b. Action Taken | Mr. Hitchman |
| XIV. | Commissioner Comments
a. Discussion
b. Action Taken | |
| XV. | Items for Future Discussion/Review
a. Discussion
b. Action Taken | Chair Lima |
| XVI. | Attorney's Report
a. Legal Counsel will report on matters of interest or having an effect on the Agency | |
| XVII. | Public Comment on Closed Session | Chair Lima |
| XVIII. | Closed Session
(1) CONFERENCE WITH REAL PROPERTY NEGOTIATOR [§54956.8]
Property: Acquisition and/or Lease of Central Basin Water Rights
Negotiators: Tom Coleman, Erik Hitchman
Negotiating Parties: Various Water Rights Holders
Under Negotiations: Price and Payment Term | |
| XIX. | Reconvene in Open Session
Report of action, if any, taken in Closed Session | |
| | Adjournment
Next Commission Meeting: Thursday, August 4, 2022, 7:00 a.m. | |

**MINUTES OF MEETING
OF THE BOARD OF COMMISSIONERS OF
PUENTE BASIN WATER AGENCY**

April 7, 2022

Walnut Valley Water District hosted the Webex Teleconference Meeting

COMMISSIONERS PRESENT:

Theresa Lee, Commissioner
Anthony Lima, Commissioner
Robert Lewis, Commissioner
Jerry Tang, Commissioner

STAFF PRESENT:

Erik Hitchman, Administrative Officer
Tom Coleman, Assistant Administrative Officer
Josh Byerrum, Treasurer
Myra Malner, Assistant Treasurer
Jim Ciampa, Legal Counsel
Carmen Fleming, Secretary

Staff, guests and others in attendance: Ms. Gabriela Sanchez, Mr. Robert Leamy, and Mr. Dusty Moisio, Rowland Water District; and Ms. Sherry Shaw, Mr. Tom Monk, Mr. Jared Macias, and Mr. Tai Diep; Walnut Valley Water District.

The Webex teleconference meeting was called to order at 7:00 a.m. with Chair Lima presiding.

Item IV: Public Comment

None.

Item V: Consider Adoption of Subsequent Resolution No. 04-22-024 – Authorizing Remote Teleconference Meetings for the Period of April 7, 2022 to May 6, 2022

Upon consideration thereof, it was moved by Commissioner Lewis, seconded by Commissioner Tang, and carried (4-0) to adopt Resolution No. 04-22-024 authorizing teleconference meetings for the period of April 7, 2022 to May 6, 2022. A roll call vote was then taken:

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Lima indicated that the motion was approved by a 4-0 roll call vote

Item VI: Approval of Minutes for February 3, 2022

Upon consideration thereof, it was moved by Commissioner Lee, seconded by Commissioner Lewis, and carried (4-0) to approve the minutes of the Commission meetings held February 3, 2022. A roll call vote was then taken:

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Lima indicated that the motion was approved by a 4-0 roll call vote

Item VII: Discussion and Approval of the FY 2022-23 Budget

- ◆ Mr. Byerrum presented the proposed PBWA Fiscal Year 2022-23 Budget. He highlighted various elements of the budget.
- ◆ Staff then requested that the Commission consider approval of the Proposed FY 2022-23 Budget and indicated that the budget would be presented to the Member Agencies' Boards of Directors for approval as well.
- ◆ Commissioners inquired about future revisions to the proposed budget regarding potential adjustments for an upcoming project.

Upon consideration thereof, it was moved by Commissioner Lewis, seconded by Commissioner Lee, to approve, receive and file the PBWA Budget for Fiscal Year 2022-23, and to present that proposed Budget to the Rowland Water District and Walnut Valley Water District Boards for approval. A roll call vote was then taken:

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Lima indicated that the motion was approved by a 4-0 roll call vote

Item VIII: Regional Water Supply Reliability Program Updates/Status:

(1) Consider Award of Contract for Groundwater Management Plan for the Puente Basin

- ◆ The Commission was informed of the development of the project. Staff explained that an agreement for the development of a Groundwater Management Plan for the Puente Basin (Phase 1) project is the first of three phases. Additional phases will be developed and brought back to the Commission at a future date. Staff requested the Commission approve that the Administrative Officer execute an agreement with West Yost.
- ◆ The costs for the work (\$192,212 for the current agreement) will be split evenly between the City of Industry, Rowland Water District and Walnut Valley Water District. Staff will prepare a cost sharing agreement between the Agency and City of Industry.

Upon consideration thereof, it was moved by Commissioner Tang, seconded by Commissioner Lewis, and carried (4-0) to approve and authorize the Administrative Officer to execute an agreement for the development of the Groundwater Management Plan for Puente Basin (Phase 1) with West Yost at the cost of \$192,212. A roll call vote was then taken:

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Lima indicated that the motion was approved by a 4-0 roll call vote

(2) California Domestic Water Company

- ◆ Mr. Coleman reported that the project is currently offline due to the demands for supply by Cal. Domestic's shareholders.

(3) Pomona Basin Regional Groundwater Project

- a. ***Six Basins Groundwater Project Update:*** Ms. Shaw reported that the Durward Well replacement project was in the process of receiving the necessary permits needed, in anticipation of possible drilling in May 2022.

- b. *Proposition 84:* Mr. Hitchman reported that the latest project quarterly report was being prepared for May submittal.
- c. *Proposition 1 Integrated Regional Water Management Grant:* Mr. Hitchman reported that staff receives regular updates from Wendy La, of LASER, Inc. She is currently tracking the progress of grant-funded projects.

Item IX: Commission Follow-Up

- ♦ The Commission received a follow-up report on prior actions.

Item X: Commissioner Comments

None.

Item XI: Items for Future Discussion/Review

None.

Item XII: Attorney's Report

- ♦ Mr. Ciampa continues to monitor legislation and will update staff and the Commission on any significant developments.

Item XIII: Public Comment on Closed Session

- ♦ There were no requests to comment on closed session.

Item XIV: Closed Session

- ♦ No closed session was held.

Adjournment at 7:47 a.m.

Upon consideration thereof, it was moved by Commissioner Lewis seconded by Commissioner Lee, and unanimously carried (4-0), to adjourn the Commission meeting. The next Commission meeting to be held June 2, 2022.

Puente Basin Water Agency

FY 2021-22 Operating Results By Quarter

		9/30/2021	12/31/2021	3/31/2022	TOTAL	Budget
1	Income					
2	Administrative Assessment	\$ 54,527	\$ 48,115	\$ 45,107	\$ 147,749	\$ 283,375
3	Water Sales - Project	62,223	319,767	189,497	571,487	2,777,120
4	Water Sales - TVMWD	6,235,111	3,249,905	4,686,422	14,171,439	11,536,290
5	Project Maintenance Reserve	-	1,819	1,153	2,972	18,750
6	Used of Stored/Leased Water	-	191,770	141,139	332,909	2,131,800
7	Total Income	6,351,861	3,811,377	5,063,318	15,226,556	16,747,335
8	Expense					
9	Source of Supply					
10	Purchased Water - TVMWD	6,069,705	3,086,560	4,498,506	13,654,772	10,832,730
11	Purchased Water - CDWC	-	143,558	91,031	234,589	1,465,280
12	Purchased Water - Stored Water	-	191,770	141,139	332,909	2,131,800
13	Assessments - MSGBWM	-	72,778	46,118	118,896	750,000
14	Total Source of Supply	6,069,705	3,494,666	4,776,794	14,341,165	15,179,810
15	Fixed Charges					
16	TVMWD Equivalent Small Meters	17,309	17,309	18,912	53,530	72,070
17	TVMWD Water Use Charge	17,745	17,745	16,817	52,307	68,790
18	TVMWD Connected Capacity	16,621	16,621	18,263	51,505	69,410
19	MWD Capacity Reservation Charge	111,671	111,671	133,924	357,266	491,190
20	CDWC Ready To Serve	2,026	2,026	2,026	6,079	7,440
21	Total Fixed Charges	165,372	165,372	189,942	520,686	708,900
22	Other Costs					
23	Energy - Pumping and Treatment	2,592	29,249	33,368	65,209	333,750
24	Materials & Supplies - Chemical	-	7,672	3,982	11,654	56,250
25	Materials & Supplies - Others	102	153	163	418	19,600
26	Other Costs (RWD Labor etc.)	5,178	11,286	12,088	28,552	38,700
27	Baldy Lease Agreement	53,045	53,045	-	106,090	106,100
28	Permits & Fees	-	-	-	-	2,100
29	Total Other Costs	60,917	101,405	49,602	211,923	556,500
30	Administrative & General					
31	Legal	1,658	780	875	3,313	100,000
32	Engineering	-	600	-	600	5,000
33	Professional Services- Other	34,600	30,000	31,500	96,100	125,000
34	Insurance - Property & Liability	2,440	2,139	-	4,579	5,000
35	Accounting	630	4,751	1,100	6,481	8,375
36	Administrative Expenses - Other	14,479	9,845	12,353	36,677	40,000
37	Total Administrative & General	53,806	48,115	45,828	147,749	283,375
38	Total Expense	6,349,801	3,809,558	5,062,166	15,221,524	16,728,585
39	Other Income/Expense					
40	Stored Water Transfer\Purchase	-	-	-	-	-
41	Leased Water Income	62,500	-	-	62,500	62,500
42	LAIF Interest	928	693	655	2,277	6,000
43	Grant Revenue	-	-	-	-	-
44	Other Income	-	-	-	-	-
45	Stored Water Expense	-	-	-	-	-
46	Net Other Income	63,428	693	655	64,777	68,500
47	Net Income (Loss) Before Transfers	65,488	2,512	1,808	69,809	87,250
48	Transfer In: Maint. Reserve Funds Used	-	-	-	-	-
49	Transfer Out: Maint. Reserve Funds Collected	-	(1,819)	(1,153)	(2,972)	(18,750)
50	Net Income (Loss) After Transfers	\$ 65,488	\$ 693	\$ 655	\$ 66,837	\$ 68,500

	PBWA Maintenance Reserve	9/30/2021	12/31/2021	3/31/2022	Year to Date	Budget
51	Beginning Balance	\$ 146,157	\$ 146,157	\$ 147,976	\$ 146,157	\$ 146,157
52	Transfers In	-	1,819	1,153	2,972	18,750
53	Transfers Out	-	-	-	-	-
54	Ending Balance March 31, 2021	\$ 146,157	\$ 147,976	\$ 149,129	\$ 149,129	\$ 164,907

Puente Basin Water Agency

FY 2021-22 Operating Results By Quarter

Capital Projects		9/30/2021	12/31/2021	3/31/2022	Year to Date	Life to Date
55	Revenues					
56	Member Assessment - RWD	\$ 2,273	\$ 25,460	\$ 2,932	\$ 30,665	\$ 3,180,114
57	Member Assessment - WVWD	2,273	25,460	2,932	30,665	\$ 3,180,114
58	Grant Proceeds Use	61,816	223,257	50,840	335,913	\$ 1,378,931
59	Total Revenues	66,363	274,177	56,704	397,244	\$ 7,739,160
60	Expenses					
61	Pathfinder	4,547	50,920	5,864	61,331	\$ 3,047,732
62	Pomona Basin	61,816	223,257	50,840	335,913	\$ 6,269,420
63	Total Expenses	\$ 66,363	\$ 274,177	\$ 56,704	397,244	\$ 9,317,152

PBWA Stored Water		9/30/2021	12/31/2021	3/31/2022	Year to Date
64	Stored Water (\$\$):				
65	Beginning Balance	\$ 12,980,026	\$ 12,980,026	\$ 12,788,255	\$ 12,980,026
66	Add: Transferred Water	-	-	-	-
67	Less: Water Produced	-	(191,770)	(141,139)	(332,909)
68	Ending Balance	\$ 12,980,026	\$ 12,788,255	\$ 12,647,117	\$ 12,647,116
69	Stored Water (AF):				
70	Beginning Balance	21,661	21,661	21,297	21,661
71	Add: Transferred Water	-	-	-	-
72	Less: Water Produced	-	(364)	(231)	(594)
73	Ending Balance	21,661	21,297	21,066	21,066

**PUENTE BASIN WATER AGENCY
STATEMENT OF CASH FLOWS
FY 2021-22**

		BEGINNING BALANCE JULY 1, 2021		\$ 1,583,485.34
<u>Deposits:</u>				
		Rowland	3,771,802.88	
		WVWD	12,214,290.76	
		Palmdale Water District	13,333.28	
		Valley County Water District	9,000.00	
		Montebello Land & Water Company	62,500.00	
		LAIF-Interest	2,276.65	
		Subtotal Deposits		16,073,203.57
		Total Deposits		17,656,688.91
<u>Disbursements</u>				
<u>Date</u>	<u>Check #</u>	<u>Payee</u>		
07/16/21	EFT	TVMWD	(2,089,103.33)	
07/15/21	EFT	Bank of America	(1,856.07)	
08/16/21	EFT	TVMWD	(2,574,738.73)	
09/17/21	EFT	TVMWD	(2,337,274.13)	
07/01/21	1682	City of La Verne	(53,045.00)	
07/01/21	1683	Reeb Government Relations, LLC	(6,000.00)	
07/01/21	1684	Water Replenishment District of Southern	(482.50)	
07/27/21	1685	ACWA/JPIA	(2,439.67)	
07/27/21	1686	City of La Verne	(83.35)	
07/27/21	1687	Civiltec Engineering	(10,823.75)	
07/27/21	1688	Doty Bros. Equipment	(3,338.38)	
07/27/21	1689	LASER LLC	(2,300.00)	
07/27/21	1690	Rowland Water District	(11,688.70)	
07/27/21	1691	Woodard & Curran - RMC	(1,631.00)	
08/17/21	1692	City of La Verne	-	
08/17/21	1693	Fedak & Brown	(630.00)	
08/17/21	1694	Lagerlof, LLP	(520.00)	
08/17/21	1695	LASER LLC	(3,300.00)	
08/17/21	1696	Reeb Government Relations, LLC	(12,000.00)	
08/17/21	1697	Rowland Water District	(337.72)	
08/17/21	1698	Walnut Valley Water District	(12,262.61)	
08/17/21	1699	City of La Verne	(98.65)	
09/07/21	1700	Civiltec Engineering	(740.00)	
09/07/21	1701	Lagerlof, LLP	(260.00)	
09/07/21	1702	Rowland Water District	(3,431.79)	
09/07/21	1703	San Gabriel Valley Watermaster	-	

**PUENTE BASIN WATER AGENCY
STATEMENT OF CASH FLOWS
FY 2021-22**

09/16/21	1704	San Gabriel Valley Watermaster	(220,976.00)	
09/23/21	1705	City of La Verne	(51.00)	
09/23/21	1706	Civiltec Engineering	(2,720.00)	
09/23/21	1707	Doty Bros. Equipment	(27,747.67)	
09/23/21	1708	Lagerlof, LLP	(747.50)	
09/23/21	1709	LASER LLC	(2,100.00)	
09/23/21	1710	Reeb Government Relations, LLC	(6,000.00)	
09/23/21	1711	Rowland Water District	(2,418.23)	
09/23/21	1712	Woodard & Curran - RMC	(13,082.50)	
10/20/21	EFT	TVMWD	(2,354,061.13)	
10/15/21	EFT	Bank of America	(1,843.24)	
11/17/21	EFT	TVMWD	(1,543,775.73)	
12/16/21	EFT	TVMWD	(1,204,932.93)	
10/07/21	1713	ACWA	(3,325.00)	
10/07/21	1714	City of La Verne	(51.00)	
10/07/21	1715	Lagerlof, LLP	(357.50)	
10/07/21	1716	SoCal SCADA Solutions	(7,120.00)	
10/22/21	1717	ACWA/JPIA	(2,139.00)	
10/22/21	1718	Brkich Construction Corp.	(13,829.79)	
10/22/21	1719	Civiltec Engineering	(7,078.00)	
10/22/21	1720	Kear Groundwater	(700.00)	
10/22/21	1721	LASER LLC	(5,200.00)	
10/22/21	1722	Reeb Government Relations, LLC	(6,000.00)	
10/22/21	1723	Rowland Water District	(2,449.75)	
10/22/21	1724	Walnut Valley Water District	(4,137.40)	
11/16/21	1725	City of La Verne	(51.00)	
11/16/21	1726	Civiltec Engineering	(3,293.75)	
11/16/21	1727	Doty Bros. Equipment	(31,281.25)	
11/16/21	1728	Fedak & Brown	(3,125.00)	
11/16/21	1729	Lagerlof, LLP	(552.50)	
11/16/21	1730	LASER LLC	(2,800.00)	
11/16/21	1731	Reeb Government Relations, LLC	(6,000.00)	
11/16/21	1732	Rowland Water District	(6,585.67)	
11/16/21	1733	Woodard & Curran - RMC	(11,816.25)	
12/06/21	1734	City of La Verne	(51.00)	
12/06/21	1735	Fedak & Brown	(795.00)	
12/06/21	1736	Kear Groundwater	(840.00)	
12/06/21	1737	LASER LLC	(3,600.00)	
12/06/21	1738	Rowland Water District	(36,283.71)	
12/22/21	1739	Kear Groundwater	(1,120.00)	

**PUENTE BASIN WATER AGENCY
STATEMENT OF CASH FLOWS
FY 2021-22**

12/22/21	1740	Lagerlof, LLP	(292.50)	
12/22/21	1741	Reeb Government Relations, LLC	(6,000.00)	
12/22/21	1742	Rowland Water District	(11,603.07)	
01/20/22	EFT	TVMWD	(1,261,362.53)	
01/18/22	EFT	Bank of America	(1,863.73)	
02/18/22	EFT	TVMWD	(783,609.79)	
03/17/22	EFT	TVMWD	(1,178,945.31)	
03/15/22	EFT	Bank of America	(1,858.76)	
01/14/22	1743	Brkich Construction Corp.	(188,054.14)	
01/14/22	1744	City of La Verne	(53,045.00)	
01/14/22	1745	Civiltec Engineering	(7,472.50)	
01/14/22	1746	Fedak & Brown	(831.00)	
01/14/22	1747	Lagerlof, LLP	(227.50)	
01/14/22	1748	LASER LLC	(5,600.00)	
01/14/22	1749	Rowland Water District	(32,567.80)	
02/09/22	1750-1756	VOID	-	
02/09/22	1757	City of La Verne	(109.84)	
02/09/22	1758	Civiltec Engineering	(8,147.50)	
02/09/22	1759	Fedak & Brown	(600.00)	
02/09/22	1760	LASER LLC	(4,800.00)	
02/09/22	1761	Reeb Government Relations, LLC	(6,000.00)	
02/09/22	1762	Rowland Water District	(47,300.31)	
02/09/22	1763	Walnut Valley Water District	(12,786.90)	
03/08/22	1764	Civiltec Engineering	(5,770.00)	
03/08/22	1765	Lagerlof, LLP	(525.00)	
03/08/22	1766	Reeb Government Relations, LLC	(6,000.00)	
03/08/22	1767	Rowland Water District	(24,948.79)	
03/28/22	1768	City of La Verne	(53.55)	
03/28/22	1769	Fedak & Brown	(500.00)	
03/28/22	1770	Lagerlof, LLP	(210.00)	
03/28/22	1771	Reeb Government Relations, LLC	(6,000.00)	
03/28/22	1772	Rowland Water District	(12,531.40)	
03/29/22	1773	City of La Verne	(51.00)	
		Total Disbursements		(16,339,091.80)
		ENDING BALANCE MARCH 31, 2022		\$ 1,317,597.11
		LAIF		\$ 689,232.41
		Checking		\$ 628,364.70
		Total Cash Balance		\$ 1,317,597.11



June 2, 2022

TO: Board of Commissioners
FROM: Josh Byerrum, Treasurer
RE: Discussion and Approval of the Amended FY 2022-23 Budget

Recommendation:

That the Commissioners approve the amended PBWA FY 2022-2023 Operating Budget.

Background:

As you are all aware, the PBWA continues an active role in finding, promoting, and developing a variety of water resource projects that will benefit our customers. After the adoption of the budget, we contemplated two projects that have a material effect over the previously FY 2022-23 budget. Below are explanations for the amendment:

1. Development of a groundwater management plan to determine the safe yields of the Puente Basin in the amount of \$192,212. One-third of this cost will be reimbursed by the City of Industry.
2. Obtain membership with the Solve the Water Crisis Coalition for \$30,000.

As this change had a material impact on the budget, staff is recommending the approval of an amended budget to show those additional expenses.

Budget Process

Each of the two-member agencies, Rowland Water District and Walnut Valley Water District, is allocated one-half of the budget amount except for TVMWD, which is allocated on water produced by each agency. The agencies are invoiced accordingly for expenses as they occur. For this reason, upon the Agency's approval of the proposed amended FY 2022-23 budget, the two-member agencies Boards will also be asked for approval.

Attachments

PUENTE BASIN WATER AGENCY
FY 22-23 OPERATING BUDGET (AMENDED)

		Budget FY 20-21	Actual 20-21	Budget FY 21-22	Projected FY 21-22	Budget FY 22-23	Administrative	TVMWD	CDWC	Pomona Basin	LHHCWD
1	REVENUES:										
2	Administrative Assessment - RWD	\$ 125,688	\$ 77,834	\$ 125,688	\$ 81,750	\$ 184,800	\$ 184,800	\$ -	\$ -	\$ -	\$ -
3	Administrative Assessment - WVWD	125,688	77,834	125,688	81,750	184,800	184,800	-	-	-	-
4	Other	32,000	32,000	32,000	32,000	100,000	100,000	-	-	-	-
5	Water Sales - Project - RWD	597,560	481,186	1,387,210	491,282	538,550	-	-	480,950	56,250	1,350
6	Water Sales - Project - WVWD	597,560	481,186	1,387,210	491,282	538,550	-	-	480,950	56,250	1,350
7	Water Sales - TVMWD - RWD	4,817,670	4,249,876	3,674,470	4,396,400	5,346,360	-	5,346,360	-	-	-
8	Water Sales - TVMWD - WVWD	8,895,120	12,961,875	7,861,820	10,986,600	9,824,180	-	9,824,180	-	-	-
9	Project Maintenance Reserve - RWD	3,750	2,762	9,375	2,900	3,125	-	-	3,125	-	-
10	Project Maintenance Reserve - WVWD	3,750	2,762	9,375	2,900	3,125	-	-	3,125	-	-
11	Total Revenues	15,198,785	18,367,315	14,612,835	16,566,864	16,723,490	469,600	15,170,540	968,150	112,500	2,700
12	Use of Stored/Leased Water	822,470	586,881	2,131,800	639,800	701,440	-	-	701,440	-	-
13	Total	16,021,255	18,954,196	16,744,635	17,206,664	17,424,930	469,600	15,170,540	1,669,590	112,500	2,700
14	EXPENSES:										
15	<u>Source of Supply</u>										
16	Purchased Water - TVMWD	13,091,350	16,600,660	10,832,730	14,678,600	14,483,840	-	14,483,840	-	-	-
17	Purchased Water - LHHCWD	-	-	-	-	-	-	-	-	-	-
18	Purchased Water - CDWC	587,360	423,994	1,465,280	458,800	518,400	-	-	518,400	-	-
19	Purchased Water - Old Baldy	-	-	-	-	-	-	-	-	-	-
20	Purchased Water - Durwood	-	-	-	-	-	-	-	-	-	-
21	Purchased Water - Stored Water	822,470	586,881	2,131,800	639,800	701,440	-	-	701,440	-	-
22	Surcharge - Orchard Dale	-	-	-	-	-	-	-	-	-	-
23	Assessments - WRD	-	-	-	-	-	-	-	-	-	-
24	Assessments - MSGBWM	300,000	220,976	750,000	232,800	250,000	-	-	250,000	-	-
25	Subtotal	14,801,180	17,832,511	15,179,810	16,010,000	15,953,680	-	14,483,840	1,469,840	-	-
26	<u>Fixed Charges</u>										
27	TVMWD Equivalent Small Meters	66,650	66,696	72,070	72,400	78,100	-	78,100	-	-	-
28	TVMWD Water Use Charge	71,270	71,318	68,790	69,100	69,800	-	69,800	-	-	-
29	TVMWD Connected Capacity	63,940	63,983	69,410	69,700	74,800	-	74,800	-	-	-
30	MWD Capacity Reservation Charge	417,480	407,034	491,190	491,100	461,900	-	461,900	-	-	-
31	CDWC - Ready to Serve Charge	7,440	7,436	7,440	8,100	-	-	-	-	-	-
32	Subtotal	626,780	616,467	708,900	710,400	684,600	-	684,600	-	-	-
33	<u>Other Costs</u>										
34	Energy - Pumping and Treatment	118,500	110,171	333,750	101,800	110,000	-	-	110,000	-	-
35	Materials & Supplies - Chemicals	21,000	19,222	56,250	24,500	27,500	-	-	27,500	-	-
36	Materials & Supplies - Other	19,000	9,084	19,600	10,000	20,000	-	-	20,000	-	-
37	Other Costs (Labor etc.)	35,520	57,580	38,700	40,464	38,700	-	-	36,000	-	2,700
38	Lease Agreements - Old Baldy	106,300	103,000	106,100	106,100	112,500	-	-	-	112,500	-
39	Permits & Fees	2,100	2,060	2,100	2,100	2,100	-	2,100	-	-	-
40	Subtotal	302,420	301,117	556,500	284,964	310,800	-	2,100	193,500	112,500	2,700

		Budget FY 20-21	Actual 20-21	Budget FY 21-22	Projected FY 21-22	Budget FY 22-23	Administrative	TVMWD	CDWC	Pomona Basin	LHHCWD
41	Administrative & General										
42	Legal	100,000	21,667	100,000	6,000	20,000	20,000	-	-	-	-
43	Engineering	5,000	1,460	5,000	1,500	5,000	5,000	-	-	-	-
44	Professional Services- Other	125,000	114,918	125,000	125,000	377,000	377,000	-	-	-	-
45	Insurance - Property & Liability	5,000	4,204	5,000	4,600	5,000	5,000	-	-	-	-
46	Accounting/Auditing	8,375	7,734	8,375	8,400	8,400	8,400	-	-	-	-
47	Administrative Expenses - Other	40,000	48,594	40,000	50,000	54,200	54,200	-	-	-	-
48	Subtotal	283,375	198,577	283,375	195,500	469,600	469,600	-	-	-	-
49	Total Expenses	\$ 16,013,755	\$ 18,948,672	\$ 16,728,585	\$ 17,200,864	\$ 17,418,680	\$ 469,600	\$ 15,170,540	\$ 1,663,340	\$ 112,500	\$ 2,700
50	Other Income/(Expense)	-	-			-	-	-	-	-	-
51	Interest Income	10,000	6,367	6,000	2,000	6,000	6,000	-	-	-	-
52	Leased Water Revenue	-	50,000	62,500	62,500	62,500	62,500	-	-	-	-
53	Depreciation	-	-		-	-	-	-	-	-	-
54	Subtotal	10,000	56,367	68,500	64,500	68,500	68,500	-	-	-	-
55	Net Income (Loss) Before Transfers	\$ 17,500	\$ 61,891	\$ 84,550	\$ 70,300	\$ 74,750	\$ 68,500	\$ -	\$ 6,250	\$ -	\$ -
56	Transfers In: Maint. Reserve Funds Used	-				-	-	-	-	-	-
57	Transfers Out: Maint. Reserve Funds Collected	(7,500)	(5,524)	(18,750)	(5,800)	(6,250)	-	-	(6,250)	-	-
58	Net Income (Loss) After Transfers	\$ 10,000	\$ 56,367	\$ 65,800	\$ 64,500	\$ 68,500	\$ 68,500	\$ -	\$ -	\$ -	\$ -
59	PBWA Maintenance Reserve					Total	Administrative	TVMWD	CDWC	Pomona Basin	LHHCWD
60	Beginning Balance July 1	\$ 146,157	\$ 146,157	\$ 151,407	\$ 151,681	\$ 151,681	\$ -	\$ -	\$ 130,588	\$ -	\$ 21,094
61	Transfers In	7,500	5,524	18,750	5,800	6,250	-	-	6,250	-	-
62	Transfers Out	-	-			-	-	-	-	-	-
63	Ending Balance June 30	\$ 153,657	\$ 151,681	\$ 170,157	\$ 157,481	\$ 157,931	\$ -	\$ -	\$ 136,838	\$ -	\$ 21,094

PUENTE BASIN WATER AGENCY FY 2022-23 Budget Supplement

The following is a supplement to the proposed budget and is intended to provide more specific detail and explanation of the major revenues and expenses proposed in the FY 22-23 Operating Budget.

REVENUES

Administrative Assessments RWD/WVWD

Represents payments received from the WVWD and RWD related to the administrative costs of the District. The administrative costs of the District are shared equally by both agencies.

Water Sales - Project RWD/WVWD

Represents payments received from the WVWD and RWD related to the production of water from PBWA water reliability projects. The costs and benefits of these projects is shared equally by the agencies.

Water Sales -TVMWD

Represents payments received from the WVWD and RWD related to water purchased from TVMWD. Unlike the project water sales, the amounts collected from each agency are based on the estimated costs associated with each individual agency's estimated purchases through the Joint Water Line. These costs include both the commodity and fixed charges assessed by TVMWD.

Project Maintenance Reserve

In an effort to ensure sufficient money is available to repair and maintain the LHCWD and CDWC projects, the agencies decided, through separate project agreements, to establish a maintenance reserve account to fund the repair of the facilities. The amounts collected will be reserved for this purpose. For FY 22-23 the budgeted amount is \$6,250, related to expected production from the Cal Domestic project of 1,250 acre-feet. No water production related to other projects has been included in the budget. The maintenance reserve amounts are to be funded equally by the agencies.

Stored/Leased Water

The PBWA, through RWD and WVWD, has over the past several years purchased and stored untreated water in the Main Basin to be used initially by the CDWC project. For the current year budget, it is anticipated that the CDWC project will produce 1,250 AF of water. The average cost of the stored water is \$561.15 per acre-foot, this amount has been included in the budgeted expenses and revenues.

EXPENSES

Source of Supply

Purchased Water - TVMWD - Represents the commodity cost, including TVMWD's surcharge, associated with the purchase of water from TVMWD. Costs are based on purchases of 12,250 acre-feet (RWD 4,375 acre-feet; WVWD 7,875 acre-feet).

PUENTE BASIN WATER AGENCY FY 2022-23 Budget Supplement

Purchased Water - LHCWD - Represents the estimated charges associated with purchase of water from LHCWD, as outlined in the agreement. For FY 22-23, no water production has been included in the budget.

Purchased Water - CDWC - Represents the estimated charges associated with purchase of water from CDWC, as outlined in the agreement. Includes the cost of untreated water, previously purchased and stored in the Main Basin. Based on water purchases of 1,250 acre-feet.

Surcharge Orchard Dale - In addition to the costs charged by LHCWD, the District must also pay a per acre-foot surcharge to Orchard Dale Water. No amount has been budgeted for FY 22-23.

Assessments - WRD - Represents the cost of replenishment water related to the LHCWD project. Based on water purchases of 1,250 acre-feet

Fixed Charges

These charges represent the fixed charges assessed to each respective agency by TVMWD and CDWC. These charges include the Imported Water Use Charge, Connected Capacity, Equivalent Small Meters, MWD Capacity Reservation Charge, and the CDWC Ready to Serve Charge. For the year the total charges are estimated to be \$950,800. RWD's share of this amount is \$305,600 and WVWD's share is \$645,200.

Other Costs

Energy - Represents the power cost associated with the pumping activities and treatment facilities of the water reliability projects.

Materials and Supplies - Chemicals - Estimated costs for chemicals used for the treatment facilities associated with the water reliability projects.

Materials and Supplies - Other - Estimated costs for other miscellaneous supplies necessary for the operation of the projects.

Other Costs - Estimated costs for RWD Labor and other professional fees related to operating and maintaining the project facilities.

Permits & Fees - Includes costs for WRD Admin Budget, Central Basin Water Rights fees, and Water Research foundation fees paid through TVMWD.

Administrative & General

Legal - To provide funds for legal expense related to the activities of the PBWA.

Engineering - To provide funds for professional engineering fees related to the management and reporting

PUENTE BASIN WATER AGENCY
FY 2022-23 Budget Supplement

requirements for the Puente Basin

Professional Services Other - To provide funds for professional services related to state funding, and other outside services not related to a specific project.

Insurance - Property and Liability - To provide funds for property and liability insurance

Accounting - To provide funds for auditing services.

Administrative Expenses - Includes funding for internal labor, ACWA dues, and banking fees attributable to the activities of the PBWA.

Other Income/(Expenses)

Interest Income - Interest received from monies in the LAIF investment account.



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Northern California • Southern California • Arizona • Colorado • Oregon

2533-1.02.002

May 12, 2022

Puente Basin Water Agency
c/o Walnut Valley Water District
271 S. Brea Canyon Road
Walnut, CA 91789

RE: Puente Narrows Underflow

Dear Ms. Angelico:

Enclosed for your files is a signed copy of the letter to the Main San Gabriel Basin Watermaster concerning the annual measurement of Puente Narrows subsurface flow.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. B. Johnson', is written over a faint, circular blue stamp.

Stephen B. Johnson
Stetson Engineers Inc.

Enclosure

J:\2533\1.02.002 - (HOLD)\Puente Narrows Underflow\2021-22\Transmittals - Puente Narrows Under Flow Ltrs.doc1020

April 13, 2022

Main San Gabriel Basin Watermaster
725 N. Azusa Avenue
Azusa, CA 91702

RE: Puente Narrows Underflow, Fiscal Year 2021-22

Ladies and Gentlemen:

Pursuant to the Judgment in Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al. and its Exhibit J, Puente Narrows Agreement, the subsurface flow passing from Puente Basin to the Main San Gabriel Basin was determined for fiscal year 2021-22. This determination of subsurface flow was made in accordance with Appendix C, Engineering Criteria, to Exhibit J of the Judgment and consisted of measuring the water levels at the two key wells.

The field measurements of the water levels at the upstream well, 2S/10W-9Q, and downstream well, 2S/10W-8E3, for Fall 2021 were collected on October 7, 2021 by Mr. Tuan Nguyen of Stetson Engineers Inc. representing Upper San Gabriel Valley Municipal Water District and Mr. Charlie Devine of Civiltec Engineering Inc. representing Puente Basin Water Agency. The field measurements of the water levels at the upstream well, 2S/10W-9Q, and downstream well, 2S/10W-8E3, for Spring 2022 were collected on April 1, 2022 by Mr. Tuan Nguyen of Stetson Engineers Inc. representing Upper San Gabriel Valley Municipal Water District and Mr. Charlie Devine of Civiltec Engineering Inc. representing Puente Basin Water Agency. Based on the Fall 2021 and Spring 2022 static water levels at the key wells, the subsurface flow was determined to be 940 acre-feet for fiscal year 2021-22, as shown on Table 1.

Field inspections of the concrete-lined San Jose Creek channel were made concurrently with the field water level measurements and indicated no apparent withdrawal of flow in the San Jose Creek channel from the boundary of Spadra Basin with Puente Basin and downstream to Puente Narrows.

The Puente Narrows Agreement requires that a perpetual accounting of the subsurface flow through Puente Narrows be maintained. Presented in Table 2 is the accounting to date, showing the Accumulated Base Underflow (at 580 acre-feet per year in accordance with Paragraph 8 of the Agreement), the Annual and Accumulated Subsurface Flow to date under the Agreement, the Accumulated Credit or Debit of Puente Agency and the Adjusted Accumulated Credit or Debit of Puente Agency (from Table 3).


By Agreement dated November 30, 1989, Puente Basin Water Agency and Upper San Gabriel Valley Municipal Water District agreed that groundwater extracted from Puente Basin that is treated and discharged to the lined channel, and

then percolated in the Main Basin as part of Carrier Corporation's cleanup program, which is required by the Regional Water Quality Control Board, shall be credited to Puente Agency as subsurface outflow from Puente Basin. Evaporation losses and unusable surface outflow to the ocean are deducted from such groundwater extraction from Puente Basin. As shown on Table 3, Column 6, since fiscal-year 2007-08, Carrier stopped discharging this treated water and the water is being beneficially used in the Puente Basin.

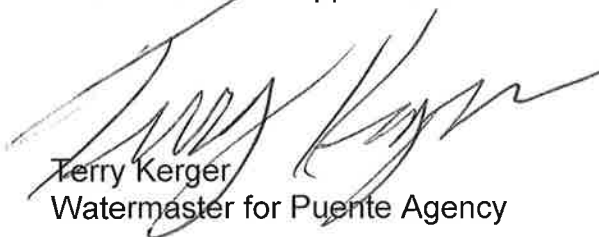
Table 3 shows the Groundwater Extraction for Cleanup Purposes, Deliveries to Rowland Water District, Discharge to Sanitary Sewer, Total Evaporation Losses, Unusable Outflow to Ocean, Annual Cleanup Extraction Credit, accumulated Annual Cleanup Extraction Credit, Accumulated Credit or Debit of Puente Agency (from Table 2), and the Adjusted Accumulated Credit or Debit of Puente Agency.

Respectfully Submitted,

PUENTE NARROWS WATERMASTER



Stephen B. Johnson
Watermaster for Upper District



Terry Kerger
Watermaster for Puente Agency

cc: Upper San Gabriel Valley Municipal Water District
Puente Basin Water Agency

TABLE 1
DETERMINATION OF
PUENTE NARROWS UNDERFLOW

<u>WELL</u>	<u>DATE OF MEASUREMENT</u>	<u>REFERENCE POINT ELEVATIONS (FEET)</u>	<u>DISTANCE TO WATER (FEET)</u>	<u>ELEVATION OF WATER TABLE (FEET)</u>	<u>DIFFERENCE IN WATER LEVELS (FEET)</u>	<u>DISTANCE BETWEEN WELLS (FEET)</u>	<u>HYDRAULIC GRADIENT</u>	<u>AVERAGE WATER LEVEL ELEVATION (FEET)</u>	<u>UNDERFLOW FOR 2021-22 (ACRE-FEET)</u>
<u>FALL 2021</u>									
2S/10W-9Q ¹	10/7/2021	371	38.2	332.8					
2S/10W-8E3	10/7/2021	327	47.0	280.0	52.8	7,700	0.00686	306.4	--
<u>SPRING 2022</u>									
2S/10W-9Q ¹	4/1/2022	371	33.2	337.8					
2S/10W-8E3	4/1/2022	327	47.2	279.8	58.0	7,700	0.00753	308.8	--
TOTAL:							0.01439	615.2	
AVERAGE:							0.00720	307.6	940 ²

1. As described in a memo dated, November 9, 2006, the Watermaster representatives agreed to use Rowland Well No. 1 as a replacement well for the destroyed Faure Well.

2. From Appendix C of Exhibit "J" of Main San Gabriel Basin Judgment

TABLE 2

**DETERMINATION OF SUBSURFACE OUTFLOW
FROM
PUENTE BASIN TO MAIN SAN GABRIEL BASIN
(ACRE-FEET)**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Fiscal Year	Accumulated Base Underflow In Acre-feet (580 AF/Yr)	Subsurface Flow In Acre-feet Annual	Accumulated	Deficiency By Reason Of Interference With Surface Flow, In Acre-feet	Offsetting Credit For Make-up Payments In Acre-feet	(3-4-5) Total Accumulated Subsurface Flow	Adjusted Accumulated Credit(+) or Debit(-) of Puente Agency (from Table 3)
						(6-1) Accumulated Credit(+) or Debit(-) of Puente Agency	
1972-73	580	692	692	0	0	692	+112
1973-74	1,160	796	1,488	0	0	1,488	+328
1974-75	1,740	710	2,198	0	0	2,198	+458
1975-76	2,320	732	2,930	0	0	2,930	+610
1976-77	2,900	658	3,588	0	0	3,588	+688
1977-78	3,480	730	4,318	0	0	4,318	+838
1978-79	4,060	850	5,168	0	0	5,168	+1,108
1979-80	4,640	930	6,098	0	0	6,098	+1,458
1980-81	5,220	820	6,918	0	0	6,918	+1,698
1981-82	5,800	845	7,763	0	0	7,763	+1,963
1982-83	6,380	850	8,613	0	0	8,613	+2,233
1983-84	6,960	798	9,411	0	0	9,411	+2,451
1984-85	7,540	820	10,231	0	0	10,231	+2,691
1985-86	8,120	840	11,071	0	0	11,071	+2,951
1986-87	8,700	850	11,921	0	0	11,921	+3,221
1987-88	9,280	880	12,801	0	0	12,801	+3,521
1988-89	9,860	890	13,691	0	0	13,691	+3,902
1989-90	10,440	910	14,601	0	0	14,601	+4,490
1990-91	11,020	905	15,506	0	0	15,506	+5,239
1991-92	11,600	925	16,431	0	0	16,431	+5,943
1992-93	12,180	890	17,321	0	0	17,321	+6,579
1993-94	12,760	845	18,166	0	0	18,166	+7,289
1994-95	13,340	860	19,026	0	0	19,026	+7,811
1995-96	13,920	810	19,836	0	0	19,836	+8,342
1996-97	14,500	820	20,656	0	0	20,656	+9,004
1997-98	15,080	840	21,496	0	0	21,496	+9,385
1998-99	15,660	750	22,246	0	0	22,246	+9,796
1999-00	16,240	760	23,006	0	0	23,006	+10,347
2000-01	16,820	860	23,866	0	0	23,866	+11,033
2001-02	17,400	890	24,756	0	0	24,756	+11,550
2002-03	17,980	940	25,696	0	0	25,696	+12,045
2003-04	18,560	960	26,656	0	0	26,656	+12,554
2004-05	19,140	960	27,616	0	0	27,616	+13,018
2005-06	19,720	860	28,476	0	0	28,476	+13,433
2006-07	20,300	950	29,426	0	0	29,426	+13,925
2007-08	20,880	940	30,366	0	0	30,366	+14,366
2008-09	21,460	960	31,326	0	0	31,326	+14,746
2009-10	22,040	945	32,271	0	0	32,271	+15,111
2010-11	22,620	985	33,256	0	0	33,256	+15,516
2011-12	23,200	890	34,146	0	0	34,146	+15,826
2012-13	23,780	930	35,076	0	0	35,076	+16,176
2013-14	24,360	985	36,061	0	0	36,061	+16,581
2014-15	24,940	980	37,041	0	0	37,041	+16,981
2015-16	25,520	1,010	38,051	0	0	38,051	+17,411
2016-17	26,100	970	39,021	0	0	39,021	+17,801
2017-18	26,680	995	40,016	0	0	40,016	+18,216
2018-19	27,260	980	40,996	0	0	40,996	+18,616
2019-20	27,840	945	41,941	0	0	41,941	+18,981
2020-21	28,420	930	42,871	0	0	42,871	+19,331
2021-22	29,000	940	43,811	0	0	43,811	+19,681

TABLE 3

**ADJUSTMENT TO SUBSURFACE FLOW
DUE TO GROUND-WATER CLEANUP*
(ACRE-FEET)**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						(1-2-3-4-5)	Accumulated	Accumulated	(7 + 8)
	Groundwater	Less:	Discharge	Evaporation	Unusable	Annual	Annual	Accumulated	Adjusted
Fiscal	Extraction	Deliveries To	To Sanitary	Losses	Outflow	Cleanup	Cleanup	Credit(+) or	Accumulated
Year	For Cleanup	Rowland Water	Sewer		To Ocean	Extraction	Extraction	Debit(-) of	Credit(+) or
	Purposes	District				Credit	Credit	Puente Agency	Debit(-) of
								(from Table 2)	Puente Agency
1972-73	--	--	--	--	--	--	--	+112	+112
1973-74	--	--	--	--	--	--	--	+328	+328
1974-75	--	--	--	--	--	--	--	+458	+458
1975-76	--	--	--	--	--	--	--	+610	+610
1976-77	--	--	--	--	--	--	--	+688	+688
1977-78	--	--	--	--	--	--	--	+838	+838
1978-79	--	--	--	--	--	--	--	+1,108	+1,108
1979-80	--	--	--	--	--	--	--	+1,458	+1,458
1980-81	--	--	--	--	--	--	--	+1,698	+1,698
1981-82	--	--	--	--	--	--	--	+1,963	+1,963
1982-83	--	--	--	--	--	--	--	+2,233	+2,233
1983-84	--	--	--	--	--	--	--	+2,451	+2,451
1984-85	--	--	--	--	--	--	--	+2,691	+2,691
1985-86	--	--	--	--	--	--	--	+2,951	+2,951
1986-87	--	--	--	--	--	--	--	+3,221	+3,221
1987-88	--	--	--	--	--	--	--	+3,521	+3,521
1988-89	77	--	3	2	1	71	71	+3,831	+3,902
1989-90	264	--	0	2	4	258	329	+4,161	+4,490
1990-91	441	--	0	8	9	424	753	+4,486	+5,239
1991-92	386	--	0	7	20	359	1,112	+4,831	+5,943
1992-93	389	--	0	7	56	326	1,438	+5,141	+6,579
1993-94	456	--	0	5	6	445	1,883	+5,406	+7,289
1994-95	288	--	0	4	42	242	2,125	+5,686	+7,811
1995-96	317	--	0	5	11	301	2,426	+5,916	+8,342
1996-97	455	--	0	9	24	422	2,848	+6,156	+9,004
1997-98	172	--	0	3	48	121	2,969	+6,416	+9,385
1998-99	247	--	0	2	4	241	3,210	+6,586	+9,796
1999-00	386	--	0	6	9	371	3,581	+6,766	+10,347
2000-01	424	--	0	6	12	406	3,987	+7,046	+11,033
2001-02	213	--	0	4	2	207	4,194	+7,356	+11,550
2002-03	157	--	0	3	19	135	4,329	+7,716	+12,045
2003-04	156	--	0	1	26	129	4,458	+8,096	+12,554
2004-05	137	--	0	2	51	84	4,542	+8,476	+13,018
2005-06	143	--	0	1	7	135	4,677	+8,756	+13,433
2006-07	123	--	0	1	0	122	4,799	+9,126	+13,925
2007-08	84	--	0	1	2	81	4,880	+9,486	+14,366
2008-09	59	59	0	0	0	0	4,880	+9,866	+14,746
2009-10	48	48	0	0	0	0	4,880	+10,231	+15,111
2010-11	78	78	0	0	0	0	4,880	+10,636	+15,516
2011-12	241	241	0	0	0	0	4,880	+10,946	+15,826
2012-13	77	63	14	0	0	0	4,880	+11,296	+16,176
2013-14	110	110	0	0	0	0	4,880	+11,701	+16,581
2014-15	69	69	0	0	0	0	4,880	+12,101	+16,981
2015-16	60	53	7	0	0	0	4,880	+12,531	+17,411
2016-17	99	99	0	0	0	0	4,880	+12,921	+17,801
2017-18	59	53	6	0	0	0	4,880	+13,336	+18,216
2018-19	108	103	5	0	0	0	4,880	+13,736	+18,616
2019-20	162	158	4	0	0	0	4,880	+14,101	+18,981
2020-21	208	206	2	0	0	0	4,880	+14,451	+19,331

*Agreement Re Determination of Impact of "Cleanup" Production by Carrier Corporation Upon "Subsurface Outflow" Under "Puente Narrows Agreement," November 30, 1989.

Note: Fiscal year 2021-22 adjustment to subsurface flow was not made due to incomplete data. The adjustment will be included in the Spring 2023 measurements.



June 2, 2022

TO: Board of Commissioners
FROM: Erik Hitchman
RE: Solve the Water Crisis Coalition Membership

Recommendation

That the Commission authorize the Administrative Officer to execute a contract to join the Solve the Water Crisis Coalition at an initial cost of \$15,000.

Background

As you know, the State of California is in an extended drought and although significant effort has been made to implement local projects and programs to ensure water supply reliability by local agencies little or no progress has been made in solving the larger issues plaguing the storage and movement of water throughout the state.

The Coalition is a grass roots effort started by water agency General Managers to educate legislators, State Agency regulatory staff, and the Governor's office on the immediate need for State action to address the ongoing water supply crisis that is already impacting the State.

Attached for reference are a two-page information sheet as well as a slide deck providing background on the Coalitions Mission, the problem, strategy, tactics, timeline and budget.

Attachments



SOLVE THE WATER CRISIS

ACT NOW TO SECURE CALIFORNIA'S FUTURE.

CLIMATE CHANGE IS NOW



Unpredictable weather. Multi-year drought. Dwindling snowpack. Vanishing runoff. Intense atmospheric rivers. Increased flood risks. Extreme heat and catastrophic wildfires. Conditions Californians know all-too-well. What California policymakers and their constituents do not know well is that California is in the middle of a severe water supply crisis. This existential threat to California's future economic stability, security, and growth, as well as its environmental legacy, has been exacerbated by insufficient State investment in infrastructure and regulatory logjams resulting in the acceleration of reduced water supply reliability. The trajectory of this crisis must be reversed. California's future hangs in the balance.

Solve the Water Crisis Coalition, through a critically needed education effort, will bring into sharp focus the ongoing water supply crisis that is already impacting residents' quality of life, economic growth, community health, and the environment, as well as risking California's future. By raising awareness among California policymakers and thought leaders, Solve the Water Crisis Coalition will demonstrate the enormous water supply crisis and the urgency that requires bold and immediate State action to secure California's future.

OUR MISSION



SOLVE THE WATER CRISIS COALITION WILL

1

Elevate water as a crisis that is already here; educate leaders that this crisis must be addressed immediately to protect California's future.

2

Prioritize California legislators, regulators, and the Newsom Administration as our key audience.

3

Critically demonstrate to key audiences the need for comprehensive, long-term investments, improved science, and regulatory reforms to increase water supply and supply reliability for California.



SOLVE THE WATER CRISIS

ACT NOW TO SECURE CALIFORNIA'S FUTURE.

What does zero percent allocation mean for our future?

- No water for agriculture – threatening our nation's food security
- No outdoor irrigation
- Disadvantaged communities will suffer
- Catastrophic economic impacts statewide
- Depletion of groundwater basins
- Ecosystems and wildlife strained
- Increased water costs

In December 2021, after only two years of extreme drought, the California Department of Water Resources issued its first-ever zero percent allocation on the State Water Project, which meant that communities from the Bay Area to San Diego would receive only “health and safety” water. And for the second year in a row, Central Valley Project (CVP) allocations have been at zero percent, significantly impacting agriculture and further exacerbating the current water supply crisis statewide.

MAKE POLICYMAKERS AWARE OF THE CRISIS.



ENCOURAGE A DISCUSSION AROUND SOLUTIONS.



CREATE THE ENVIRONMENT FOR SUCCESS.



SOLUTIONS

Solve the Water Crisis Coalition will focus on developing and elevating public awareness and support for solutions, urging the Governor, Legislature, and State Agencies to act now to address the water crisis by enhancing and rehabilitating statewide water solutions that will meet present and future needs of the state and its more than 40 million residents.

**FOR MORE INFORMATION
VISIT WWW.SOLVETHEWATERCRISIS.COM**





SOLVE THE WATER CRISIS

ACT NOW TO SECURE CALIFORNIA'S FUTURE

APRIL 2022



OUR WATER FUTURE DOES NOT LOOK GOOD



Residents and policymakers do not know that California is in the midst of a water supply crisis.

"The politics of water became ossified – multiple interests fighting over shares of the current supply, which has become even less predictable due to climate change, and politicians going AWOL, seeing it as a no-win political quagmire."

– Dan Walters, Cal Matters



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE

SOLVE THE WATER CRISIS COALITION MISSION

The Solve the Water Crisis Coalition, through a critically needed education effort, will bring into sharp focus the ongoing water supply crisis that is already impacting residents' quality of life, economic growth, community health, and the environment, as well as risking California's future. By raising awareness among California policymakers and thought leaders, Solve the Water Crisis Coalition will demonstrate the enormous water supply crisis and the urgency that requires bold and immediate State action to secure California's future.



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE

CURRENT STATE PRIORITIES



Compel continuous reduction in urban use

Intensify environmental and regulatory mandates

Shift water supply burdens to local agencies

Demand affordability despite increasing costs



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE

Despite tremendous local investment and success, the State has been derelict in not making investments now long overdue, and current policy priorities are not helping...

Are water managers willing to continue the status quo?

AGRICULTURE HIT HARD

- 1 0% allocation on CVP and 5% allocation on SWP (2022)
- 2 \$1.7 billion revenue loss
- 3 14,600 jobs lost
- 4 395,000 acres left dry and unplanted
- 5 Food security



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE

STRATEGY / APPROACH

- Elevate water as a crisis that is already here; educate leaders that it must be addressed immediately**
 - Illustrate the devastating impacts on commercial and industrial water customers that are on the horizon; motivating business groups more meaningfully than ever before.
 - Present the threat to the California economy as demonstrated in recent studies.
 - Demonstrate the negative impacts that lack of water will have on California residents, their lifestyles and environment.
- Implement an education program targeting California decision makers that will emphasize the lost jobs, economic impact, and decreased lifestyle without a secure and reliable water supply.**
 - Outline the specific water conditions, challenges, and impacts to regions across the state and impacts of CA's water supply crisis on the U.S. economy and national food security.
 - New water infrastructure improvements is a key climate adaptation strategy for every region.
- Demonstrate to key audiences the need for comprehensive, long-term solutions that result in more water supply for California.**
 - Engage community allies and take advantage of Sacramento and Capitol opportunities on water and infrastructure.
 - Create water events at the Capitol that demonstrate the dire condition of the state's water supply system.



SOLUTIONS

Educate key audiences on solutions to address the state's water supply and reliability issues, including statewide and long-term benefits of solutions.

- Surface and groundwater storage
- Inter-regional and local conveyance
- Creative regulatory solutions such as the voluntary agreements
- Investments in local water infrastructure, such as groundwater recharge, desalination, and recycling



TARGET AUDIENCE

Legislators

- Water Champions
- Legislative Leadership
- Water and Budget Committees

Newsom Administration

- Policy
- Finance
- Communications
- GovBiz

Regulators

- Resources Agency
- Department of Fish and Wildlife
- Department of Water Resources
- State Water Resources Control Board



TACTICS: Coalition & Regional Programs

Coalition strategy: Recruit diverse allies that are and will be impacted by a reduced and unreliable water supply and educate those audiences about the water crisis.



RECRUIT PARTNERS (initial target list to be expanded upon)

- Agriculture
- Business chambers
- Builders
- Local water agencies
- Labor
- Tourism
- Recreation
- Local government and LEOs

TELL THE REGIONAL STORY

- Focus on key impacted regions around the state.
- Describe the challenges facing each region through local allies.
- Inform policymakers what their regions have at stake and how important water is to their constituents so they understand the need to act now.
- Tailor messaging to emphasize regional impacts.

Reach out to associations and organizations throughout the state to raise awareness of the water supply crisis and the need for increased and accelerated investments in the breadth of water management structure.



TACTICS: Media Outreach

Media strategy: Reach out to target publications and reporters to build awareness of the water supply crisis.



MEDIA ACTIVITIES

- Focus on targeted outlets and journalists including key regions, political, and industry publications.
- Place opinion pieces authored by coalition members.
- Reporter briefings to increase their interest and understanding of the dire current conditions and the problem.
- Repurpose media wins to share with coalition members for broader dissemination and distribution to policymakers.
- Consider billboards in water agency locations throughout the state.

MEDIA TARGETS

- Major newspapers and political publications
 - Editorial boards
 - Water reporters
 - Political reporters
 - Business reporters
- Community newspapers
- Water publications
- Trade publications for targeted industry sectors



TACTICS: Website & Social Media



CREATE A COALITION WEBSITE

- Publish materials, op-eds, videos, and other educational resources on the website for coalition members, media, policymakers to learn more information about the effort.
- Use website as a landing page for social media posts and ad campaigns.

AMPLIFY ACTIVITIES THROUGH SOCIAL MEDIA

- Compile videos and pictures that tell the story of the water crisis conditions across the state.
- Provide influential organizations and leaders with water crisis materials: op-eds, fact sheets, infographics, etc., to share with their social networks.
- Create videos that can be used in a social media ad campaign for the purposes of educating key audiences, building a coalition, and creating the perception that there is a growing movement pushing for water supply solutions.



PROPOSED TIMELINE: PHASE ONE

April - May

- Develop a detailed statewide plan
- Prepare the campaign
- Form the diverse coalition
- Create a major kick-off event
- Begin tactical effort to raise visibility
- Begin media effort
- Initiate social media program



May-July

- Connect state and regional concerns with legislators and Governor's office
- Inject water supply concerns into the legislative and regulatory process
- Identify and educate on solutions that will advance storage, conveyance, and regulatory certainty
- Rally coalition and other key stakeholders to support proactive measures to increase water supply
- Hold district events

July-Sept

- Leverage media and stakeholder engagement wins to further elevate the discussion in Sacramento.
- Continue to connect the risk to the wellbeing of Californians, industries, jobs and the future of the state with an unsolved water crisis.
- Continue to connect climate change, sea level rise, extreme heat and other problems with the need to invest in water management infrastructure and overhaul failing state water policies.



PHASE ONE: Budget [Apr-Sept]

BUDGET ITEM	COST
Management and execution fee • KP Public Affairs (All aspects of education campaign including media relations, coalition activities, social and digital media) - (\$22,000 per month) • Ethnic and regional consulting firms - (\$17,000 per month)	\$39,000 per month
Social media ad budget	\$30,000
Video services	\$5,000
Travel, capital events, and production costs	\$5,000
Total budget	\$275,000

****If 20 agencies contribute, the cost per agency would be \$15,000 for phase one of the program.



THANK YOU.



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE



FOR MORE INFORMATION VISIT
WWW.SOLVETHEWATERCRISIS.COM



June 2, 2022

TO: Board of Commissioners
FROM: Erik Hitchman, Administrative Officer
RE: Consider Adoption of Resolution No. 06-22-025 Establishing Records Retention Policy

Recommendation

That the Board of Commissioners consider adoption of Resolution No. 06-22-025, establishing a Puente Basin Water Agency Records Retention policy.

Background

In a commitment to transparency it is recommended that the Commission adopt the attached Resolution establishing an Agency Records Retention Policy. Legal Counsel recommends the adoption of the Walnut Valley Water District Records Management Program allowing the Agency to efficiently and cost-effectively store, retain and destroy the Agency's records in accordance with industry best practices and in compliance with applicable law.

Attachment

RESOLUTION NO. 06-22-025

**A RESOLUTION OF THE COMMISSION OF THE PUENTE BASIN WATER AGENCY
ESTABLISHING RECORDS RETENTION POLICY**

WHEREAS, the Puente Basin Water Agency (the “Agency”) is committed to transparency in preserving and managing its records, but doing so in an efficient and cost-effective manner; and

WHEREAS, Walnut Valley Water District (“WVWD”) currently stores and manages the Agency’s records and WVWD’s General Manager serves as the Agency’s Administrator; and

WHEREAS, WVWD has an established Records Management Program that efficiently and cost effectively manages the storage, retention and destruction of WVWD’s records in accordance with industry best practices and in compliance with applicable law; and

WHEREAS, the Agency’s Commissioners find and determine that adopting WVWD’s established Records Management Program will allow the Agency to most efficiently and cost effectively store, retain and destroy the Agency’s records in accordance with industry best practices and in compliance with applicable law,

NOW, THEREFORE, THE COMMISSION OF THE PUENTE BASIN WATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Adoption, as Limited, of WVWD Records Management Program. The Agency hereby adopts WVWD’s Records Management Program, as adopted by WVWD Resolution No. 07-08-544, in the form attached hereto as Exhibit A; provided, that such program shall only apply to the Agency to the extent that the Agency’s records fall within the scope of that program (for example, because the Agency itself does not have employees, the personnel provisions of that program will not be applicable).

Section 3. Direction to Administrator and Staff. This Resolution shall take effect immediately and the Agency’s Administrator and other Agency staff are hereby directed to immediately take any and all actions necessary to implement this Resolution.

PASSED AND ADOPTED by the Commission of the Puente Basin Water Agency this 2nd day of June, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairman

ATTEST:

Secretary



Walnut Valley Water District Records Retention Schedule Amended 12-13-2021

**WALNUT VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE**

ADMINISTRATION		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
General	Board of Directors Biographies and Pictures	Permanent
	Board of Directors Salary Records (Maintained in Finance Dept.)	Permanent
	Board of Directors Personnel Files (Maintained in HR)	Lv. Office + 5 years
	Board of Directors General Information Files (Maintained in Admin.)	Lv. Office + 5 years
	Board Meeting Agenda Packets <i>(A permanent record of all Board meeting agenda packets is maintained electronically)</i>	Current + 2 years
	Board Meeting Audio and Video Recording	30 days or until Approved
	Campaign Financing – FPPC Campaign Disclosure Forms 460 & 470 – may be kept in electronic format after 2 years	7 years
	Correspondence (<i>Limited situation</i>) - originating department	Current + 3 years
	Correspondence (<i>Continuing situation</i>)-originating department	Closure + 5 years
	Departmental Reports – special or final summary, review or evaluation	Current + 2 years
	District Election Records – Candidate Statements; nomination papers	Election + 4 years
	Formation Records, Bylaws (District/Building Corporation)	Permanent
	Legal Advertising – includes public notices, legal publications	Current + 4 years
	Litigation Files – resolved	Completed + 7 years
	Minutes – official minutes and hearing proceedings of governing board and committee meetings (<i>Minutes are available electronically and printed form. The printed copies are kept in the fireproof vault.</i>)	Permanent
	Notices of Special Meetings	Current + 2 years
	Oaths of Office	Lv. Office + 6 years
	Redistricting Records	Permanent
	Resolutions and Ordinances (<i>Resolutions & Ordinances are available electronically and printed form. The printed copies are kept in the fireproof vault.</i>)	Permanent (may destroy 5 years after superseded, repealed, invalid, or unenforceable)

ADMINISTRATION		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
	Staff Reports – non-agenda related including supporting documentation (<i>Limited situation</i>)	Current + 5 years
General	Staff Reports – non-agenda related including supporting documentation (<i>Continuing situation</i>)	Closure + 5 years
	Standing Committee, Meetings – agendas/packets (<i>A permanent record of all Standing Committee meeting packets is maintained electronically</i>)	Current + 2 years
	Statement of Economic Interests Form 700– Conflict of Interest FPPC filings – may be kept in electronic format after 2 years	7 years
	Statement of Facts – Roster of Public Agencies	Permanent
	Training Records (Ethics) – Board of Directors	7 years
	Travel Records – Board of Directors	Current + 2 years
Grants	Federal and State – refer to grant application close-out procedures for completion	Completion + 5 years
	Financial Records – refer to grant application close out procedures for completion	Completion + 5 years
	Unsuccessful grant applications	2 years

EXTERNAL AFFAIRS		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
Outreach	Plaques	5 years
	Special Events (e.g. 50 th anniversary, semi-annual open house, etc.)	3 years
	Water Awareness Activities – poster/essay contest winners (historical)	5 years
	Waterline Newsletters and Bill Inserts (historical)	Current + 5 years
	General correspondence, donations backup	Current + 2 years
Public Information	Brochures	Current + 5 years
	Media Articles (Historical)	Permanent
Conservation	Pool Rebate Applications (Digital and hard copy)	Current +3 years
	Ultra Low Flow Toilet Giveaway Program Documentation	Current +3 years
	Extra Copies of UWMP's (Separate from library copies)	Current +3 years
	Hard Copy Proposals (RFPs) for Urban Water Management Plan	Current +3 years
	Hard Copy Proposals (RFPs) for Water Use Efficiency Plans	Current +3 years
	Water Conservation Give-Away Program Documentation (i.e. Sprinkler Nozzles, Rain Barrels, Moisture Meters)	Current +3 years
	Virtual and In-Person Workshop Documentation (Registrations and Handouts)	Current +3 years
	Direct Installation Program Documentation	Current +3 years
Management Analyst	Water Quality and PHG Reports	Permanent
	Urban Water Management Plans (UWMPs)	Permanent

ENGINEERING		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
General	Annexation Files	Permanent
	Connection Records – maps, water line connections	Permanent
	Locations – mains, valves, hydrants, wells	Permanent
	Maps – line location, easements	Permanent
	Master Plans – general district and recycled	Permanent
	Plans and Specifications – as-builts (completed)	Permanent
	Work Order/Project Files, including winning bids and recap, winning RFP's, RFQ's (in work order file). <i>(Upon closing of a project file, the Engineering and Finance files are comingled prior to moving them to appropriate closed file storage area.)</i>	Permanent
	Well Records	Permanent
	Pending construction records that the District has not accepted or to which a stop notice claim may legally be presented. <i>(Kept in a separate file and reviewed quarterly.)</i>	Completion of construction plus 3 years

FINANCE		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
Finance	Budget – annual budget approved by legislative body (Operating Capital, Personnel)	Permanent
	Budget adjustments – account transfers	Permanent
	Budget – development, drafts, etc.	When no longer required (minimum 5 years)
Accounting	Accounts Payable – invoices, check copies, supporting documents	Audit + 7 years
	Accounts Payable – vendor files	Until terminated +3 years
	Accounts Receivable – invoices, supporting documentation, check copies	Audit + 4 years
	Audit Work papers	Audit +10 years
	Bank Reconciliation – statements, summaries of receipts, disbursements and reconciliation	Audit + 7 years
	Checks – includes payroll, cancelled and voided checks	Audit + 7 years
	Check Register - annual	Permanent
	Deposits, Receipts (not imaged) – checks, developer fees, interest checks, etc.	Audit + 7 years
	Grants (including FEMA claims)	As required under applicable Grant Agreement; Minimum 7 years
	Ledger, General – C.C.P. §337	Permanent
	Ledger, Journals– Account postings with supporting documents	Audit + 7 years
	Petty Cash Reports and Vouchers	Audit + 3 years
	Reconciliations – Monthly	Audit +7 years
	Taxes, Receivable	Audit + 7 years
	Standby Charge, Receivable	Audit +7 years
Customer Service	Journals, Utility Billing – billing including monthly activity	Current +3 years
	Customer Billing Records – customer name, service address, meter reading, usage, payments, applications, cancellations	Audit +7 years
	Collections	Audit +10 years
	Liens	Permanent

Fixed Assets	Inventory – reflects purchase date, cost, account number	Audit +7 years
	Depreciation schedules	Audit +7 years
Payroll		
	Deferred Compensation – Records of employee contributions	Termination +7 years
	Deferred Compensation Reports	Permanent
	Employee Time Sheets – signed by employee for audit and FEMA reports	Audit + 7 years
	PERS Employee Deduction Reports	Permanent
	Register – labor costs by employee and program	Permanent
	Reports – Biweekly processing	Audit +7 years
	Salary Records, HR & Acct. – deduction authorization, unemployment claims, garnishments	Termination + 7 years
	Salary History, Salary Records	Permanent
Purchasing	Requests for Qualifications and Proposals, Successful – regarding goods and services	Audit + 5 years
	Requests for Qualifications and Proposals, Unsuccessful – regarding goods and services	Audit + 2 years
	Purchase Orders – Original documents	Audit + 4 years
	Vendor Register – alpha vendor listing of purchase orders, invoices, account numbers and check date	Permanent
	Surplus Equipment Disposal Records	5 years
	Contracts – Non-Infrastructure	Completion +10 years
Reports	Audits (Annual Financial Report – independent auditor analysis)	Permanent
	IRS Reports, Records	Audit + 7 years
	Federal and State Tax – Forms 1096, 1099, W-4's, W-2's	Audit + 7 years
	State Controller	Permanent
	Standby Charge Assessment – Engineer's Report	Permanent
Treasurer	Investment Reports & Statements	Permanent
Bonds	Account Statements – monthly statement of transactions	Closed + 10 years
	Administration – records of issuance, continuing disclosure, filings	Closed + 10 years
	Bonds and Coupons – paid/cancelled	Closed + 2 years

Water Rates	Schedule of Water Rates	Supersede + 5 years
	Prop 218 Water Rate Study	Permanent

HUMAN RESOURCES/RISK MANAGEMENT		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
General	Part-time, Full-time, Seasonal, Temporary Employee Personnel files – includes applications, resumes, job descriptions, records of hiring, promotion, discipline & termination, Annual/Quarterly Evaluations, PAF's, leave (digital), medical records, jury duty, SDI, accident reports, injury claims, DMV reports, etc.	Termination + 7 years
	Pulmonary Function Test's (PFT's) and questionnaire responses	Termination +30 years
	Employment applications – not hired	Closed +2 years
	Disability Claim, Unemployment claim	Termination + 7 years
	Workers Compensation Records	Until case is settled + 5 years
	Risk Management Claims against District	Closed + 3 years
	Applications (NeoGov Digital Copy)/Recruitment records	Closing date of recruitment + 3 years
	HR and Safety Policies	Supersede +3 years
	Benefits/COBRA (policies)	Supersede + 3 years
	Insurance Policy	Permanent
	Tuition Reimbursement	Audit + 3 years
	Labor Negotiations, Terms and Conditions of Employment (historical)	Permanent
	Pension Records	Permanent
	Discrimination Complaint	Termination + 5 years
	General Correspondence	Audit + 3 years
	Employee licenses/certifications (filed in Employee Personnel files)	Termination + 7 years
	Training Documentation	Termination + 7 years
	Tailgate Meetings	Current +2 years
	Safety Committee Meeting Records (agenda and minutes)	Current + 2 years
	Immigration I-9 Records	Termination +3 years
	Employee Retirement – Farewell Celebrations	Permanent
	Board of Directors – Personnel files with Human Resources	Lv. Office +5 years
	Medical Open Enrollment Materials	Termination + 7 years
	Retiree Medicare Reimbursement Files	Payment + 7 years

OPERATIONS		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
General	Inventory, Equipment – Mains, valves, hydrants, wells	Ongoing
	District Maintenance and Operations – includes inspection, time and materials, reports, customer complaints, and flushing reports	Current + 2 years
	Well and Pumping – times operational, power used and quantity	Current + 2 years
	Vehicle Maintenance Records	Life + 2 years
	Meter Operations – reader reports, orders, tests, maintenance reports	Current + 2 years
	Backflow Maintenance	Current + 2 years
	Maintenance/Vendor Contracts (operations secretary maintains)	Termination + 2 years
	Recycled Water Permits	Life + 10 years
	CEQA Records	Permanent
Reports	Water Consumption	Current + 2 years
	Discharge Monitoring – average amount of pollution discharged into waters of municipality	Current + 5 years
	Emergency Response Plan	Supersede + 2 years
	Lead, Service Line – compliance documentation	Current + 12 years
	Underground Storage Tank Records (soil reports)	Current + 12 years
	Well Level	Current + 2 years
	DDW Annual Drinking Water Report	Permanent
	DDW Drinking Water Corrections	Current + 10 years
	DDW Water Quality Parameters – compliance documentation	Current + 12 years
	DDW Sanitary Surveys – statistics, reports, correspondence	Current + 10 years
	DDW State Certification – compliance documentation	Current + 12 years
	DDW Variances, Water System	Current + 5 years
	Urban Water Management Plan	Supersede + 5 years
	Underground Service Alert (USA) Tickets	Current + 12 years
	Asbestos Air Sampling	Collection date +30 years
Tests	DDW Bacteriological Analysis – compliance records include location, date, method and results, corrections, analysis of bacterial count	Current + 5 years
	DDW Chemical Analysis – compliance records include location, date, method used and results, corrections analysis of chemical content	Current + 10 years
	DDW Water Quality – compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Current + 12 years
	DDW Drinking Water Violations – retention applies to each violation	Current + 3 years

RECORDS MANAGEMENT		
TYPE OF RECORD	RECORD DESCRIPTION	RETENTION PERIOD
General	Public Records Request	Request Granted or Request Denied + 2 years
	Certificates of Insurance. (<i>Contractor certificates are filed in work order/project files</i>)	Duration of Project + 1 year
	Policies and Procedures – listed by department	Supersede + 2 years
	Insurance Policies – Liability, Property, Workers’ Compensation. (<i>JPIA updates all policy information on an annual basis, maintaining originals at their offices.</i>)	Current
Legal	Contracts. (<i>Upon contract award, copies of contract documents are placed in the work order file and contract originals are kept in a separate fireproof file and reviewed quarterly; after seven (7) years, the originals are placed in the work order file and the copies destroyed.</i>)	Permanent
	Deeds	Permanent
	Vehicle Ownership Documents. (<i>Maintained and reviewed in Finance.</i>)	Life of Vehicle + 2 years
	Judgments and Agreements pertaining to WVWD	Permanent
Records Management	Easements & Miscellaneous Documents. (<i>Files are monitored and added to on an as-needed basis. All legal documents having an effect upon District aboveground and underground facilities are scanned upon completion and added to the District’s GIS mapping system and can be reviewed and retrieved therefrom.</i>)	Permanent
	Records Management Documentation	Completion + 2 years
	Records Retention Schedules	Supersede + 4 years
	Records Management Disposition Certification – documentation of final disposition of records	Permanent



June 2, 2022

TO: Board of Commissioners
FROM: Erik Hitchman, Administrative Officer
RE: LA Solutions for Engineering Solutions, LLC (LASER): Seventh Amendment to Professional Services Agreement for Strategic Consulting Services

Recommendation

That the Board of Commissioners authorize the Administrative Officer to execute a Seventh Addendum to the Professional Services Agreement for Strategic Consulting Services for LA Solutions for Engineering Resources (LASER), LLC:

1. Increase the funding by \$40,000; and
2. Extend the contract to June 30, 2023

All other terms and conditions are proposed to remain the same.

Background:

In April 2014, the PBWA entered into an agreement with LASER and was able to secure with LASER's assistance a \$3 million grant from Prop 84, Round 3 Funding. As provided, "this agreement may be extended from time to time as agreed by the PBWA and the Consultant."

As discussed at each PBWA meeting, LASER remains invaluable as she assists PBWA through the maze of grant funding and strategic insights. In addition, she assists with the following:

- Round 3b of the Proposition 84 Funding (oversight and strategic guidance) regarding implementation of our \$3 million grant;
- Proposition 1 State Funding and the potential for additional grant funding;
- State Board's Groundwater Grant Program Guidelines; and
- State Loans / Revolving Funds

LASER continues to work very closely with PBWA staff in pursuit of various funding opportunities. Ms. Wendy La, PE, founder of LASER, has in-depth knowledge and hands-on experience working with the Proposition 84 Integrated Regional Water Management (IRWM) Grant Funding Process for more than ten years. As the former chair of the Upper San Gabriel and Rio Hondo Sub-region, Ms. La has first-hand experience collaborating with the local, regional, and countywide stakeholders in the IRWM plan development and project selection process.

Given our ongoing successful partnership combined with Ms. La's experience and expertise, staff recommends that we enter into this sixth contract addendum with a not-to-exceed additional increase of \$40,000 and extend the date of her services through June 30, 2023.



June 2, 2022

TO: Board of Commissioners
 FROM: Erik Hitchman, Administrative Officer
 RE: Commission Follow-Up

Recommendation

For information only.

Background

Following is an update regarding matters that have recently come before the Commission.

Item	Meeting Date	Commission Activity	Completed	Follow-Up
PBWA Legislative Activities: Engagement of Lobbyist	10/07/21	Approved renewal agreement		Contract sent for signature
Award contract for Groundwater Management Plan for the Puente Basin	04/07/22	Authorize the Administrative Officer to execute contract with West Yost to develop a Groundwater Management Plan for the Puente Basin		Pending
Award contract for Groundwater Management Plan for the Puente Basin	04/07/22	Develop a Groundwater Management Plan for the Puente Basin cost sharing agreement between the Agency and City of Industry		Pending
Proposed Annual PBWA Budget for FY 2022-2023	04/07/22	Approved the PBWA Operating Budget for Fiscal Year 2022-2023	05/16/22: Ratified by Walnut Valley Water District's Board of Directors.	Completed