



Board Agenda

BOARD OF DIRECTORS AUGUST 25, 2021

East Valley Water District was formed in 1954 and provides water and wastewater services to 103,000 residents within the cities of San Bernardino and Highland, and portions of San Bernardino County.

EVWD operates under the direction of a 5-member elected Board.

GOVERNING BOARD

David E. Smith
Chairman of the Board

Phillip R. Goodrich
Vice Chairman

Chris Carrillo
Governing Board Member

Ronald L. Coats
Governing Board Member

James Morales, Jr.
Governing Board Member

MANAGEMENT

John Mura
General Manager/CEO

Brian Tompkins
Chief Financial Officer

Jeff Noelte
Director of Engineering & Operations

Kelly Malloy
Director of Strategic Services

Kerrie Bryan
Director of Administrative Services

Justine Hendricksen
District Clerk

Patrick Milroy
Operations Manager

Rocky Welborn
Water Reclamation Manager

Agenda

Regular Board Meeting

August 25, 2021 - 5:30 PM
31111 Greenspot Road, Highland, CA 92346
Via Teleconference

In an effort to prevent the spread of COVID-19 and in accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference. There will be no public location for attending this meeting in person. Members of the public may listen and provide public comment telephonically.

Anyone wishing to join the meeting may do so using the following information:

DIAL: 1-209-425-5876 and enter CONFERENCE ID: 381 567 063#

You may also join by clicking [HERE](#) to join the meeting via Microsoft Teams.

PLEASE NOTE:

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 31111 Greenspot Rd., Highland, during normal business hours. Also, such documents are available on the District's website at eastvalley.org and are subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda public meeting should be directed to the District Clerk at (909) 885-4900 at least 72 hours prior to said meeting.

In order to comply with legal requirements for posting of agenda, only those items filed with the District Clerk by 12:00 p.m. on Wednesday prior to the following Wednesday meeting not requiring departmental investigation, will be considered by the Board of Directors.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF BOARD MEMBERS

PUBLIC COMMENTS

Any person wishing to speak to the Board of Directors is asked to complete a Speaker Card and submit it to the District Clerk prior to the start of the meeting. Each speaker is limited to three (3) minutes, unless waived by the Chairman of the Board. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. The matter will automatically be referred to staff for an appropriate response or action and may appear on the agenda at a future meeting.

1. AGENDA

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the following agenda unless the Board of Directors makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the District subsequent to the posting of the agenda.

- a. Approval of Agenda

2. APPROVAL OF CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the board considers the motion unless members of the board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.

- a. Approve August 11, 2021 Regular Board Meeting Minutes
- b. July 2021 Disbursements: Accounts payable disbursements for the period include check numbers 258007 through 258154, bank drafts, and ACH payments in the amount of \$5,751,867.60 and \$676,982.21 for payroll

3. DISCUSSION AND POSSIBLE ACTION ITEMS

- a. Consider Approval of Investment Transaction Report for Month Ended July 31, 2021
- b. Consider Approval of Student Internship Program Policy

4. **REPORTS**

- a. Board of Directors' Reports
- b. General Manager/CEO Report
- c. Legal Counsel Report
- d. Board of Directors' Comments

ADJOURN

Staff Report

Regular Board Meeting

TO: Governing Board Members

FROM: General Manager/CEO

SUBJECT: Approve August 11, 2021 Regular Board Meeting Minutes

RECOMMENDATION

Staff recommends that the Board of Directors approve minutes as submitted.

BACKGROUND / ANALYSIS

N/A

AGENCY GOALS AND OBJECTIVES

- II - Maintain a Commitment To Sustainability, Transparency, and Accountability
 - B. Utilize Effective Communication Methods

REVIEW BY OTHERS

This agenda item has been reviewed by the Administration Department.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

Recommended by:

Respectfully submitted:

John Mura
General Manager/CEO

Justine Hendricksen
District Clerk

ATTACHMENTS

August 11, 2021 Minutes



Minutes

Draft Pending Board Approval

Regular Board Meeting
Via Teleconference
Meeting Date: August 11, 2021

CALL TO ORDER

The Chairman called the meeting to order at 5:32 p.m.

PLEDGE OF ALLEGIANCE

Director Coats led the flag salute.

ROLL CALL OF BOARD MEMBERS

PRESENT

Directors: Goodrich, Smith, Carrillo, Coats, Morales

ABSENT

Directors: None

STAFF

John Mura, General Manager/CEO; Brian Tompkins, Chief Financial Officer; Jeff Noelte, Director of Engineering & Operations; Kelly Malloy, Director of Strategic Services; Kerrie Bryan, Director of Administrative Services; Justine Hendricksen, District Clerk; Shayla Antrim, Sr. Administrative Assistant

LEGAL COUNSEL

Jean Cihigoyenetché

GUESTS

Members of the Public

PUBLIC COMMENTS

Chairman Smith declared the public participation section of the meeting at 5:32 p.m.

There being no written or verbal comments, the public participation section was closed.

1. AGENDA

a. Approval of Agenda

A motion was made by Director Coats, seconded by Vice Chairman Goodrich, that the Board approve the agenda as submitted.

The motion Carried by the following roll call vote:

Ayes: Goodrich, Smith, Carrillo, Coats, Morales

Noes: None

Absent: None

2. APPROVAL OF CONSENT CALENDAR

- a. Approve July 14, 2021 Regular Board Meeting Minutes
- b. Approve July 28, 2021 Regular Board Meeting Minutes
- c. Approve Directors' Fees and Expenses for July 2021

A motion was made by Director Carrillo, seconded by Vice Chairman Goodrich, that the Board approve the Consent Calendar as submitted.

The motion Carried by the following roll call vote:

Ayes: Goodrich, Smith, Carrillo, Coats, Morales

Noes: None

Absent: None

3. DISCUSSION AND POSSIBLE ACTION ITEMS

- a. Consider Adoption of Resolution 2021.13 Updating the Schedule of Water and Wastewater Rates and Charges for a Reduced AMI Opt-Out Fee

The Chief Financial Officer provided information regarding customers that chose to opt-out of the District's AMI meter installation program. He stated that there are nine customers that chose to opt-out of the District's AMI program and they were notified that an opt-out fee would be implemented once the installation project was complete. He added that an opt-out fee was adopted in December 2019. Due to staff mailing a

final opt-out letter to remaining customers, communication began between customers and staff which led to a reevaluation of the opt-out fee. He stated that upon further calculation and review by staff, the opt-out fee was reduced to \$13 per month. He stated that customers have the option to 'opt-in" and transition their meter to AMI, eliminating the monthly fee.

A motion was made by Director Morales, seconded by Vice Chairman Goodrich, that the Board adopt Resolution 2021.13 as submitted.

The motion Carried by the following roll call vote:

Ayes: Goodrich, Smith, Carrillo, Coats, Morales

Noes: None

Absent: None

4. **REPORTS**

a. Board of Directors' Reports

Director Coats reported on the following: August 3 he participated in the San Bernardino Valley Municipal Water District Board meeting; August 9 he discussed District business with the General Manager/CEO; and August 9 he participated in the Association of San Bernardino County Special Districts Board meeting.

Director Carrillo reported on the following: August 4 he participated in the City of San Bernardino City Council meeting; and August 10 he discussed District business with the General Manager/CEO.

Director Morales reported on the following: August 3 he participated in the San Bernardino Valley Municipal Water District Board meeting; August 10 he participated in the City of San Bernardino Board of Water Commissioners meeting; and August 10 he participated in the Finance & Human Resources Committee meeting.

Vice Chairman Goodrich reported on the following: August 6 he participated in a meeting with Senator Ochoa Bogh and staff, where a District update and a virtual tour of the Sterling Natural Resource Center was provided; and August 10 he participated in the Finance & Human Resources Committee meeting.

Chairman Smith reported on the following: August 6 he participated in a meeting with Senator Ochoa Bogh and staff, and also provided a District

update and a virtual tour of the Sterling Natural Resource Center.

b. General Manager/CEO Report

The General Manager/CEO reported on the following:

The recently launched Facebook campaign promoting water quality efforts has reached over 2,000 residents within the District's service area, with 58 people clicking the link to view the website. The ad encourages residents to visit our Water Quality page to learn about their drinking water.

This month, residents will receive a bill insert with information on how they can elevate their water use efficiency efforts indoors. The mailer also includes statistics on how water can be saved by using WaterSense labeled products.

The Legislative & Public Outreach Committee will be holding a virtual meeting on August 12, at 2:00pm.

The Community Advisory Commission will be holding a virtual meeting on August 19th at 6:00pm.

The District will continue to hold meetings via teleconference until further notice.

c. Legal Counsel Report

No report at this time.

d. Board of Directors' Comments

Director Morales offered his appreciation to staff for keeping meetings running smoothly.

Chairman Smith thanked staff for their work on tonight's Board meeting.

ADJOURN

The meeting adjourned at 5:53 p.m.

John Mura, Secretary

David E. Smith, Board President

Staff Report

Regular Board Meeting

TO: Governing Board Members

FROM: General Manager/CEO

SUBJECT: July 2021 Disbursements: Accounts payable disbursements for the period include check numbers 258007 through 258154, bank drafts, and ACH payments in the amount of \$5,751,867.60 and \$676,982.21 for payroll

RECOMMENDATION

Staff recommends that the Board of Directors (Board) review and approve the District's expense disbursements for the period July 1, 2021 through July 31, 2021 in the amount of \$6,428,849.81.

BACKGROUND / ANALYSIS

In the continued effort to be fiscally transparent, the payment register for supplies, materials, services, and payroll for July 2021 is attached for review and approval. This process provides the Board and the public an opportunity to review the expenses of the District. Accounts Payable is processed weekly, while payroll is processed bi-weekly. Information to justify each expenditure is available through the Finance Department.

Accounts payable disbursements for the period include check numbers 258007 through 258154, bank drafts, and ACH Payments in the amount of \$5,751,867.60 and \$676,982.21, for payroll. Significant expenses greater than or equal to \$50,000 are further explained below:

PAYMENT #	VENDOR	DESCRIPTION	AMOUNT
258008	ALLEN INSTRUMENTS & SUPPLIES LLC	GPS SURVEY EQUIPMENT	\$ 74,471.24
258010	ANAERGIA TECHNOLOGIES LLC	MAY 2021 INVOICE FOR SERVICES AT THE SNRC (CIP PROJECT)	\$ 785,450.50
DFT0004278	CALPERS, UAL PAYMENT	CALPERS UNFUNDED ACCRUED LIABILITY ANNUAL PAYMENT FOR FY 2021-22	\$ 1,180,174.00

PAYMENT #	VENDOR	DESCRIPTION	AMOUNT
10009315	SDRMA, SPECIAL DISTRICT RISK MGMT	WORKER'S COMPENSATION INSURANCE FOR FY 2021-22	\$ 74,456.94
258077	NORTH FORK WATER CO	NFWC ASSESSMENTS (7,147.5 SHARES * \$13.00 PER SHARE)	\$ 92,917.50
10009349	MIKE J. ROQUET CONSTRUCTION INC	VARIOUS ASPHALT REPAIRS (\$9,450.00); (\$44,674.00) PAVING AND WALL REPAIRS AT PLANT 134 (CIP PROJECT);	\$ 54,124.00
10009353	SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT	TIER 1 WATER	\$ 400,000.00
10009354	SDRMA, SPECIAL DISTRICT RISK MGMT	GENERAL LIABILITY/PROPERTY INSURANCE FOR FY 2021-22	\$ 750,949.78
258134	ANAERGIA TECHNOLOGIES LLC	MAY 2021 INVOICE FOR SERVICES AT THE SNRC (CIP PROJECT)	\$ 215,726.00
258148	SAN BERNARDINO MUNICIPAL WATER DEPARTMENT	WASTEWATER TREATMENT FOR JUNE 2021	\$ 677,827.35
258149	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRICITY COSTS DUE JULY 2021	\$ 125,929.49

Also, in accordance with California Government Code Section 53065.5, staff has attached the Fiscal Year 2020-21 Annual Reimbursement Report disclosing all reimbursements to staff for more than \$100 during the previous fiscal year. All reimbursements are appropriately described and are in accordance with the District's reimbursement policies.

AGENCY GOALS AND OBJECTIVES

- II - Maintain a Commitment To Sustainability, Transparency, and Accountability
 - A. Practice Transparent and Accountable Fiscal Management

REVIEW BY OTHERS

This agenda item has been reviewed by the Finance Department.

FISCAL IMPACT

This item is funded in the current fiscal year budget.

Recommended by:

Respectfully submitted:

John Mura
General Manager/CEO

Brian Tompkins
Chief Financial Officer

ATTACHMENTS

July 2021 Payment Register
Annual Reimbursement Report for FY 2020-21



PAYMENT REGISTER JULY 1, 2021 - JULY 31, 2021

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/7/2021	258007	ACS SUPPORT	26.00
7/7/2021	258008	ALLEN INSTRUMENTS & SUPPLIES LLC	74,471.24
7/7/2021	258009	AMERICAN FIDELITY ASSURANCE COMPANY (FSA)	1,164.98
7/7/2021	258010	ANAERGIA TECHNOLOGIES LLC	785,450.50
7/7/2021	258011	CAL VALVE	595.96
7/7/2021	258012	CITY OF HIGHLAND	5,940.00
7/7/2021	258013	CITY OF SAN BERNARDINO, PUBLIC WORKS DEPT	2,677.50
7/7/2021	258014	DAILY JOURNAL CORPORATION	422.40
7/7/2021	258015	DIB'S SAFE & LOCK SERVICE	31.90
7/7/2021	258016	EAGLE AERIAL PHOTOGRAPHY INC	2,755.00
7/7/2021	258017	EVERSOFT, INC	228.82
7/7/2021	258018	FedEx	69.62
7/7/2021	258019	FLEET MANAGEMENT DEPARTMENT	534.45
7/7/2021	258020	FRANCHISE TAX BOARD	175.00
7/7/2021	258021	HORIZONS INCORPORATED	500.20
7/7/2021	258022	HOSE-MAN, INC.	261.52
7/7/2021	258023	INLAND WATER WORKS SUPPLY CO	8,585.98
7/7/2021	258024	K & L HARDWARE	33.53
7/7/2021	258025	LIEBERT CASSIDY WHITMORE LCW	4,065.00
7/7/2021	258026	LOGICALIS, INC	12,558.00
7/7/2021	258027	SAN BERNARDINO COUNTY, ATC CONTROLLER DIVISION	20,000.00
7/7/2021	258028	SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT	86,777.00
7/7/2021	258029	SERGIO D. FIERRO SOUTHERN CALIFORNIA EMERGENCY	1,500.00
7/7/2021	258030	MEDICINE/COLTON/REDLANDS	235.00
7/7/2021	258031	UNIFIRST CORPORATION	449.65
7/7/2021	258032	UNITED SITE SERVICES OF CALIFORNIA, INC	676.45
7/7/2021	258033	UPS, UNITED PARCEL SERVICE, INC.	118.41
7/7/2021	258034	WATER SYSTEMS CONSULTING, INC	2,282.50
7/8/2021	258035	PATRICIAVASHTI MAJOR BLISS	33.96
7/8/2021	258036	ROSIBEL CANIZALES	34.65
7/8/2021	258037	ALEX ESKANDAR	45.95
7/8/2021	258038	DAVID HARRIS	17.19
7/8/2021	258039	LUIS CARDENAS	100.00
7/8/2021	258040	ARIZONA PIPELINE CO	1,503.01
7/8/2021	258041	MORE CASH FOR HOMES, LLC.	5,048.04
7/8/2021	258042	ANTHONY LEON	99.10
7/8/2021	258043	YOON HUH	15.52
7/14/2021	258044	ALBERTO CRUZ	150.00
7/14/2021	258045	ALFONSO CANCINO	200.00
7/14/2021	258046	ANTON PAUSZ	230.00
7/14/2021	258047	CHERYL STOGSDILL	100.00

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/14/2021	258048	CLAIRE REMAI	73.29
7/14/2021	258049	CLIFFORD CAVE	200.00
7/14/2021	258050	COLUMBUS WALKER	200.00
7/14/2021	258051	DONALD HIPPI	300.00
7/14/2021	258052	JANE TURNER	200.00
7/14/2021	258053	JIANWEI DOU	150.00
7/14/2021	258054	KIMBERLY GRIFFIN	109.00
7/14/2021	258055	LORNA OBIEN	137.12
7/14/2021	258056	MICHAEL BEACHTEL	100.00
7/14/2021	258057	REBECCA BRAWLEY	300.00
7/14/2021	258058	ROBERT LINARES	150.00
7/14/2021	258059	ULISES HERNANDEZ	150.00
7/14/2021	258060	VICTOR BISHERA	100.00
7/14/2021	258061	YUANCHUN GARDNER	99.90
7/14/2021	258062	METLIFE SMALL BUSINESS CENTER (Dental)	9,377.48
7/14/2021	258063	BURRTEC WASTE/ E. 111 MILL ST	1,807.80
7/14/2021	258064	CAL VALVE	1,457.22
7/14/2021	258065	CHEM-TECH INTERNATIONAL INC	6,011.56
7/14/2021	258066	CITY OF SAN BERNARDINO, PUBLIC WORKS DEPT	2,856.00
7/14/2021	258067	COUNTY OF SAN BERNARDINO, PUBLIC HEALTH	350.00
7/14/2021	258068	DIB'S SAFE & LOCK SERVICE	132.82
7/14/2021	258069	EYE MED VISION CARE	1,444.64
7/14/2021	258070	FAIRVIEW FORD SALES,INC	333.76
7/14/2021	258071	FedEx	33.94
7/14/2021	258072	FIRST CHOICE SERVICES	514.57
7/14/2021	258073	GOVERNMENT FINANCE OFFICERS ASSOCIATION	150.00
7/14/2021	258074	K & L HARDWARE	34.02
7/14/2021	258075	KONICA MINOLTA	417.14
7/14/2021	258076	LOGICALIS, INC	6,270.00
7/14/2021	258077	NORTH FORK WATER CO	92,917.50
7/14/2021	258078	NORTH FORK WATER CO	470.41
7/14/2021	258079	SAN BERNARDINO MUNICIPAL WATER DEPARTMENT	18,286.74
7/14/2021	258080	SOUTHERN CALIFORNIA EDISON COMPANY	21.45
7/14/2021	258081	STRADLING YOCCA CARSON & RAUTH, A PROFESSIONAL CORP	500.00
7/14/2021	258082	UNIFIRST CORPORATION	691.08
7/21/2021	258083	ESTHER RODRIGUEZ	486.66
7/21/2021	258084	JANET CHANG	157.18
7/21/2021	258085	JOE & JOSEPHINE LOERA	50.44
7/21/2021	258086	RAFEL SALGADO	65.57
7/21/2021	258087	SABRINA MARTINEZ	510.43
7/21/2021	258088	DIAB DIAB	95.00
7/21/2021	258089	CASCADE 124 LLC	161.78
7/21/2021	258090	YAN ZHONG	300.00
7/21/2021	258091	INLAND INVESTMENT PARTNERS	26.13
7/21/2021	258092	ELENIA L BURRIS	69.56
7/21/2021	258093	SB PAD LLC RIVSA	338.88
7/21/2021	258094	SB PAD LLC RIVSA	13.40
7/21/2021	258095	TAMRYN KING	61.47
7/21/2021	258096	GEORGE VALENCIA	89.80

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/21/2021	258097	OPENDOOR LABS INC	124.43
7/21/2021	258098	ACS SUPPORT	26.00
7/21/2021	258099	AMERICAN FIDELITY ASSURANCE COMPANY (FSA)	1,164.98
7/21/2021	258100	AT&T	578.31
7/21/2021	258101	BURRTEC WASTE/ 5455 Industrial pkwy	440.28
7/21/2021	258102	DENTAL HEALTH SERVICES	189.40
7/21/2021	258103	DONEGAN TREE SERVICE	6,800.00
7/21/2021	258104	EUCLID MANAGERS, INSURANCE SERVICES INC.	504.00
7/21/2021	258105	EWING IRRIGATION PRODUCTS INC	218.07
7/21/2021	258106	FedEx	134.21
7/21/2021	258107	FRANCHISE TAX BOARD	175.00
7/21/2021	258108	HIGHLAND COMMUNITY NEWS/PUBLISHING INC	1,275.50
7/21/2021	258109	INLAND DESERT SECURITY & COMMUNICATIONS, INC	657.75
7/21/2021	258110	INLAND WATER WORKS SUPPLY CO	16,986.44
7/21/2021	258112	K & L HARDWARE	285.54
7/21/2021	258113	LOGICALIS, INC	6,415.00
7/21/2021	258114	LOWE'S	1,160.09
7/21/2021	258115	PILAR ONATE	4,725.00
7/21/2021	258116	SO CAL GAS	17.30
7/21/2021	258117	SOUTHERN CALIFORNIA EDISON COMPANY	20,307.32
7/21/2021	258118	THE SHERWIN WILLIAMS CO.	195.49
7/21/2021	258119	UNIFIRST CORPORATION	532.65
7/21/2021	258120	US BANCORP SERVICE CENTER	25,797.97
7/21/2021	258125	VERIZON	1,169.60
7/21/2021	258126	WESTBROOK FENCE, INC	44,683.00
7/28/2021	258127	JASMINE MORGAN	69.81
7/28/2021	258128	ZENaida PONCE	15.75
7/28/2021	258129	BERNICE WALTON	42.93
7/28/2021	258130	JAIME MURGUIA	49.31
7/28/2021	258131	MAYRA Z CARDENAS	125.77
7/28/2021	258132	DUSTIN FUJIWARA	104.50
7/28/2021	258133	AMERICAN FIDELITY ASSURANCE COMPANY	2,546.86
7/28/2021	258134	ANAERGIA TECHNOLOGIES LLC	215,726.00
7/28/2021	258135	AT&T	1,205.95
7/28/2021	258136	CHICAGO TITLE COMPANY	950.00
7/28/2021	258137	COLONIAL LIFE, PREMIUM	547.00
7/28/2021	258138	COUNTY OF SAN BERNARDINO, DEPT OF PUBLIC WORKS	3,692.00
7/28/2021	258139	FATCO	2,750.00
7/28/2021	258140	FedEx	21.79
7/28/2021	258141	FIRST CHOICE SERVICES	271.76
7/28/2021	258142	INLAND WATER WORKS SUPPLY CO	10,162.46
7/28/2021	258143	INTERNAL REVENUE SERVICE	71.97
7/28/2021	258144	METLIFE SMALL BUSINESS CENTER (Dental)	9,377.48
7/28/2021	258145	METROPOLITAN LIFE INS CO	186.60
7/28/2021	258146	PACIFIC TRUCK EQUIPMENT	13,060.07
7/28/2021	258147	SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT	455.00
7/28/2021	258148	SAN BERNARDINO MUNICIPAL WATER DEPARTMENT	677,827.35
7/28/2021	258149	SOUTHERN CALIFORNIA EDISON COMPANY	125,929.49
7/28/2021	258150	SPECTRUM	927.93

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/28/2021	258151	SUNSET WINDOW TINT/ANTONIO POSADA	1,030.00
7/28/2021	258152	THE WINNER INDUSTRIAL SUPPLY INC	1,979.02
7/28/2021	258153	UNIFIRST CORPORATION	530.52
7/28/2021	258154	UNITED SITE SERVICES OF CALIFORNIA, INC	676.45

BANK DRAFTS

7/2/2021	DFT0004262	GLOBAL PAYMENTS	11,761.74
7/2/2021	DFT0004263	CALPERS/ MEDICAL	100,264.17
7/6/2021	DFT0004265	CALPERS,GASB & 1959 SURVIVOR BENEFITS	4,087.20
7/6/2021	DFT0004266	CALPERS/ DEFERRED COMPENSATION	25,661.82
7/6/2021	DFT0004267	CALPERS/ RETIREMENT	47,217.65
7/6/2021	DFT0004272	MERCHANT BANKCD	492.18
7/7/2021	DFT0004271	STATE DISBURSEMENT UNIT	934.00
7/7/2021	DFT0004273	PayNearMe, Inc.	145.27
7/9/2021	DFT0004264	CA SDI Tax	5,463.55
7/9/2021	DFT0004268	Federal Payroll Tax	71,896.75
7/9/2021	DFT0004269	Medicare	17,739.38
7/9/2021	DFT0004270	State Payroll Tax	29,018.08
7/12/2021	DFT0004274	FORTE, ACH DIRECT INC, ACH FEES	3,774.44
7/14/2021	DFT0004276	PayNearMe, Inc.	252.73
7/21/2021	DFT0004278	CALPERS, UAL PAYMENT	1,180,174.00
7/21/2021	DFT0004279	CALPERS/ DEFERRED COMPENSATION	22,636.35
7/21/2021	DFT0004280	CALPERS/ RETIREMENT	50,448.26
7/21/2021	DFT0004284	STATE DISBURSEMENT UNIT	934.00
7/21/2021	DFT0004286	PayNearMe, Inc.	165.17
7/23/2021	DFT0004277	CA SDI Tax	2,970.48
7/23/2021	DFT0004281	Federal Payroll Tax	33,646.82
7/23/2021	DFT0004282	Medicare	9,582.08
7/23/2021	DFT0004283	Social Security	992.08
7/23/2021	DFT0004285	State Payroll Tax	13,349.33
7/23/2021	DFT0004287	CBB	453.41
7/30/2021	DFT0004288	PayNearMe, Inc.	185.07

ACH PAYMENTS

7/7/2021	10009282	ADCOMP SYSTEMS	606.16
7/7/2021	10009283	ALLEN WILLIAMS	702.57
7/7/2021	10009284	AMAZON CAPITAL SERVICES, INC	336.52
7/7/2021	10009285	APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	82.02
7/7/2021	10009286	BARRY'S SECURITY SERVICES, INC	4,976.66
7/7/2021	10009287	BOOT BARN, INC	1,364.27
7/7/2021	10009288	CAROL CALES	660.58
7/7/2021	10009289	CIVICPLUS -ICON ENTERPRISES, INC	9,055.04
7/7/2021	10009290	CLARK PEST CONTROL	48.00
7/7/2021	10009291	CLA-VAL CO	4,946.15
7/7/2021	10009292	CLEARFLY COMMUNATIONS	975.63
7/7/2021	10009293	COMPUTERIZED EMBROIDERY COMPANY, INC	495.40
7/7/2021	10009294	DANIEL DAVIS	627.72
7/7/2021	10009295	DAVID HERNANDEZ	437.37
7/7/2021	10009296	ELISEO OCHOA	667.32

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/7/2021	10009297	EVWD EMPLOYEES EVENTS ASSOC	315.50
7/7/2021	10009298	FERGUSON ENTERPRISES, INC.	3,351.77
7/7/2021	10009299	FMB TRUCK OUTFITTERS, INC	195.94
7/7/2021	10009300	FRONTIER COMMUNICATIONS	63.48
7/7/2021	10009301	GARY STURDIVAN	710.53
7/7/2021	10009302	GORDON GRANT	649.92
7/7/2021	10009303	LEGEND PUMP AND WELL	558.00
7/7/2021	10009304	LESLIE'S POOL SUPPLIES, INC.	215.31
7/7/2021	10009305	MANAGED HEALTH NETWORK	225.12
7/7/2021	10009306	MANAGED MOBILE, INC.	4,003.76
7/7/2021	10009307	MARTHA T DURAN	800.00
7/7/2021	10009308	MCMASTER-CARR	73.63
7/7/2021	10009309	MICHAEL HENDERSON	695.41
7/7/2021	10009310	MINUTEMAN PRESS OF RANCHO CUCAMONGA	6,921.15
7/7/2021	10009311	MOBILE OCCUPATIONAL SERVICES, INC	55.00
7/7/2021	10009312	NEOGOV	2,408.50
7/7/2021	10009313	POWERSTRIDE BATTERY CO.	101.41
7/7/2021	10009314	REBECCA KASTEN	577.89
7/7/2021	10009315	SDRMA, SPECIAL DISTRICT RISK MGMT	74,456.94
7/7/2021	10009318	SG CREATIVE, LLC	9,600.00
7/7/2021	10009319	SHRED-IT US JV LLC	144.24
7/7/2021	10009320	STUBBIES PROMOTIONS INC	2,500.39
7/7/2021	10009321	SUPERIOR AUTOMOTIVE WAREHOUSE, INC.	80.75
7/7/2021	10009322	SWIFTCOMPLY US OPCO, INC	4,039.40
7/7/2021	10009323	UNDERGROUND SERVICE ALERT	272.35
7/7/2021	10009324	WORK BOOT WAREHOUSE	549.38
7/14/2021	10009325	MARIA ACOSTA	150.00
7/14/2021	10009326	ACI PAYMENTS INC.	1.50
7/14/2021	10009327	AMAZON CAPITAL SERVICES, INC	1,569.10
7/14/2021	10009328	ANTHESIS	10,614.51
7/14/2021	10009329	APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	221.71
7/14/2021	10009330	ASBCSD	70.00
7/14/2021	10009331	BARRY'S SECURITY SERVICES, INC	10,483.56
7/14/2021	10009332	BURGESS MOVING & STORAGE	1,233.75
7/14/2021	10009333	CLARK PEST CONTROL	118.00
7/14/2021	10009334	CLINICAL LAB OF S B	5,512.25
7/14/2021	10009335	CORELOGIC SOLUTIONS, LLC	369.51
7/14/2021	10009336	COUNTY OF SAN BERNARDINO, RECORDER- CLERK	520.00
7/14/2021	10009337	DANGELO CO INC	4,064.29
7/14/2021	10009338	FERGUSON ENTERPRISES, INC.	8,923.58
7/14/2021	10009339	FLEET SERVICES /COLTON TRUCK	100.19
7/14/2021	10009340	FLEETWASH, INC	625.00
7/14/2021	10009341	FMB TRUCK OUTFITTERS, INC	1,998.28
7/14/2021	10009342	FRONTIER COMMUNICATIONS	1,241.16
7/14/2021	10009343	GENESIS INDUSTRIAL SUPPLY, INC	1,267.44
7/14/2021	10009344	JC LAW FIRM	15,269.55
7/14/2021	10009345	KOFF & ASSOCIATES, INC	3,262.50
7/14/2021	10009346	LANDS END INC	65.62
7/14/2021	10009347	LEGEND PUMP AND WELL	1,076.00

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/14/2021	10009348	MCMASTER-CARR	238.99
7/14/2021	10009349	MIKE J. ROQUET CONSTRUCTION INC	54,124.00
7/14/2021	10009350	MINUTEMAN PRESS OF RANCHO CUCAMONGA	19,018.26
7/14/2021	10009351	QUADIENT, INC	407.62
7/14/2021	10009352	REDLINE MOBILE FLEET SERVICE & REPAIR	3,172.38
7/14/2021	10009353	SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT	400,000.00
7/14/2021	10009354	SDRMA, SPECIAL DISTRICT RISK MGMT	750,949.78
7/14/2021	10009355	STAPLES BUSINESS ADVANTAGE	930.22
7/14/2021	10009356	STEVE A. FILARSKY, ATTORNEY AT LAW	77.50
7/14/2021	10009357	THE GRANT FARM (MOMENTUM)	18,051.50
7/14/2021	10009358	TROY ALARM, INC.	264.00
7/14/2021	10009359	TYLER TECHNOLOGIES, INC	341.08
7/14/2021	10009360	VALERO FLEET, WEX BANK	14,065.50
7/14/2021	10009361	VERIZON WIRELESS	7,955.48
7/14/2021	10009363	VULCAN MATERIALS CO/ CALMAT CO	7,435.47
7/14/2021	10009364	ZENON ENVIRONMENTAL CORP.	22,276.24
7/21/2021	10009365	ADCOMP SYSTEMS	319.29
7/21/2021	10009366	AMAZON CAPITAL SERVICES, INC	2,185.89
7/21/2021	10009367	ANTHONY POOL SERVICE, JAMES ANTHONY LOGSDON	325.00
7/21/2021	10009368	ANTHONY'S IRRIGATION	8,005.00
7/21/2021	10009369	APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	225.71
7/21/2021	10009370	ASHOK K. DHINGRA, AKD CONSULTING	19,034.00
7/21/2021	10009371	B&A BLAIS & ASSOCIATES INC	2,075.00
7/21/2021	10009372	BARRY'S SECURITY SERVICES, INC	5,263.88
7/21/2021	10009373	CLARK PEST CONTROL	146.00
7/21/2021	10009374	CORE & MAIN LP	6,614.69
7/21/2021	10009375	DALE BRENDT MARSDEN, dba TOMORROW'S TALENT, LLC	2,500.00
7/21/2021	10009376	DANGELO CO INC	2,675.64
7/21/2021	10009377	ENERGAGE, LLC	2,100.00
7/21/2021	10009378	EVWD EMPLOYEES EVENTS ASSOC	365.50
7/21/2021	10009379	EXCEL LANDSCAPE, INC	132.78
7/21/2021	10009380	FERGUSON ENTERPRISES, INC.	1,599.49
7/21/2021	10009381	FIELDMAN, ROLAPP & ASSOCIATES, Inc.	1,195.00
7/21/2021	10009382	FLEETWASH, INC	380.00
7/21/2021	10009383	FMB TRUCK OUTFITTERS, INC	3,870.69
7/21/2021	10009384	FRONTIER COMMUNICATIONS	760.36
7/21/2021	10009385	GENESIS INDUSTRIAL SUPPLY, INC	1,764.50
7/21/2021	10009386	HARRINGTON INDUSTRIAL PLASTIC	8,042.41
7/21/2021	10009387	HOPKINS TECHNICAL PRODUCTS INC	11,090.14
7/21/2021	10009388	ICMA RETIREMENT CORPORATION	250.00
7/21/2021	10009389	INFOSEND, INC	32,542.22
7/21/2021	10009390	JC LAW FIRM	2,310.00
7/21/2021	10009391	JEREMY SUBRIAR	138.38
7/21/2021	10009392	LANDS END INC	476.25
7/21/2021	10009393	MANAGED MOBILE, INC.	5,644.53
7/21/2021	10009394	MCCROMETER INC	6,878.19
7/21/2021	10009395	MCMASTER-CARR	796.27
7/21/2021	10009396	MINUTEMAN PRESS OF RANCHO CUCAMONGA	6,965.47
7/21/2021	10009397	NATIONAL CONSTRUCTION RENTALS	168.49

PAYMENT DATE	NUMBER	VENDOR NAME	AMOUNT
7/21/2021	10009398	ORION SYSTEMS INTEGRATORS LLC	2,000.00
7/21/2021	10009399	PLUMBERS DEPOT INC.	7,808.87
7/21/2021	10009400	PROPHIX SOFTWARE INC	22,412.00
7/21/2021	10009401	QUINTANA, WATTS & HARTMANN LLC	4,200.00
7/21/2021	10009402	SITEONE LANDSCAPE SUPPLY , LLC	155.12
7/21/2021	10009403	SOUTHERN CALIFORNIA EDISON	1,200.00
7/21/2021	10009404	STAPLES BUSINESS ADVANTAGE	536.34
7/21/2021	10009405	TYLER TECHNOLOGIES, INC	440.00
7/21/2021	10009406	USA BLUE BOOK, HD SUPPLY FACILITIES MAINT, LTD	1,292.09
7/21/2021	10009407	VISTA PAINTS	310.46
7/21/2021	10009408	VULCAN MATERIALS CO/ CALMAT CO	710.27
7/28/2021	10009409	ACI PAYMENTS INC.	58.00
7/28/2021	10009410	AMAZON CAPITAL SERVICES, INC	483.03
7/28/2021	10009411	BARRY'S SECURITY SERVICES, INC	4,986.13
7/28/2021	10009412	BOOT BARN, INC	2,978.40
7/28/2021	10009413	CALIFORNIA TOOL & WELDING SUPPLY	180.91
7/28/2021	10009414	CINTAS CORPORATION (FIRST AID)	882.14
7/28/2021	10009415	CORE & MAIN LP	623.00
7/28/2021	10009416	EXCEL LANDSCAPE, INC	13,771.82
7/28/2021	10009417	FLEETWASH, INC	410.00
7/28/2021	10009418	FRONTIER COMMUNICATIONS	63.56
7/28/2021	10009419	GOLDEN STATE LABOR COMPLIANCE, LLC	4,750.00
7/28/2021	10009420	GRAINGER	469.50
7/28/2021	10009421	HAAKER EQUIPMENT COMPANY & TOTAL CLEAN	86.22
7/28/2021	10009422	HARRINGTON INDUSTRIAL PLASTIC	1,377.74
7/28/2021	10009423	HUB SUPPLY CONSTRUCTION SUPPLY, LTD/WHITE CAP LP	546.43
7/28/2021	10009424	INDUSTRIAL RUBBER & SUPPLY	342.58
7/28/2021	10009425	JOSE MILLAN	3,050.00
7/28/2021	10009426	MCMASTER-CARR	126.90
7/28/2021	10009427	MIKE J. ROQUET CONSTRUCTION INC	9,844.00
7/28/2021	10009428	MINUTEMAN PRESS OF RANCHO CUCAMONGA	879.53
7/28/2021	10009429	PATTON'S SALES CORP	79.10
7/28/2021	10009430	PETAS CAR CARE- KEVIN KOHRELL	386.54
7/28/2021	10009431	SSCI, INC. DBA-SAFETY COMPLIANCE COMPANY	400.00
7/28/2021	10009432	STAPLES BUSINESS ADVANTAGE	469.77
7/28/2021	10009433	TESCO CONTROLS, INC.	6,757.50
7/28/2021	10009434	VISTA PAINTS	84.25
7/28/2021	10009435	VULCAN MATERIALS CO/ CALMAT CO	4,181.05
TOTAL			\$ 5,751,867.60



ANNUAL REIMBURSEMENT REPORT FY 2020-21

DATE	INDIVIDUAL	DESCRIPTION	AMOUNT PAID
8/10/2020	John Drury	Reimbursement for Backflow Testers License (Renewal)	\$ 135.00
8/28/2020	Michael Baffa	Reimbursement for Covid testing	\$ 150.00
8/28/2020	Jose Torres	Reimbursement for Covid testing	\$ 150.00
10/1/2020	Jeremy Subriar	Reimbursement for AWWA Certificate	\$ 305.00
10/29/2020	Rocky Welborn	Reimbursement for Covid testing	\$ 150.00
11/9/2020	Jeremy Subriar	Reimbursement for AWWA Exam Fee	\$ 210.00
12/10/2020	Raymond Roybal	Reimbursement for D5 Cert Exam	\$ 105.00
1/11/2021	Michael Baffa	Reimbursement for Covid testing	\$ 390.00
1/14/2021	Kelly Malloy	Reimbursement for Overpmt on 457 Contributions	\$ 561.58
1/14/2021	Kathleen R Burke	Reimbursement for Overpmt on 457 Contributions	\$ 730.83
3/9/2021	Michael Baffa	Reimbursement for Backflow Testers License (Renewal)	\$ 358.75
5/24/2021	Jeremy Subriar	Reimbursement for SBVC Class	\$ 278.95
6/1/2021	Cecilia Contreras	Reimbursement for Education, books & registration	\$ 302.74
6/21/2021	Adam Sievers	Reimbursement for D3 Exam	\$ 100.00
TOTAL			\$ 3,927.85

Staff Report

Regular Board Meeting

TO: Governing Board Members

FROM: General Manager/CEO

SUBJECT: Approve Investment Transaction Report for Month Ended July 31, 2021

RECOMMENDATION

Staff recommends that the Board of Directors (Board) accept and file the attached Investment Transaction Report for the month ended July 31, 2021.

BACKGROUND / ANALYSIS

California Government Code §53607 requires the CFO / Treasurer of a public agency to submit a monthly investment transaction report to the Board when the Board has delegated to the CFO/Treasurer the authority to invest, reinvest, sell, or exchange securities held in the Agency's investment portfolio.

During the discussion about the District's Investment Policy in March of this year, staff pointed out that a delegation, as described above, is made on page 3 of the District's policy and that staff would begin preparing monthly investment transaction reports beginning in July of 2021. Attached hereto, for the Board's review, is a summary of East Valley Water District's Investment Transaction Report for the month ended July 31, 2021.

Staff recommends that the report be accepted and filed.

AGENCY GOALS AND OBJECTIVES

- II - Maintain a Commitment To Sustainability, Transparency, and Accountability
 - A. Practice Transparent and Accountable Fiscal Management

REVIEW BY OTHERS

This agenda item has been reviewed by the Finance Department.

FISCAL IMPACT

There is no fiscal impact associated with this agenda item.

Recommended by:

Respectfully submitted:

John Mura
General Manager/CEO

Brian Tompkins
Chief Financial Officer

ATTACHMENTS

Investment Transaction Report for Month Ended July 31, 2021

EAST VALLEY WATER DISTRICT
Investment Transaction Report
Month Ended July 31, 2021

Activity (Book Value)														
Purch Date	Issuer	CUSIP	Yield	Units / Face Value	Maturity Date	7/1/2021	Amort Cost Adjustment	Adjusted Cost 7/31/2021	Purchases	Matured / Called	Adjusted Cost 7/31/2021	Market Value 7/31/2021	Water	Sewer
05/10/18	FHLB	3130AEBM1	2.750%	100,000	06/10/22	99,892.00		99,892.00			99,892.00	102,282.00	102,480.00	-
07/30/20	Federal Home Loan Bank	3130AJUN7	0.550%	250,000	07/30/24	249,937.50		249,937.50			249,937.50	250,007.50	249,782.50	-
03/30/21	Federal Home Loan Bank	3130ALPB4	0.800%	300,000	05/30/25	300,000.00		300,000.00			300,000.00	300,183.00	299,925.00	-
03/30/21	Federal Home Loan Bank	3130ALU93	0.750%	200,000	06/30/25	200,000.00		200,000.00			200,000.00	199,990.00	200,032.00	-
03/30/21	Federal Home Loan Bank	3130ALUF9	1.000%	300,000	03/30/26	300,000.00		300,000.00			300,000.00	300,156.00	300,024.00	-
07/30/20	Freddie Mac	3134GWCZ7	0.300%	100,000	10/28/22	99,985.00		99,985.00		99,985.00	-	-	-	-
08/06/20	Freddie Mac	3134GWMY9	0.625%	100,000	08/19/25	100,000.00		100,000.00			100,000.00	99,834.00	99,463.00	-
09/28/20	Freddie Mac	3134GWTLO	0.300%	200,000	09/25/23	200,000.00		200,000.00			200,000.00	199,984.00	200,044.00	-
08/25/16	Fannie Mae	3136G3Y33	1.400%	300,000	08/25/21	300,000.00		300,000.00			300,000.00	300,255.00	300,612.00	-
01/21/20	Tenn Valley Authority	880591ER9	2.875%	200,000	09/15/24	315,913.50		315,913.50			315,913.50	322,092.00	322,440.00	-
11/04/16	US Treasury Note	912828T67	1.250%	500,000	10/31/21	499,765.63		499,765.63			499,765.63	501,465.00		503,475.00
05/31/17	US Treasury Note	912828XR6	1.750%	300,000	05/31/22	299,765.63		299,765.63			299,765.63	304,149.00	304,524.00	-
05/29/20	US Treasury Note	912828ZP8	0.125%	300,000	05/15/23	299,203.13		299,203.13			299,203.13	299,814.00	299,427.00	-
03/31/21	US Treasury Note	9128CBT7	0.750%	500,000	03/31/26	495,703.13		495,703.13			495,703.13	502,150.00	497,990.00	-
				3,650,000.00		3,760,165.52	-	3,760,165.52	-	99,985.00	3,660,180.52	3,682,361.50	3,176,743.50	503,475.00

Staff Report

Regular Board Meeting

TO: Governing Board Members

FROM: General Manager/CEO

SUBJECT: Consider Approval of Student Internship Program Policy

RECOMMENDATION

Staff recommends that the Board of Directors (Board) review and approve the Student Internship Program Policy.

BACKGROUND / ANALYSIS

The Water and Resource Management Pathway (Pathway) has been a great success over the first year and a half with several students having completed Valley College's Introduction to Water, along with Water Distribution and Treatment courses.

One of the Human Resources Department goals for the current fiscal year is to develop and implement a paid internship program. The District was able to host four paid Pathway interns during the spring 2021 school semester, however, it was with the help of the Harbor Freight Fellowship initiative. While this was an excellent partnership, the interns were not able to be classified as EVWD employees, and the District had to follow strict guidelines for the students to receive their payment for the internship.

With the Board's approval of this fiscal year budget, funds have been allocated and staff is ready to implement the Student Internship Program. The purpose of this Program will be to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come.

Under this Program, internships will be available to local students who have demonstrated high levels of interest, talent, or aptitude in the water industry or related fields. Students may be recruited from local high school career pathways or via school staff recommendation. Students must be in good standing and have demonstrated initiative and motivation to learn more about the water industry and its fields of service.

The duration of the student internship will vary with each assignment, but most will last a full school semester and the District will ensure the students have enough internship hours to fulfill work experience course requirements.

In addition to paid longer-term internships, the District will also offer micro-internships under this program. Micro-internships are unpaid work experiences that may be as short as a one-hour presentation/job shadow, a field trip/tour, or any experience that is

up to eight weeks in duration. These will be provided to orient students to industry related fields and to generate interest in potential future internship experiences.

The District will welcome Water and Resource Management Pathway interns at the end of August with the start of the fall semester. Their internship will begin with virtual meetings, staff videos and online assignments, and will hopefully get to end in-person on-site.

Staff will continue to keep you updated on this exciting program.

AGENCY GOALS AND OBJECTIVES

- I - Implement Effective Solutions Through Visionary Leadership
 - C. Strengthen Regional, State and National Partnerships
 - D. Encourage Performance Based Results through Staff Empowerment

REVIEW BY OTHERS

This agenda item has been reviewed by the Administration Department and Finance and Human Resources Committee.

FISCAL IMPACT

This item is funded in the current fiscal year budget.

Recommended by:

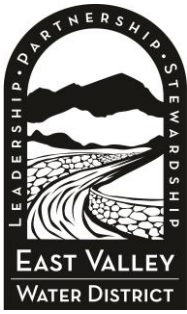
Respectfully submitted:

John Mura
General Manager/CEO

Kerrie Bryan
Director of Administrative Services

ATTACHMENTS

Student Internship Program Policy



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
1 of 4

Purpose

The purpose of this Program is to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come. It is acknowledged that local youth add value by filling critical skills gaps, supporting succession planning, spurring innovation and drive new ideas, and they support workforce diversity, which ensures greater customer connection.

Policy

Internships are available to local students who have demonstrated high levels of interest, talent, or aptitude in the water industry or related fields. Students may be recruited from local high school career pathways or via school staff recommendation. Students must be in good standing and have demonstrated initiative and motivation to learn more about the water industry and its fields of service.

Program

Internships are paid experiences that generally follow successful completion of first level pathway courses, college courses, or certification course work. These experiences last sixty hours or more. Students who successfully complete their coursework and internship experience will be granted a priority interview when the District is recruiting for a related position.

Micro-Internship Experiences

Micro-internships are unpaid experiences that may be as short as attending a one-hour presentation, job-specific field trips, or an experience that is up to eight weeks in duration. Micro-internships are provided to orient students to water industry related fields and to generate interest in potential future internship experiences.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
2 of 4

Program Objectives

- A. Provide opportunities for local youth to experience hands-on (and/or virtual) water industry related career fields as part of their overall education experience.
- B. Allow local youth an opportunity to explore and learn about the water industry's stewardship, our precious natural resources, and service to our community.
- C. Create an atmosphere of sharing and learning in an exchange of knowledge between local youth and current employees to leverage our ability to respond to growing business and technical needs in the industry.
- D. Support the District's Succession Plan to ensure a strong and vibrant future workforce that nurtures the diversity of its local community's talent.

Eligibility and Interest

Eligibility for the Student Internship Program is limited to student participants in the Water and Resource Management Pathway or affiliated educational programs. Applicants must be at least (16) years of age or older, have gained parent or guardian consent, and must be willing to participate in background screening and a pre-internship assignment physical.

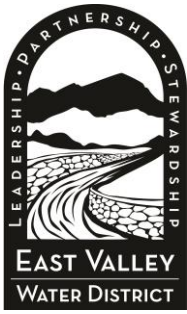
Those interested in available student internship experiences must have completed the pre-requisite course work with a satisfactory grade and be enrolled in the appropriate work experience course to move forward with the internship process.

Interview

Brief interviews may be conducted of internship applicants to assess their interest and matching for work-based learning experiences. The interview will determine the interests of the applicant, previous experiences, his or her commitment to fulfill the requirements of the internship experience, and provide an opportunity for a question and answer period.

Screening

Selected internship applicants may undergo a criminal background screening process as well as a pre-internship assignment physical. The screening process will be considered complete



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
3 of 4

once the background check and physical have been completed and approved by Human Resources. The individual may begin their internship once this process is complete and they attend their internship orientation. *(Please note the screening process may not apply to micro-internship or virtual experiences).*

Available Opportunities

The student internship program will offer a variety of ways to engage with the District in work-based learning experiences. Each semester District staff will determine internship capacity and notify educational partners of available opportunities.

In placing a student intern, consideration will be paid to the interests and experiences of the intern as well as the requirements of the internship. Assignments will offer a variety of work-based learning experiences among the District's departments.

Student Internship Schedules

It is understood that student schedules are dynamic and may require personalized attention to flexible experiences based on weight of the student's coursework. However, once scheduled, students must communicate directly with the District's Human Resources Department immediately when they are not able to meet a scheduled assignment. Lack of communication may result in the ending of the student internship experience.

Orientation

Once an intern is selected and an assignment is given, the student will participate in an orientation program to inform interns about East Valley Water District as an organization, its policies, procedures, and programs. This session is designed to assist interns in their new experience with the District. Additionally, interns will engage in an on-the-job safety orientation by their workplace mentor and/or assigned supervisor.

Duration

The duration of the student internship experience will vary with each assignment as outlined above, but will fulfill all work experience requirements. Most paid internships will last a full school semester. Either party may end the student internship experience at any time.



EAST VALLEY WATER DISTRICT Administrative Policies & Programs

Policy Title: Student Internship Program

Original Approval Date:
August 25, 2021

Last Revised:

Policy No:

Page
4 of 4

Paid Intern Compensation

Staff will request internship funds through the annual budget process. The approved budget amount for each fiscal year will determine the number of interns and what their pay will be for the duration of the internship.

Interns will be paid as employees through the East Valley Water District payroll system. Interns will have the option of receiving a hard copy check or direct deposit.