



AGENDA

**REGULAR MEETING OF THE BOARD OF DIRECTORS
LA PUENTE VALLEY COUNTY WATER DISTRICT
112 N. FIRST STREET, LA PUENTE, CALIFORNIA
MONDAY, OCTOBER 11, 2021 AT 5:30 PM**

TELECONFERENCE ACCESS: Pursuant to Government Code Section 54953, as amended by AB 361, as a precaution to protect staff, our constituents, and elected officials, the La Puente Valley County Water District will hold its Board meeting via teleconference or the most rapid means of communication available at the time.

WEBSITE: WWW.ZOOM.COM

MEETING ID: 870 4055 4996

DIRECT MEETING LINK:

[HTTPS://US02WEB.ZOOM.US/J/87040554996](https://us02web.zoom.us/j/87040554996)

JOIN BY PHONE

PHONE NUMBER: (669) 900-9128

ACCESS CODE: 870 4055 4996#

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF BOARD OF DIRECTORS

President Rojas____ Vice President Barajas____ Director Argudo____

Director Escalera____ Director Hernandez____

4. PUBLIC COMMENT

Anyone wishing to discuss items on the agenda or pertaining to the District may do so now. The Board may allow additional input during the meeting. A five-minute limit on remarks is requested.

5. ADOPTION OF AGENDA

Each item on the Agenda shall be deemed to include an 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 the District office, located at the address listed above.

6. APPROVAL OF CONSENT CALENDAR

There will be no separate discussion of Consent Calendar items as they are considered to be routine by the Board of Directors and will be adopted by one motion. If a member of the Board, staff, or public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

- A. Approval of Minutes of the Regular Meeting of the Board of Directors held on September 27, 2021.

- B. Approval of District's Expenses for the Month of September 2021.
- C. Approval of City of Industry Waterworks System Expenses for the Month of September 2021.
- D. Receive and File the District's Water Sales Report for September 2021.
- E. Receive and File the City of Industry Waterworks System's Water Sales Report for September 2021.

7. ACTION / DISCUSSION ITEMS

- A. Discussion of the District's Nitrate levels and Treatment Project.
Recommendation: Board Discretion
- B. Discussion Regarding the District's Water Conservation Regulations.
Recommendation: Board Discretion
- C. Consideration and Possible Action to Add a New Position for the District.
Recommendation: Board Discretion

8. GENERAL MANAGER'S REPORT

9. OTHER ITEMS

- A. Upcoming Events.
- B. Information Items.

10. ATTORNEY'S COMMENTS

11. CLOSED SESSION

- A. Conference with legal counsel – Existing Litigation
Subdivision (a) of Government Code Section 54956.9.

Name of Case: *La Puente Valley County Water District v. Jeanette and David Hwang Family Limited Partnership, et al.*, Los Angeles Superior Court Case No. 21STCV24404.

12. CLOSED SESSION REPORT

13. BOARD MEMBER COMMENTS

- A. Report on Events Attended.
- B. Other Comments.

14. FUTURE AGENDA ITEMS

15. ADJOURNMENT

POSTED: Friday, October 8, 2021

President William R. Rojas, Presiding.

Any qualified person with a disability may request a disability-related accommodation as needed to participate fully in this public meeting. In order to make such a request, please contact Mr. Roy Frausto, Board Secretary, at (626) 330-2126 in sufficient time prior to the meeting to make the necessary arrangements.

Note: Agenda materials are available for public inspection at the District office or visit the District's website at www.lapuentewater.com.



**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LA PUENTE VALLEY COUNTY WATER DISTRICT
FOR MONDAY, SEPTEMBER 27, 2021 AT 5:30 PM**

1. CALL TO ORDER

President Rojas called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

President Rojas led the meeting in the Pledge of Allegiance.

3. ROLL CALL OF THE BOARD OF DIRECTORS

President Rojas	Vice President Barajas	Director Argudo	Director Escalera	Director Hernandez
Present Via Teleconference	Present Via Teleconference	Absent	Present Via Teleconference	Present Via Teleconference

OTHERS PRESENT

Staff and Counsel: General Manager & Board Secretary, Roy Frausto; Office Manager, Gina Herrera; Customer Service and Accounting Clerk, Vanessa Koyama; Operations & Maintenance Superintendent, Paul Zampiello; Water Treatment & Supply Supervisor, Cesar Ortiz and District Counsel, Jim Ciampa all present via teleconference.

Public: No members of the public were present.

4. PUBLIC COMMENTS

There were no comments from the public.

Director Argudo entered the meeting at 5:31 p.m.

5. ADOPTION OF AGENDA

Motion: Adopt Agenda as Presented.

1st: President Rojas

2nd: Director Hernandez

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

6. APPROVAL OF CONSENT CALENDAR

Motion: Approve Consent Calendar as Presented.

1st: President Rojas

2nd: Director Escalera

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

7. FINANCIAL REPORTS

A. Summary of the District's and IPU's Cash and Investments as of August 31, 2021.

Mr. Frausto provided a summary of the balances in each account provided in the Summary of Cash and Investments as of August 31, 2021.

Motion: Receive and File the Summary of Cash and Investments as of August 31, 2021.

1st: Director Escalera

2nd: Director Hernandez

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

B. Statement of District's Revenue and Expenses as of August 31, 2021.

Mrs. Herrera provided a summary of the Statement of Revenues and Expenses for the District as of August 31, 2021.

Motion: Receive and File the Statement of the District's Revenue and Expenses as of August 31, 2021.

1st: Director Escalera

2nd: Director Argudo

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

C. Statement of the Industry Public Utilities' Water Operations Revenue and Expenses as of August 31, 2021.

Mrs. Herrera provided a summary of the Statement of Revenues and Expenses for the Industry Public Utilities' Water Operations.

Motion: Receive and File the Statement of the Industry Public Utilities Water Operations' Revenue and Expenses as of August 31, 2021.

1st: Director Argudo

2nd: Director Hernandez

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

8. ACTION / DISCUSSION ITEMS

A. Discussion Regarding the District’s Water Conservation Regulations.

Mr. Frausto presented a Power Point presentation providing an overview of the State’s status regarding the drought and proposed conservation actions.

Motion: To Direct Staff to Proceed with Investigating Appropriate Revisions to the District’s Water Conservation Program.

1st: President Rojas

2nd: Director Escalera

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

B. Discussion Regarding the District’s SCADA Project.

Mr. Zampielo summarized to the Board reasons for the SCADA System upgrade and Mr. Ortiz followed up with the completed work up to date.

Discussion Only

C. Consideration of Cancellation or Rescheduling on the November 8, 2021 Regular Board of Director’s Meeting.

Mr. Frausto said he would be on vacation that week and if the November 8, 2021 meeting could be rescheduled or cancelled.

Motion: To Cancel the November 8, 2021 Regular Board of Director’s Meeting.

1st: President Rojas

2nd: Director Hernandez

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

9. OPERATIONS AND MAINTENANCE SUPERINTENDENT’S REPORT

Mr. Zampielo informed the Board on the report he provided in the Board Packet. Mr. Frausto and Mr. Ortiz both spoke on the current nitrate levels.

Motion: Receive and File the Operations and Maintenance Superintendent’s Report.

1st: President Rojas

2nd: Director Argudo

	Rojas	Barajas	Argudo	Escalera	Hernandez
Vote	Yes	Yes	Yes	Yes	Yes

Motion carried by a vote of: 5 Yes, 0 No, 0 Abstain, 0 Absent.

10. GENERAL MANAGER’S REPORT

Mr. Frausto informed the Board on plans to revamp the website as well as his plans for the Public Outreach Programs.

11. OTHER ITEMS

A. Upcoming Events.

Mrs. Herrera reported that packets were ready to be picked up for the Water Smart Innovation Conference.

B. Information Items.

Included in Board Packet

12. ATTORNEY’S COMMENTS

Mr. Ciampa provided information on various legislative items of interest, including the most recent to address teleconferencing requirements for local agencies.

13. CLOSED SESSION 6:28 p.m.

- A. Conference with legal counsel – anticipated litigation
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of government code section 54956.9. One case.

14. CLOSED SESSION REPORT 6:30 p.m.

Board met in closed session and the Board was briefed on the facts and circumstances of the matter and no reportable action was taken.

15. BOARD MEMBERS COMMENTS

A. Report on Events Attended.

No Events to Report.

B. Other Comments.

No Additional Comments.

16. FUTURE AGENDA ITEMS

None

17. ADJOURNMENT

President Rojas adjourned the meeting at 6:31 p.m.

Attest:

William R. Rojas, President

Roy Frausto, Secretary

La Puente Water District September 2021 Disbursements

Check #	Payee	Amount	Description
9147	CCSInteractive	\$ 54.40	Website Hosting
9148	Cintas	\$ 113.01	Uniform Service
9149	Eide Bailly LLP	\$ 1,002.00	Administrative Support
9150	Eurofins Eaton Analytical Inc	\$ 40.00	Water Sampling
9151	Geosyntec Consultants	\$ 22,246.40	LP Interconnection
9152	Highroad IT	\$ 402.00	Technical Support
9153	InfoSend	\$ 2.00	Billing Expense
9154	Right of Way Inc	\$ 57.49	Safety Supplies
9155	S & J Supply Co Inc	\$ 1,531.20	Field Supplies - Inventory
9156	SC Edison	\$ 11,764.03	Power Expense
9157	Underground Service Alert	\$ 113.19	Line Notifications
9158	Verizon Wireless	\$ 233.54	Cellular Service
9159	Weck Laboratories Inc	\$ 89.00	Water Sampling
9160	Western Water Works	\$ 1,462.77	Field Supplies - Inventory
9161	Collicutt Energy Services Inc	\$ 950.00	Generator Maintenance
9162	John Armstrong	\$ 516.00	Household Retrofit Program
9163	Adler Tank Rentals	\$ 659.00	Equipment Rental
9164	Eurofins Eaton Analytical Inc	\$ 360.00	Water Sampling
9165	Grainger Inc	\$ 299.02	Field Supplies
9166	Konecranes	\$ 2,695.34	Equipment Repair
9167	Northstar Chemical	\$ 10,671.32	Chemicals Expense
9168	Weck Laboratories Inc	\$ 2,792.70	Water Sampling
9169	Weck Laboratories Inc	\$ 1,526.00	Water Sampling
9170	Petty Cash	\$ 96.44	Office Expense
9171	Answering Service Care	\$ 158.62	Answering Service
9173	Chevron	\$ 3,331.51	Truck Fuel
9174	Cintas	\$ 38.77	Uniform Service
9175	Continental Utility Solutions Inc	\$ 100.00	Billing Expense
9176	Coverall North America Inc	\$ 255.00	Cleaning Service
9177	Eurofins Eaton Analytical Inc	\$ 80.00	Water Sampling
9178	G. M. Sager Construction	\$ 8,300.00	Patchwork
9179	Hunter Electric	\$ 4,728.41	Booster Maintenance
9180	Merritt's Hardware	\$ 45.25	Field Supplies
9181	O'Reilly Auto Parts	\$ 6.23	Truck Maintenance
9182	RMG Communications	\$ 500.00	Public Outreach Support
9183	SC Edison	\$ 157.67	Power Expense
9184	Valley Vista Services	\$ 343.90	Trash Service
9185	Weck Laboratories Inc	\$ 193.00	Water Sampling
9186	Western Water Works	\$ 218.80	Field Supplies - Inventory
9187	United Site Services of Calif Inc	\$ 511.06	Restroom Service @ Treatment Plant
9188	Shaunte L Maldonado	\$ 213.85	Education Reimbursement
9189	Alexandra Guevara	\$ 140.00	Cleaning Service
9190	CalPERS	\$ 25,000.00	Unfunded Acrual Liability
9191	Cell Business Equipment	\$ 20.00	Office Expense
9192	Cintas	\$ 38.77	Uniform Service
9193	Eurofins Eaton Analytical Inc	\$ 80.00	Water Sampling

La Puente Water District September 2021 Disbursements - continued

Check #	Payee	Amount	Description
9194	Ferguson Waterworks	\$ 1,979.40	Developer Project
9195	Genesis Computer Systems Inc	\$ 635.19	Computer Equipment
9196	Highroad IT	\$ 870.00	Domain Renewals
9197	InfoSend	\$ 927.84	Billing Expense
9198	Jack Henry & Associates	\$ 60.25	Web E-Check Fees
9199	Lagerlof LLP	\$ 3,094.75	Attorney Fee's
9200	Public Water Agencies Group	\$ 578.25	Emergency Preparedness Program
9201	S & J Supply Co Inc	\$ 3,412.21	Field Supplies - Inventory
9202	San Gabriel Valley Water Company	\$ 153.79	Water Service
9203	Time Warner Cable	\$ 288.25	Telephone Service
9204	Weck Laboratories Inc	\$ 386.00	Water Sampling
9205	Evoqua	\$ 113,900.72	Resin Changeout
9206	Time Warner Cable	\$ 692.45	Telephone Service
9207	ACWA/JPIA	\$ 34,046.00	Health Benefits
9208	Cintas	\$ 38.77	Uniform Service
9209	Citi Cards	\$ 5,164.14	Conference & Administrative Expenses
9210	Continental Utility Solutions Inc	\$ 50.14	Billing Expense
9211	Eide Bailly LLP	\$ 1,079.45	Administrative Support
9212	Lincoln National Life Insurance Company	\$ 714.43	Disability Insurance
9213	Premier Access Insurance Co	\$ 2,873.14	Dental Insurance
9214	Sonsray Machinery	\$ 2,442.68	Equipment Maintenance
9215	Sunbelt Rentals	\$ 348.52	Equipment Rental
9216	Time Warner Cable	\$ 317.97	Telephone Service
9217	Vulcan Materials Company	\$ 360.93	Field Supplies - Asphalt
9218	Weck Laboratories Inc	\$ 193.00	Water Sampling
9219	Western Water Works	\$ 39,315.14	Developer Project
9220	Staples	\$ 142.08	Office Supplies
9221	Johnny's Pool Services Inc	\$ 60.98	Chemicals Expense
9222	SC Edison	\$ 40,835.00	Power Expense
9223	Measurment Control Systems	\$ 696.06	Meter Expense
9224	Cell Business Equipment	\$ 23.34	Office Expense
9225	Cintas	\$ 38.77	Uniform Service
9226	Eurofins Eaton Analytical Inc	\$ 40.00	Water Sampling
9227	Geosyntec Consultants	\$ 8,854.40	LP Interconnection
9228	InfoSend	\$ 65.92	Billing Expense
9229	MetLife	\$ 216.53	Life Insurance
9230	MJM Communications & Fire	\$ 720.00	Security Monitoring
9231	SC Edison	\$ 4,099.21	Power Expense
9232	Southern Tire Mart	\$ 656.15	Truck Maintenance
9233	Sunbelt Rentals	\$ 277.35	Equipment Rental
9234	Verizon Wireless	\$ 979.89	Cellular Service
9235	Verizon Wireless	\$ 76.02	Cellular Service
9236	Verizon Wireless	\$ 95.00	Cellular Service
9237	Verizon Wireless	\$ 114.03	Cellular Service
9238	Waste Management of SG Valley	\$ 220.29	Trash Service

La Puente Water District September 2021 Disbursements - continued

Check #	Payee	Amount	Description
Online	Home Depot	\$ 492.31	Field Supplies
Autodeduct	Bluefin Payment Systems	\$ 1,203.16	Web Merchant Fee's
Autodeduct	Wells Fargo	\$ 401.05	Bank Fee's
Autodeduct	Wells Fargo	\$ 75.30	Merchant Fee's
Autodeduct	First Data Global Leasing	\$ 44.00	Credit Card Machine Lease
Online	CalPERS	\$ 14,652.82	Retirement Program
Online	Lincoln Financial Group	\$ 8,051.66	Deferred Comp
Online	Employment Development Dept	\$ 4,610.71	California State & Unemployment Taxes
Online	United States Treasury	\$ 26,936.34	Federal, Social Security & Medicare Taxes
	Total Payables	<u>\$ 432,739.47</u>	

La Puente Valley County Water District
Payroll Summary
September 2021

	September 2021
Employee Wages, Taxes and Adjustments	
Gross Pay	
Total Gross Pay	109,427.48
Deductions from Gross Pay	
Total Deductions from Gross Pay	<u>-10,718.24</u>
Adjusted Gross Pay	98,709.24
Taxes Withheld	
Federal Withholding	-10,165.00
Medicare Employee	-1,589.44
Social Security Employee	-6,796.23
CA - Withholding	-4,610.71
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	<u>-23,161.38</u>
Net Pay	<u>75,547.86</u>
Employer Taxes and Contributions	
Medicare Company	1,589.43
Social Security Company	6,796.24
CA - Unemployment	0.00
CA - Employment Training Tax	0.00
Total Employer Taxes and Contributions	<u>8,574.67</u>

La Puente Water District September 2021 Disbursements

Total Vendor Payables	<u>\$ 432,739.47</u>
Total Payroll	<u>\$ 75,547.86</u>
Total September 2021 Disbursements	<u>\$ 508,287.33</u>

Industry Public Utilities September 2021 Disbursements

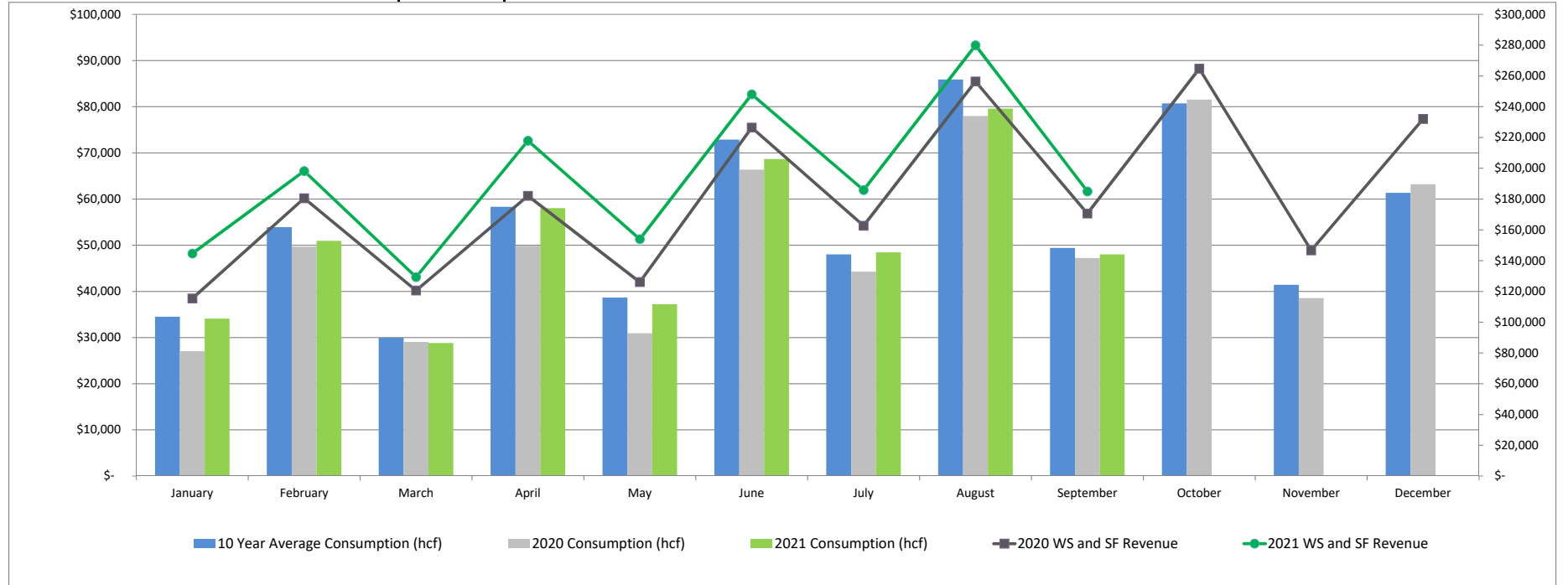
Check #	Payee	Amount	Description
4750	CCSInteractive	\$ 13.60	Monthly Website Hosting
4751	Cintas	\$ 113.01	Uniform Service
4752	Eide Bailly LLP	\$ 106.05	Administrative Support
4753	Highroad IT	\$ 268.00	Technical Support
4754	InfoSend	\$ 2.00	Billing Expense
4755	Right of Way Inc	\$ 57.49	Saftety Supplies
4756	Underground Service Alert	\$ 113.18	Line Notifications
4757	Verizon Wireless	\$ 233.54	Cellular Service
4758	Weck Laboratories Inc	\$ 295.00	Water Sampling
4759	Western Water Works	\$ 203.11	Field Supplies
4760	Collicutt Energy Services Inc	\$ 480.00	Generator Maintenance
4761	ACP Publication & Marketing	\$ 1,797.00	Prop 218 Notifications
4762	Answering Service Care	\$ 158.62	Answering Service
4763	Cintas	\$ 38.77	Uniform Service
4764	Continental Utility Solutions Inc	\$ 100.00	Billing Expense
4765	Corrpro	\$ 2,130.00	Reservoir Maintenance
4766	G. M. Sager Construction	\$ 7,600.00	Patchwork
4767	La Puente Valley County Water District	\$ 66,491.10	Labor Costs August 2021
4768	Merritt's Hardware	\$ 125.62	Field Supplies
4769	SC Edison	\$ 3,788.62	Power Expense
4770	SoCal Gas	\$ 14.30	Gas Expense
4771	Time Warner Cable	\$ 82.38	Telephone Service
4772	Weck Laboratories Inc	\$ 230.00	Water Sampling
4773	Western Water Works	\$ 438.58	Developer Project Expense
4774	Cell Business Equipment	\$ 20.00	Office Expense
4775	Cintas	\$ 38.77	Uniform Service
4776	Genesis Computer Systems Inc	\$ 635.18	Computer Equipment
4777	InfoSend	\$ 736.66	Billing Expense
4778	Janus Pest Management Inc	\$ 65.00	Rodent Control
4779	La Puente Valley County Water District	\$ 200.52	Bank Fee Reimbursement
4780	La Puente Valley County Water District	\$ 49,269.61	3rd Quarter 2021 O&M Fee's
4781	Time Warner Cable	\$ 288.25	Telephone Service
4782	Vulcan Materials Company	\$ 1,106.07	Developer Project Expense
4783	Weck Laboratories Inc	\$ 422.50	Water Sampling
4784	Cintas	\$ 38.77	Uniform Service
4785	Citi Cards	\$ 70.00	Administrative Expense
4786	Continental Utility Solutions Inc	\$ 50.14	Billing Expense
4787	Eide Bailly LLP	\$ 2,106.83	Administrative Support
4788	Industry Public Utility Commission	\$ 1,158.03	Industry Hills Power Expense
4789	San Gabriel Valley Water Company	\$ 1,177.76	Water Service
4790	Staples	\$ 71.55	Office Supplies
4791	Vulcan Materials Company	\$ 360.93	Field Supplies - Asphalt
4792	Weck Laboratories Inc	\$ 230.00	Water Sampling
4793	Western Water Works	\$ 14.30	Field Supplies
4794	Measurment Control Systems	\$ 696.05	Meter Expense
4795	Cell Business Equipment	\$ 23.34	Office Expense

Industry Public Utilities September 2021 Disbursements - continued

Check #	Payee	Amount	Description
4796	Cintas	\$ 38.77	Uniform Service
4797	InfoSend	\$ 62.41	Billing Expense
4798	MJM Communications & Fire	\$ 180.00	Security Monitoring
4799	Peck Road Gravel	\$ 420.00	Asphalt & Concrete Disposal
4800	SoCal Gas	\$ 14.79	Gas Expense
4801	Stetson Engineers Inc	\$ 1,916.50	Well Feasibility Study
4802	Verizon Wireless	\$ 979.89	Cellular Service
4803	Verizon Wireless	\$ 76.02	Cellular Service
4804	Verizon Wireless	\$ 95.00	Cellular Service
Autodeduct	Wells Fargo Merchant Fee's	\$ 44.85	Merchant Fee's
Autodeduct	Bluefin Payment Systems	\$ 1,138.05	Web CC Fee's
Autodeduct	Jack Henry & Associates	\$ 45.20	Web E-Check Fee's
Autodeduct	First Data Global Leasing	\$ 44.00	Credit Card Machine Lease
Total September 2021 Disbursements		\$ 148,715.71	

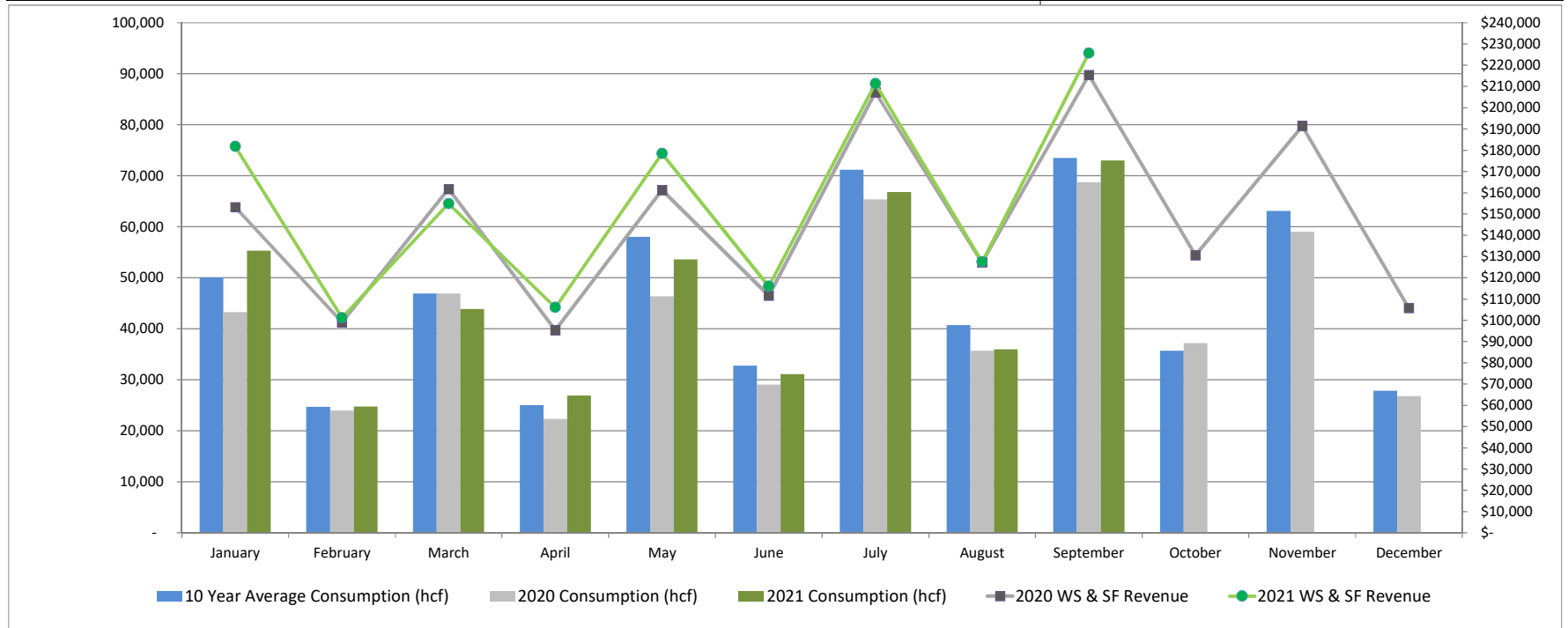
WATER SALES REPORT LPVCWD 2021

LPVCWD	January	February	March	April	May	June	July	August	September	October	November	December	YTD
No. of Customers	1,234	1,225	1,232	1,226	1,230	1,228	1,236	1,228	1,239	-	-	-	11,078
2021 Consumption (hcf)	34,084	50,947	28,808	58,010	37,202	68,657	48,432	79,580	48,013	-	-	-	453,733
2020 Consumption (hcf)	27,032	49,681	29,037	49,852	30,940	66,359	44,248	77,980	47,229	81,509	38,530	63,201	605,598
2021 Water Sales	\$ 85,585	\$ 128,510	\$ 70,352	\$ 147,969	\$ 95,018	\$ 178,069	\$ 126,837	\$ 210,040	\$ 125,647	\$ -	\$ -	\$ -	\$ 1,168,029
2020 Water Sales	\$ 60,668	\$ 115,912	\$ 65,851	\$ 117,505	\$ 71,375	\$ 161,813	\$ 108,033	\$ 191,782	115,906	\$ 199,904	\$ 91,717	\$ 162,205	\$ 1,462,671
2021 Service Fees	\$ 59,080	\$ 69,688	\$ 58,930	\$ 69,968	\$ 58,920	\$ 69,979	\$ 59,000	\$ 69,888	\$ 59,340	\$ -	\$ -	\$ -	\$ 574,795
2020 Service Fees	\$ 54,774	\$ 64,568	\$ 54,738	\$ 64,626	\$ 54,693	\$ 64,589	\$ 54,645	\$ 64,640	\$ 54,709	\$ 64,820	\$ 54,888	\$ 69,808	\$ 721,498
2021 Hyd Fees	\$ 950	\$ 700	\$ 950	\$ 700	\$ 950	\$ 700	\$ 950	\$ 700	\$ 950	\$ -	\$ -	\$ -	\$ 7,550
2021 DC Fees	\$ 330	\$ 9,330	\$ 264	\$ 9,423	\$ 264	\$ 9,423	\$ 264	\$ 9,423	\$ 408	\$ -	\$ -	\$ -	\$ 39,131
2021 System Revenue	\$ 145,946	\$ 208,228	\$ 130,497	\$ 228,060	\$ 155,153	\$ 258,172	\$ 187,052	\$ 290,051	\$ 186,346	\$ -	\$ -	\$ -	\$ 1,789,505



WATER SALES REPORT CIWS 2021

CIWS	January	February	March	April	May	June	July	August	September	October	November	December	YTD
No. of Customers	966	894	967	893	967	890	967	892	967	-	-	-	8,403
2021 Consumption (hcf)	55,295	24,763	43,880	26,923	53,588	31,100	66,822	35,958	72,969	-	-	-	411,298
2020 Consumption (hcf)	43,254	24,004	46,914	22,357	46,359	29,062	65,359	35,705	68,741	37,218	58,995	26,821	504,789
10 Year Average Consumption (hcf)	50,066	24,735	46,923	25,058	58,020	32,753	71,192	40,731	73,504	35,684	63,128	27,867	549,662
2021 Water Sales	\$ 125,336	\$ 54,667	\$ 98,449	\$ 59,444	\$ 121,979	\$ 69,264	\$ 154,746	\$ 81,024	\$ 169,032	\$ -	\$ -	\$ -	\$ 933,941
2020 Water Sales	\$ 96,852	\$ 52,599	\$ 105,435	\$ 48,866	\$ 104,787	\$ 64,969	\$ 150,971	\$ 80,727	\$ 159,074	\$ 84,148	\$ 134,962	\$ 59,181	\$ 1,142,572
2021 Service Fees	\$ 56,462	\$ 46,526	\$ 56,401	\$ 46,557	\$ 56,402	\$ 46,714	\$ 56,572	\$ 46,465	\$ 56,625	\$ -	\$ -	\$ -	\$ 468,725
2020 Service Fees	\$ 56,384	\$ 46,449	\$ 56,335	\$ 46,480	\$ 56,477	\$ 46,618	\$ 56,244	\$ 46,491	\$ 56,308	\$ 46,479	\$ 56,450	\$ 46,546	\$ 617,263
2021 Hyd Fees	\$ 1,550	\$ 300	\$ 1,550	\$ 300	\$ 1,600	\$ 350	\$ 1,500	\$ 300	\$ 1,500	\$ -	\$ -	\$ -	\$ 8,950
2021 DC Fees	\$ 11,820	\$ 3,617	\$ 11,727	\$ 3,735	\$ 11,727	\$ 3,899	\$ 11,727	\$ 3,899	\$ 11,737	\$ -	\$ -	\$ -	\$ 73,888
2021 System Revenues	\$ 195,168	\$ 105,110	\$ 168,127	\$ 110,036	\$ 191,708	\$ 120,227	\$ 224,545	\$ 131,688	\$ 238,893	\$ -	\$ -	\$ -	\$ 1,485,503



NOTICE OF PUBLIC HEARING

SUMMARY OF PROPOSED EMERGENCY WATER CONSERVATION RESTRICTIONS AND REGULATIONS ON WATER USAGE

**La Puente Valley County Water District Resolution 273
Rescinding Resolution No. 240 and Declaring Water
Use Efficiency Practices and Water Conservation Measures
October 25, 2021**

On July 8, 2021, Governor Gavin Newsom issued Executive Order No. N-10-21 directing all Californians to voluntarily reduce their water use by 15 percent from their 2020 levels. A resolution adopting revised water conservation regulations for the La Puente Valley County Water District ("District") that takes into account state and current regional water supply conditions is proposed to be adopted by the **District's Board of Directors at its regular board meeting on October 25, 2021, at 5:30 PM via teleconference.**

**Zoom Meeting Link: [HTTPS://US02WEB.ZOOM.US/J/89839649691](https://us02web.zoom.us/j/89839649691)
Join by Phone: (669) 900-9128, Access Code 89839649691#**

A summary of the permanent water use efficiency practices and water conservation measures included in that proposed resolution is set forth below:

1. Limited Hours for Watering and Irrigating
2. Prohibited Periods for Watering and Irrigating
3. Prohibited Water Flows and Irrigation Runoff
4. Prohibited Washing Down of Hard Surfaces and Paved Areas
5. Obligated Responsibilities for Water Leaks, Breaks, or Malfunctions
6. Limited Practices for Washing Motorized Vehicles and Non-Motorized Equipment
7. Prohibited Installation of Non-Re-circulating Equipment in Commercial Car Wash and Laundromat Systems
8. Prohibited Use of Non-Re-circulating Equipment for Water Fountains and Decorative Water Features
9. Offered Option for Declining Daily Linen Services at Lodging Establishments
10. Restricted Service for Drinking Water at Eating or Drinking Establishments
11. Prohibited Installation of Single Pass Cooling Systems

A summary of the water supply emergencies, water use restrictions, and water conservation actions is set forth below:

Stage 1 Water Supply Emergency – Outdoor watering limited to three (3) times a week
Stage 2 Water Supply Emergency – Outdoor watering limited to three (2) times a week
Stage 3 Water Supply Emergency – Outdoor watering limited to three (1) times a week
Stage 4 Water Supply Emergency – Outdoor watering prohibited

These conservation measures will be administered initially on an educational basis and escalate to fines for repeated violations. The regulations, if approved by the Board of Directors, shall take effect October 25, 2021, and shall remain in effect until otherwise repealed or amended by the District's Board of Directors.

A complete copy of the proposed Resolution No. 273 is available for review at the District's office located at 112 N. First Street, La Puente, California 91744.

Memo



To: Honorable Board of Directors
From: Roy Frausto, General Manager
Date: October 11, 2021
Re: Creation of a New Water Supply & Treatment Superintendent

Summary

Staff's development and implementation of the General Manager's Work Plan clearly outlined the District's current and future organizational, operational, and capital projects priorities. Specifically, the Work Plan identified an extensive list of duties and functions relative to the capital improvement projects administration, operation of the BPOU, PVOU, and City of Industry obligations, in addition to the daily operational functions of the District's water supply and treatment systems, regulatory mandates, meeting all customer service needs, and ensuring the effective administration and governance of the District.

In addition to highlighting all of the District's current and future duties and projects, the General Manager's Work Plan also served to assign staffing resources associated with each of the respective areas of responsibility. **It became immediately evident that when analyzing the extensive list outlined in the Work Plan, the operation and maintenance of treatment facilities is going to have a significant increase in responsibility provided the addition of the Nitrate treatment system, the PVOU-IZ treatment facility and the PVOU-SZ facility.**

Specifically, the increase in responsibilities include the following:

- **Materials Management** - Maintain appropriate levels of chemicals and other production and treatment related materials.
- **Treatment Facility Preventative Maintenance** - Planning, scheduling, coordinating, and managing the District's treatment facilities preventative maintenance program.
- **Treatment Facility Corrective Maintenance** - Planning, scheduling, coordinating, and managing the District's treatment facilities corrective maintenance program.
- **Nitrate Treatment** - Management and operation of the nitrate treatment system.
- **Treatment Operations** - Planning, oversight and management of all water treatment functions, responsibilities, and staff. This also includes maintenance, regulatory compliance and associated capital project management involved with water treatment.
- **Compliance Reporting** - Management of water quality program to ensure compliance of water quality regulations. This also includes preparation/oversight of monthly water quality reports.
- **Water Quality** - Planning, scheduling, and managing District's water sampling program. This also includes record keeping of sampling results (includes DDW requirements, samples for CCR reporting, and water discharge reporting).
- **Staff Training** – Training and development of staff to fill vacancy positions related to treatment operations.

Furthermore, it is important to note that the Work Plan also demonstrated the importance of employee succession planning to provide for seamless and comprehensive coverage for all areas of the District and to ensure that the District continues to meet all of its priority functions and essential contractual obligations in the event of future retirements and other employee separations.

Creation of a new Water Supply & Treatment Superintendent position will provide needed assistance to the General Manager and evenly align staffing resources to efficiently spread the amount and level of responsibility among the other management staff. The addition of this position also significantly elevates the District's succession planning efforts, most importantly, at the supervisor level to assure a successful transition should a retirement, leave, or other form of separation occur at the superintendent level.

A job description and proposed salary range along with a proposed organizational chart has been included with this memorandum for review and consideration. At the upcoming Board of Directors meeting staff will provide additional details and answer any questions that may arise relative to this item.

Recommendation

It is my recommendation that the Board of Directors approve the creation of a Water Supply & Treatment Superintendent position and corresponding salary range and further authorize me to proceed with filling the position by way of promotion of the current Water Supply & Treatment Supervisor.

Fiscal Impact.

Primary funding for this position will be obtained from labor cost reimbursement from the BPOU and PVOU contracts.

Respectfully Submitted,



Roy Frausto
General Manager

Enclosers:

- Job Description and Salary Range for the Proposed Water Supply & Treatment Superintendent.
- Proposed Organizational Chart



JOB DESCRIPTION

WATER TREATMENT & SUPPLY SUPERINTENDENT

Date: October 15, 2021

Reports to: General Manager

Salary Range: WTSS

Manager: Operations & Maintenance Staff

FLSA: Non- Exempt

Other: Safety Sensitive Position

DEFINITION

Reporting to the General Manager, the Water Treatment & Supply Superintendent plans, organizes and manages the operations and maintenance of treatment plant(s), well field(s), booster stations, flow control valves, and storage facilities. Responsibilities also include regulatory compliance and water quality monitoring. This position will serve as the "Chief Operator" for water treatment and water distribution activities as defined in California Code of Regulations, Title 22, Chapter 13, Operator Certification. The Water Treatment & Supply Superintendent is a managerial position distinguished by the position's responsibility for exercising a wide latitude of independent decision making and responsibilities for essential District functions.

EXAMPLES OF ESSENTIAL DUTIES

The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Plans, organizes, integrates, manages and evaluates the work of assigned personnel; develops, implements and monitors work plans to achieve the department's goals and objectives; establishes performance requirements for assigned personnel; recommends compensation; subject to approval, takes disciplinary action to address performance deficiencies, in accordance with District personnel policies and procedures.
- Plans, organizes and oversees the operations of the water pumping, treatment and supply facilities.
- Makes operational decisions that affect water quantity and/or water quality.
- Coordinates the organization, operational activities and preventative maintenance for the water treatment and production facilities including the reservoirs, well sites, treatment facilities, pumping stations, pressure regulating stations, backflows, remote operated valves and related equipment.
- Ensures that the facilities are maintained and operated in such manner as to meet safety standards.

- Establishes schedules and methods for providing water systems operations, maintenance and repair services.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, contractors and the public.
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary actions to address performance deficiencies, in accordance with District personnel rules and policies.
- Works with the General Manager and the District's contracted Engineer to design and plan construction and maintenance projects.
- Responsible and supervises control the District's Supervisory Control and Data Acquisition System (SCADA) used to monitor and control the water system.
- Participates in the development and administration of the treatment and operations budget; monitors and approves expenditures; forecasting funds needed for staffing, equipment, materials and supplies.
- Routinely makes presentations regarding operations, construction and water quality issues to the Board of Directors and other organizations.
- Analyzes and evaluates equipment, troubleshoots malfunctions, and monitors water supply operations for the entire water system.
- Performs production and treatment facility rounds and inspections.
- Responsible for implementation and administration of the cross-connection control program.
- Ensures the collection of water quality samples as applicable for distribution, source and treatment process.
- Investigates and resolves reported incidents of problems with distribution system, including water quality issues and system maintenance.
- Performs safety inspections.
- Compiles information for and prepares monthly water quality and operations reports.
- Ensures compliance with applicable Local, County, State and Federal regulations and standards.
- Perform best management practices for water system releases.
- Respond to water distribution, production and treatment system emergencies.
- Requisitions necessary tools, equipment and supplies.
- Performs after hour on-call duties for water production and treatment system related calls.

OTHER DUTIES

- Performs repairs and maintenance on water distribution facilities (e.g., waterline repair, valve maintenance, fire hydrant testing and maintenance, flushing).
- Maintains technical or professional knowledge through such means as attending seminars, reviewing professional publications, taking classes and participating in developmental activities.
- Represents the District in inter-agency, industry association, community and professional meetings and conferences to ensure District's interests are communicated on issues of concern to District.
- Communicates with customers, face-to-face and via the telephone, to discuss and resolve problems and concerns.
- Performs other duties as assigned.

JOB STANDARDS / SPECIFICATIONS

Competencies

- Leadership - Guiding and encouraging others to accomplish a common goal.
- Action & Results Focus - Initiating tasks and focusing on accomplishment.
- Professional Integrity & Ethics - Displaying honesty, adherence to principles, and personal accountability.
- Informing - Proactively obtaining and sharing information.
- Handling Conflict - Managing interpersonally strained situations.

Knowledge of:

- Principles, methods and tools employed in water production facilities, pumps, and motors.
- Advanced methods and techniques of performing diagnostic troubleshooting services; advanced methods and procedures to correct water quality issues.
- Principles of management, administration, finance, and controls in a utility organization
- Pertinent federal, state, and local laws and regulations.
- State, county, city, utility and department organizational relationships.
- Demonstrated knowledge, skill and experience with water supply, water quality, water systems maintenance, processes, including disinfection, pump/plant maintenance, and lubrication.
- Demonstrates a working knowledge and understanding of all safety practices for handling liquid and gaseous chemicals.
- Work safety standards and regulations.
- District policies, rules, regulations, and procedures.
- Database applications related to maintenance, operations, and construction.

- Recordkeeping practices and procedures.
- Office practices and procedures and the operation of standard office equipment.
- Proper supervisory methods and techniques.
- Legal requirements for state and federal bacteriological and other water quality reports.

Ability to:

- Effectively analyze emergency situations and implement an effective course of action.
- Interpret and analyze technical information, make independent judgments, and implement recommendations through subordinate staff.
- Exercise tact and deal effectively with co-workers, officials and representatives of other jurisdictions, and the general public.
- Perform technical research and provide reliable advice on water system operation problems or projects.
- Supervise, train and evaluate assigned staff.
- Ability to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.
- Must be able to work standby shifts and respond to routine and emergency after-hour calls.
- Perform a variety of maintenance work at water treatment plants, pumping stations, and associated facilities.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Perform mechanical and electrical repairs
- Maintain and update plant and maintenance records and logs.
- Read and interpret water distribution maps, plans and As-Builts.
- Operate a variety of light equipment.
- Perform skilled installation, servicing, and repair of meters and service lines.
- Deal tactfully and courteously with the public.
- Operate PCs.
- Operate motor vehicles and power-driven equipment used in water service work.
- Communicate clearly and concisely, both orally and in writing.

TYPICAL PHYSICAL ACTIVITIES

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 65 pounds.

- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Operates District vehicles and various equipment.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals and copiers.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Travels by automobile in conducting District business.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 40% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time spent in high temperatures.
- Low temp: Considerable work time spent in low temperatures.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Dust: Works in or around areas with minor amounts of dust.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

DESIRABLE QUALIFICATIONS

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
- Experience: 7 years of responsible work experience in performing water treatment operations and water supply facility operations, with at least two years of experience in a lead or supervisory capacity.
- Training/Education: High school graduation, or satisfactory equivalent, preferably supplemented by college level course work in water supply, water treatment, supervision, public administration, construction management or related subjects.

Graduation from an accredited four-year college or university with a major in water technology, environmental engineering, civil engineering, public administration, business administration or a closely related field is highly desirable.

LICENSE CERTIFICATE REGISTRATION REQUIREMENTS

- Valid California Class C Driver License is required at the time of appointment.
- Grade IV Water Treatment Operator Certificate issued by the California State Water Resource Control Board. Grade V Water Treatment Operator Certificate preferred. Ability to obtain a Grade V within 18 months upon notification of this requirement.
- Grade III Water Distribution Operator certificate issued by the California Water Resource Control Board. Grade IV Water Distribution Operator Certificate preferred. Ability to obtain a Grade IV within 18 months upon notification of this requirement.
- AWWA Cross-Connection Control Specialist Certificate.
- Cal OSHA 10 Hour Construction Safety (certificate of course completion).

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

The District may allow an appropriate amount of time to obtain required certifications, as specified and agreed upon at the time of assuming position.

I have reviewed the Job Description for Water Treatment & Supply Superintendent with the General Manager and agree with its contents.

Employee Signature Date

General Manager Signature Date

The specific statements shown in each section of this job description are not intended to be all- inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ORGANIZATIONAL CHART – OCTOBER 2021

