



SANTA CLARA VALLEY WATER DISTRICT

NON-AGENDA

May 26, 2023

Board Policy EL-7 Communication and Support to the Board
The BAOs shall inform and support the Board in its work.

Page	<u>CEO BULLETIN & NEWSLETTERS</u>
	CEO Bulletin: None
	<u>BOARD MEMBER REQUESTS & INFORMATIONAL ITEMS</u>
	BMR/IBMR Weekly Reports: None.
4	Memo from Darin Taylor, Chief Financial Officer, to the Board, dated 5/15/23, providing a Summary of Monthly Report of Investments, April 2023.
20	Memo from Patrice McElroy, Deputy Administrative Officer, to the Board, dated, responding to BMR-23-0003 – Provide a copy of the FMLA/CFRA policy/work instruction.
	<u>INCOMING BOARD CORRESPONDENCE</u>
38	Board Correspondence Weekly Report: 05/25/23
42	Email from Mitchell R. Lunn to the Board, dated 5/18/23, testing the Board Correspondence process and expressing opinion on how the Clerk responded to request to revise current process. C-23-0108
43	Email from Amy Wu to the Board, dated 5/19/23, proposing solutions to mercury levels in reservoirs. C-23-0109
44	Email from Danny Garza to the Board, dated 5/20/23, providing information and pictures from the National River Cleanup Day. C-23-0110
61	Email from Phil Chun to the Board, dated 5/21/23, regarding unhoused encampments that may pose a danger in the Santa Clara neighborhood. C-23-0111
62	Email from Rea Freedom to the Board, dated 5/22/23, regarding Pacheco Dam. C-23-0113
63	Email from Libby Lucas to Director Santos, dated 5/22/23, regarding Calabazas/San Tomas Aquino Creek-Marsh Connection Project. C-23-0114
65	Email from Kathleen Cannuli to the Board, dated 5/23/23, expressing opposition to Pacheco Dam and suggesting other uses of public funds. C-23-0115
66	Email from Bob Fanjoy to the Board, dated 5/23/23, reporting illegal dumping and trash along Saratoga Creek. C-23-0116

		<u>OUTGOING BOARD CORRESPONDENCE</u>
74		Email from Director Beall to Marlene Bonomo, dated 5/22/23, responding to concerns of encampments along Guadalupe Creek adjacent to Meridian Avenue and Coleman Road, San Jose.

BOARD MEMBER REQUESTS and Informational Items

**MEMORANDUM**

FC 14 (02-08-19)

TO: Board of Directors**FROM:** Darin Taylor,
Chief Financial Officer**SUBJECT:** Summary of Monthly Report of Investments,
April 2023**DATE:** May 15, 2023

In accordance with the Santa Clara Valley Water District (Valley Water) Board Investment policy, staff provides a detailed investment report to the Board of Directors on a quarterly basis. In addition to the quarterly investment report, Government Code section 53607 requires the Treasurer of the local agency who has been delegated with the authority to invest funds to provide a monthly report of the investment transactions to the legislative body. This report is provided to the Board in compliance with Government Code section 53607 and Executive Limitation-4 Financial Management.

Attached is the report of investments for the month of April 2023. All investments were in compliance with the Investment Policy and performed on par with Valley Water's benchmark yield. The attached report includes a summary of the portfolio holdings, details of each security in the portfolio and an investment activity summary with comparisons to the previous 12 months. The following are highlights of the investment activities for the month:

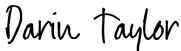
- The book value of Valley Water's portfolio as of April 30, 2023 was \$655 million. This represents a decrease of approximately \$15 million compared to the book value as of March 31, 2023 due to planned expenditures offset by revenues received during the month.
- Valley Water's portfolio is invested with a primary goal of safety. To accomplish this goal, we only invest in securities that are permitted by California Government Code and the Board Investment Policy. These securities have high credit ratings and maturities of no more than 5 years. As of April 30, 2023, approximately 70% of the portfolio was held in US Government Treasury/Agency/Municipal Bonds, 27% was held in liquid funds (Local Area Investment Fund, Money Market mutual fund, and short-term deposits), and 3% in supranational/corporate medium-term notes.
- The portfolio had a yield-to-maturity of 1.73% for the month of April 2023. This is 0.58% below Valley Water's benchmark, the 24-month floating average of the 2-year Treasury note, which was 2.31%.
- Valley Water's portfolio is reviewed every month for compliance with the Investment Policy. All investments were in compliance for the reporting period.
- California Government Code requires that a public entity structure its portfolio so that it, at minimum, can meet expenditures for the next six months. The investment portfolio has been structured to ensure that sufficient monies will be available to cover anticipated expenditures in the coming six months.

Community Bank Investments

Pursuant to Board direction and governance policies (Executive Limitation 4.7.7) regarding investments in small local banks and credit unions located within the nine Bay Area counties with total assets at or below \$10 billion (“community banks”), staff has expanded business with community banks, and limited business with large banks, as summarized below:

- Letters of Credit – Technology Credit Union, based in San Jose, provides three separate standby letters of credit totaling \$841,000 to Valley Water to meet the U.S. Army Corp’s financial assurance requirements for the operations of Upper Penitencia, Coyote Ridge, and Rancho Cañada de Pala Preserve watershed projects.
- Investments – Valley Water’s investment portfolio includes over \$45 million, or 5%, in deposits at community banks.
- Revolving Line of Credit – A syndication of three community banks provides up to \$20 million in loan capacity.
- Underwriting – Eight small investment banks located in California are included in Valley Water’s underwriting pool; four of these firms are veteran, minority or women owned.
- Large Bank Limitation - Valley Water only conducts business with large banks with total assets greater than \$10 billion that have satisfactory Environmental, Social and Governance (ESG) ratings provided by an independent professional rating firm.

If you have any questions regarding the Investment Report, please contact Darin Taylor, Chief Financial Officer, at 408-630-3068.

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 5/18/2023
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Darin Taylor
Chief Financial Officer

Attachment: Monthly Report of Investments for April 2023



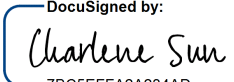
**Santa Clara Valley Water Dist.
Portfolio Management
Portfolio Summary
April 30, 2023**


SANTA CLARA VALLEY WATER
5750 Almaden Expressway
San Jose, San Jose, Ca 951
(408)265-2607

Investments	Par Value	Market Value	Book Value	% of Portfolio	YTM 365 Equiv.	Term	Days to Maturity
Treasury Securities - Coupon	99,000,000.00	93,346,724.87	97,939,370.69	14.95	1.553	1,231	699
Treasury Discounts -Amortizing	10,000,000.00	9,978,584.70	9,976,423.61	1.52	4.785	118	18
Federal Agency Issues - Coupon	312,909,000.00	297,904,608.35	312,800,851.98	47.76	1.549	1,508	661
Negotiable CD's - Interest Bearing	240,000.00	222,997.80	240,000.00	0.04	1.094	1,826	696
LAIF	74,161,795.83	74,161,795.83	74,161,795.83	11.32	2.740	1	1
Medium Term Notes	2,000,000.00	1,844,456.56	1,994,832.21	0.30	0.664	1,639	842
Money Market Account	19,166,347.90	19,166,347.90	19,166,347.90	2.93	4.430	1	1
TimeCD_Deposit Account	85,428,586.35	85,428,586.35	85,428,586.35	13.04	0.921	1	1
Supranational	15,000,000.00	14,016,895.90	15,073,796.99	2.30	1.014	1,663	731
Municipal Bonds	38,160,000.00	36,649,955.35	38,144,673.74	5.82	1.771	1,595	534
	656,065,730.08	632,720,953.61	654,926,679.30	100.00%	1.734	1,043	471

Total Earnings	April 30 Month Ending	Fiscal Year To Date
Current Year	998,227.99	8,832,699.65
Average Daily Balance	679,919,191.42	728,480,287.66
Effective Rate of Return	1.79%	1.46%

Current market pricing is updated at the end of each month from data provided by Interactive Data, a securities pricing service.

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 Charlene Sun, Treasurer/Deputy Chief Financial Officer
 Date: 5/15/2023


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 Darin Taylor, Chief Financial Officer
 Date: 5/18/2023

Reporting period 04/01/2023-04/30/2023

Run Date: 05/10/2023 - 16:46

**Santa Clara Valley Water Dist.
Portfolio Management
Activity Summary
April 2022 through April 2023**

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
April	2022	175	696,268,659.28	1.031	1.045	0.320	3	4	1,057	608
May	2022	177	660,399,265.16	1.059	1.074	0.320	6	8	1,100	624
June	2022	177	846,631,603.68	1.008	1.022	0.320	8	1	887	499
July	2022	177	800,949,313.72	1.082	1.097	0.750	1	2	933	507
August	2022	174	780,236,284.74	1.163	1.179	0.750	0	8	928	500
September	2022	166	730,294,325.34	1.195	1.212	0.750	0	4	977	513
October	2022	162	733,049,479.77	1.241	1.258	1.350	0	1	965	490
November	2022	160	720,833,489.87	1.314	1.333	1.350	0	4	971	477
December	2022	157	655,139,838.88	1.261	1.279	1.350	1	7	1,034	507
January	2023	156	720,149,826.28	1.536	1.557	2.070	4	1	950	458
February	2023	154	694,270,392.30	1.611	1.633	2.070	1	1	986	458
March	2023	156	670,073,201.37	1.740	1.764	2.070	3	5	1,006	468
April	2023	152	654,926,679.30	1.710	1.734	2.740	1	0	1,043	471
Average		165	720,247,873.82	1.304%	1.322%	1.247	2	4	987	506

**Santa Clara Valley Water Dist.
Portfolio Management
Activity By Type
April 1, 2023 through April 30, 2023**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Treasury Securities - Coupon							
Subtotal							97,939,370.69
Treasury Discounts -Amortizing							
Subtotal							9,976,423.61
Federal Agency Issues - Coupon							
3130AVLU4	5567	Federal Home Loan Bank	4.850	04/25/2023	5,000,000.00	0.00	
Subtotal							312,800,851.98
Negotiable CD's - Interest Bearing							
Subtotal							240,000.00
LAIF (Monthly Summary)							
SYS88-0237LAIF	88-0237LAIF	Local Agency Investment Fund	2.740		487,633.19	0.00	
Subtotal							74,161,795.83
Medium Term Notes							
Subtotal							1,994,832.21
Money Market Account (Monthly Summary)							
23380W523	4102	Daily Income US Gov MMF	4.430		603,476.60	35,000,000.00	
Subtotal							19,166,347.90
TimeCD_Deposit Account (Monthly Summary)							
SYS5311	5311	Bank of San Francisco	0.880		522.80	0.00	
SYS5481	5481	Bank of San Francisco	0.449		5,224.48	0.00	
SYS5540	5540	Bank of San Francisco	1.242		15,957.34	0.00	
SYS5309	5309	Community Bank of the Bay	1.050		169.92	169.92	
SYS5371	5371	Community Bank of the Bay	0.500		4,553.01	0.00	
SYS4912	4912	Deposit Account	0.050		85,308,053.99	67,590,067.04	
SYS5398	5398	Meriwest Credit Union	3.150		13,199.96	0.00	
SYS5556	5556	Provident Credit Union	2.018		386.70	0.00	
SYS5369	5369	Technology Credit Union	2.880		36,664.00	0.00	
SYS5553	5553	Union Bank (NIB)			0.00	4,078,496.05	
Subtotal							85,428,586.35

**Santa Clara Valley Water Dist.
Portfolio Management
Activity By Type
April 1, 2023 through April 30, 2023**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Supranational							
		Subtotal					15,073,796.99
Municipal Bonds							
		Subtotal					38,144,673.74
		Total			91,475,841.99	106,668,733.01	654,926,679.30

Santa Clara Valley Water Dist.
Portfolio Management
Portfolio Details - Investments
April 30, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term Maturity	Maturity Date
Treasury Securities - Coupon											
91282CBV2	5532	Republic Industries Funding		02/11/2022	5,000,000.00	4,792,773.45	4,942,919.06	0.375	1.592	794	350 04/15/2024
91282CCC3	5534	Republic Industries Funding		03/08/2022	5,000,000.00	4,769,726.55	4,932,227.78	0.250	1.580	799	380 05/15/2024
91282CEH0	5547	Republic Industries Funding		06/22/2022	5,000,000.00	4,859,179.70	4,933,707.75	2.625	3.339	1,028	715 04/15/2025
91282CEH0	5549	Republic Industries Funding		06/22/2022	5,000,000.00	4,859,179.70	4,931,805.90	2.625	3.360	1,028	715 04/15/2025
912828VB3	5384	US Treasury Bill		06/18/2019	3,000,000.00	2,996,685.84	2,999,921.42	1.750	1.821	1,427	14 05/15/2023
912828ZT0	5496	US Treasury Bill		01/12/2021	5,000,000.00	4,622,851.55	4,983,278.81	0.250	0.412	1,600	761 05/31/2025
912828ZT0	5499	US Treasury Bill		01/27/2021	5,000,000.00	4,622,851.55	4,992,269.97	0.250	0.325	1,585	761 05/31/2025
912828ZT0	5500	US Treasury Bill		01/27/2021	5,000,000.00	4,622,851.55	4,992,873.13	0.250	0.319	1,585	761 05/31/2025
91282CCF6	5521	US Treasury Bill		09/28/2021	5,000,000.00	4,564,062.50	4,972,928.74	0.750	0.930	1,706	1,126 05/31/2026
912828ZT0	5522	US Treasury Bill		10/28/2021	3,000,000.00	2,773,710.93	2,959,614.76	0.250	0.908	1,311	761 05/31/2025
912828ZL7	5523	US Treasury Bill		01/18/2022	5,000,000.00	4,646,679.70	4,912,525.10	0.375	1.271	1,198	730 04/30/2025
9128284R8	5525	US Treasury Bill		09/28/2021	5,000,000.00	4,881,835.95	5,223,226.30	2.875	0.701	1,341	761 05/31/2025
91282CCF6	5526	US Treasury Bill		09/29/2021	3,000,000.00	2,738,437.50	2,981,271.18	0.750	0.957	1,705	1,126 05/31/2026
912828ZT0	5527	US Treasury Bill		01/25/2022	5,000,000.00	4,622,851.55	4,891,505.34	0.250	1.318	1,222	761 05/31/2025
912828ZT0	5528	US Treasury Bill		01/25/2022	5,000,000.00	4,622,851.55	4,891,505.34	0.250	1.318	1,222	761 05/31/2025
91282CBW0	5529	US Treasury Bill		02/02/2022	5,000,000.00	4,574,804.70	4,882,290.15	0.750	1.564	1,548	1,095 04/30/2026
912828XT2	5531	US Treasury Bill		02/11/2022	5,000,000.00	4,852,343.75	5,020,735.48	2.000	1.608	840	396 05/31/2024
912828WJ5	5535	US Treasury Bill		03/08/2022	5,000,000.00	4,883,789.05	5,047,187.89	2.500	1.573	799	380 05/15/2024
912828XT2	5536	US Treasury Bill		03/08/2022	5,000,000.00	4,852,343.75	5,022,396.47	2.000	1.577	815	396 05/31/2024
91282CCF6	5538	US Treasury Bill		03/29/2022	5,000,000.00	4,564,062.50	4,731,302.82	0.750	2.600	1,524	1,126 05/31/2026
912828ZT0	5550	US Treasury Bill		06/22/2022	5,000,000.00	4,622,851.55	4,693,877.30	0.250	3.361	1,074	761 05/31/2025
Subtotal and Average			97,920,559.72		99,000,000.00	93,346,724.87	97,939,370.69		1.553	1,231	699
Treasury Discounts -Amortizing											
912797FE2	5560	US Treasury Bill		01/18/2023	5,000,000.00	4,991,230.90	4,990,479.17	4.570	4.769	118	15 05/16/2023
912797FF9	5561	US Treasury Bill		01/24/2023	5,000,000.00	4,987,353.80	4,985,944.44	4.600	4.802	119	22 05/23/2023
Subtotal and Average			9,957,956.24		10,000,000.00	9,978,584.70	9,976,423.61		4.785	118	18
Federal Agency Issues - Coupon											
3133EJP60	5318	Federal Farm Credit Bank		01/23/2019	3,000,000.00	2,999,806.95	3,000,025.63	3.000	2.672	1,560	1 05/02/2023
3133ED2B7	5333	Federal Farm Credit Bank		02/01/2019	1,000,000.00	994,474.40	1,003,743.71	3.610	2.560	1,690	140 09/18/2023
3133EKLA2	5372	Federal Farm Credit Bank		05/15/2019	3,000,000.00	2,996,432.64	3,000,107.76	2.300	2.203	1,461	14 05/15/2023
3133EKLA2	5375	Federal Farm Credit Bank		05/24/2019	1,805,000.00	1,802,853.64	1,805,107.07	2.300	2.140	1,452	14 05/15/2023
3133EKPG5	5380	Federal Farm Credit Bank		06/10/2019	3,000,000.00	2,968,214.40	3,002,195.41	2.125	1.903	1,548	127 09/05/2023
3133EDBU5	5381	Federal Farm Credit Bank		06/10/2019	3,000,000.00	2,968,938.54	3,029,368.78	3.500	1.887	1,654	233 12/20/2023
3133EHN25	5382	Federal Farm Credit Bank		06/18/2019	3,000,000.00	2,950,507.26	3,004,153.85	2.200	1.910	1,597	184 11/01/2023

Portfolio SCVW
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Santa Clara Valley Water Dist.
Portfolio Management
Portfolio Details - Investments
April 30, 2023

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term Maturity	Maturity Date
Federal Agency Issues - Coupon											
3133EKKU9	5383	Federal Farm Credit Bank		06/18/2019	3,000,000.00	2,959,433.10	3,005,965.06	2.300	1.899	1,604	191 11/08/2023
3133ECPM0	5385	Federal Farm Credit Bank		06/20/2019	4,596,000.00	4,590,568.03	4,596,533.99	2.125	1.814	1,425	14 05/15/2023
3133EKSJ7	5387	Federal Farm Credit Bank		06/26/2019	3,000,000.00	2,984,622.39	2,999,806.35	1.770	1.814	1,461	56 06/26/2023
3133EKPT7	5425	Federal Farm Credit Bank		11/22/2019	2,175,000.00	2,168,486.51	2,176,024.18	2.125	1.610	1,291	35 06/05/2023
3133ELEL4	5432	Federal Farm Credit Bank		12/19/2019	5,000,000.00	4,992,703.00	5,000,000.00	1.690	1.690	1,245	16 05/17/2023
3133ELNE0	5440	Federal Farm Credit Bank		02/27/2020	5,000,000.00	4,866,326.30	5,008,259.95	1.430	1.214	1,448	289 02/14/2024
3133ELQD9	5442	Federal Farm Credit Bank		03/04/2020	5,000,000.00	4,856,862.60	5,000,778.54	1.230	1.211	1,461	308 03/04/2024
3133ELQD9	5443	Federal Farm Credit Bank		03/04/2020	3,000,000.00	2,914,117.56	3,001,475.88	1.230	1.170	1,461	308 03/04/2024
3133ELQD9	5459	Federal Farm Credit Bank		08/06/2020	5,000,000.00	4,856,862.60	5,040,383.92	1.230	0.265	1,306	308 03/04/2024
3133EL3P7	5460	Federal Farm Credit Bank		08/12/2020	5,000,000.00	4,594,611.05	5,000,000.00	0.530	0.530	1,826	834 08/12/2025
3133ELQD9	5462	Federal Farm Credit Bank		08/07/2020	5,000,000.00	4,856,862.60	5,040,517.72	1.230	0.262	1,305	308 03/04/2024
3133EMJS2	5489	Federal Farm Credit Bank		12/09/2020	5,000,000.00	4,674,137.35	5,000,000.00	0.440	0.440	1,461	588 12/09/2024
3133EMSU7	5510	Federal Farm Credit Bank		03/09/2021	5,000,000.00	4,539,667.40	5,000,000.00	0.800	0.800	1,826	1,043 03/09/2026
3133EMYV8	5514	Federal Farm Credit Bank		05/11/2021	5,000,000.00	4,564,239.45	5,001,786.39	0.820	0.808	1,826	1,106 05/11/2026
3133ENPB0	5533	Federal Farm Credit Bank		02/16/2022	5,000,000.00	4,648,570.65	5,000,000.00	2.180	2.180	1,826	1,387 02/16/2027
3133ENSJ1	5557	Federal Farm Credit Bank		12/28/2022	10,000,000.00	9,963,367.40	10,000,000.00	4.890	4.890	365	241 12/28/2023
3133EN6C9	5558	Federal Farm Credit Bank		01/18/2023	5,000,000.00	4,947,846.70	5,000,000.00	5.140	5.140	1,826	1,723 01/18/2028
3133ELY32	5565	Federal Farm Credit Bank		03/09/2023	5,000,000.00	4,499,328.00	4,377,147.99	0.550	4.804	1,231	1,178 07/22/2026
313383YJ4	5334	Federal Home Loan Bank		02/01/2019	2,000,000.00	1,988,752.92	2,005,389.18	3.375	2.560	1,680	130 09/08/2023
3130A3VC5	5374	Federal Home Loan Bank		05/24/2019	3,000,000.00	2,953,911.75	3,001,884.08	2.250	2.140	1,659	221 12/08/2023
3133834G3	5378	Federal Home Loan Bank		06/06/2019	3,000,000.00	2,990,798.28	3,000,553.80	2.125	1.942	1,464	39 06/09/2023
3130AAHE1	5390	Federal Home Loan Bank		06/24/2019	5,000,000.00	4,923,741.30	5,017,986.38	2.500	1.875	1,628	221 12/08/2023
3133834G3	5423	Federal Home Loan Bank		11/22/2019	3,000,000.00	2,990,798.28	3,001,589.04	2.125	1.607	1,295	39 06/09/2023
3133834G3	5424	Federal Home Loan Bank		11/22/2019	3,240,000.00	3,230,062.14	3,241,701.50	2.125	1.611	1,295	39 06/09/2023
3133834G3	5427	Federal Home Loan Bank		12/11/2019	1,000,000.00	996,932.76	1,000,457.33	2.125	1.677	1,276	39 06/09/2023
3130A3GE8	5466	Federal Home Loan Bank		08/26/2020	5,000,000.00	4,866,802.00	5,188,971.30	2.750	0.390	1,570	592 12/13/2024
3130AL2G8	5504	Federal Home Loan Bank		02/18/2021	10,000,000.00	9,044,254.50	10,000,000.00	0.600	0.600	1,826	1,024 02/18/2026
3130ALKL7	5507	Federal Home Loan Bank		03/25/2021	5,000,000.00	4,542,952.90	5,000,000.00	0.850	0.850	1,826	1,059 03/25/2026
3130ALKL7	5508	Federal Home Loan Bank		03/25/2021	5,000,000.00	4,542,952.90	5,000,000.00	0.850	0.850	1,826	1,059 03/25/2026
3130AM2K7	5513	Federal Home Loan Bank		04/28/2021	10,000,000.00	9,271,711.90	10,000,000.00	1.250	1.097	1,826	1,093 04/28/2026
3130AQM8	5524	Federal Home Loan Bank		01/26/2022	5,000,000.00	4,640,034.20	5,000,000.00	1.125	1.788	1,826	1,366 01/26/2027
3130AQT9	5530	Federal Home Loan Bank		02/28/2022	5,000,000.00	4,813,071.10	5,000,000.00	1.300	1.300	820	393 05/28/2024
3130ARKL4	5537	Federal Home Loan Bank		04/21/2022	5,000,000.00	4,872,076.00	5,000,000.00	3.250	3.050	1,826	1,451 04/21/2027
3130ARQB0	5539	Federal Home Loan Bank		04/28/2022	5,000,000.00	4,901,095.40	5,000,000.00	3.375	3.353	1,096	728 04/28/2025
3130AUPR9	5562	Federal Home Loan Bank		01/30/2023	2,545,000.00	2,540,237.24	2,542,919.68	4.560	4.633	529	438 07/12/2024
3130AURL0	5563	Federal Home Loan Bank		02/13/2023	5,000,000.00	4,996,330.70	5,000,000.00	4.800	4.800	365	288 02/13/2024

Santa Clara Valley Water Dist.
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term Maturity	Maturity Date
Federal Agency Issues - Coupon											
3130AVLU4	5567	Federal Home Loan Bank		04/25/2023	5,000,000.00	4,977,368.45	5,000,000.00	4.850	4.850	1,827	1,821 04/25/2028
3130A7PH2	5444	Federal Home Loan Bank-CN		02/28/2020	3,000,000.00	2,924,243.13	3,017,308.45	1.875	1.180	1,470	312 03/08/2024
3134GWND4	5461	Federal Home Loan Mortgage Cor		08/12/2020	5,000,000.00	4,602,115.30	5,000,000.00	0.600	0.600	1,826	834 08/12/2025
3134GWUY0	5476	Federal Home Loan Mortgage Cor		10/19/2020	6,698,000.00	6,246,127.13	6,698,000.00	0.400	0.400	1,533	609 12/30/2024
3134GW3W4	5477	Federal Home Loan Mortgage Cor		10/28/2020	5,000,000.00	4,687,006.80	5,000,000.00	0.410	0.410	1,461	546 10/28/2024
3134GW5Q5	5478	Federal Home Loan Mortgage Cor		10/29/2020	5,000,000.00	4,646,408.10	5,000,000.00	0.450	0.450	1,553	639 01/29/2025
3134GXBM5	5485	Federal Home Loan Mortgage Cor		12/01/2020	5,000,000.00	4,571,687.55	5,000,000.00	0.600	0.600	1,807	926 11/12/2025
3134GXFX7	5486	Federal Home Loan Mortgage Cor		12/16/2020	5,000,000.00	4,702,804.40	5,000,000.00	0.375	0.375	1,370	504 09/16/2024
3134GXHK3	5490	Federal Home Loan Mortgage Cor		12/24/2020	5,000,000.00	4,658,232.45	5,000,000.00	0.410	0.410	1,551	693 03/24/2025
3134GXJB1	5492	Federal Home Loan Mortgage Cor		12/28/2020	5,000,000.00	4,626,217.80	5,000,000.00	0.420	0.447	1,551	697 03/28/2025
3134GYL83	5564	Federal Home Loan Mortgage Cor		03/01/2023	5,000,000.00	4,993,459.30	5,000,000.00	5.450	5.450	730	669 02/28/2025
3137EAEX3	5479	Fed Home Loan Mort Corp-CN		10/21/2020	5,000,000.00	4,579,255.80	4,989,947.39	0.375	0.460	1,798	876 09/23/2025
3137EAEU9	5498	Fed Home Loan Mort Corp-CN		01/27/2021	6,900,000.00	6,357,273.46	6,898,973.98	0.375	0.382	1,636	812 07/21/2025
3137EAEX3	5501	Fed Home Loan Mort Corp-CN		01/28/2021	1,000,000.00	915,851.16	999,403.03	0.375	0.400	1,699	876 09/23/2025
3135G0V34	5429	Fed Natl Mortgage Assoc		12/11/2019	5,000,000.00	4,906,205.30	5,029,261.51	2.500	1.700	1,517	280 02/05/2024
3136G4T52	5465	Fed Natl Mortgage Assoc		08/26/2020	4,050,000.00	3,760,688.29	4,050,000.00	0.520	0.520	1,644	666 02/25/2025
3135G04Z3	5488	Fed Natl Mortgage Assoc		12/09/2020	5,000,000.00	4,634,072.20	5,009,476.19	0.500	0.410	1,651	778 06/17/2025
3135GA2Z3	5491	Fed Natl Mortgage Assoc		12/10/2020	5,000,000.00	4,565,450.05	5,000,000.00	0.560	0.560	1,803	931 11/17/2025
3135G04Z3	5494	Fed Natl Mortgage Assoc		01/13/2021	5,000,000.00	4,634,072.20	5,002,100.01	0.500	0.480	1,616	778 06/17/2025
3135G05X7	5495	Fed Natl Mortgage Assoc		01/12/2021	5,000,000.00	4,593,572.30	4,988,540.65	0.375	0.475	1,686	847 08/25/2025
3135G06G3	5497	Fed Natl Mortgage Assoc		01/20/2021	4,900,000.00	4,496,801.05	4,904,806.99	0.500	0.461	1,752	921 11/07/2025
3135G04Z3	5502	Fed Natl Mortgage Assoc		02/04/2021	5,000,000.00	4,634,072.20	5,011,063.90	0.500	0.395	1,594	778 06/17/2025
3135G03U5	5506	Fed Natl Mortgage Assoc		02/26/2021	5,000,000.00	4,661,435.60	5,001,447.19	0.625	0.610	1,516	722 04/22/2025
3135G03U5	5511	Fed Natl Mortgage Assoc		03/05/2021	5,000,000.00	4,661,435.60	5,008,271.89	0.625	0.540	1,509	722 04/22/2025
3135G0K36	5520	Fed Natl Mortgage Assoc		08/27/2021	5,000,000.00	4,760,943.30	5,196,451.14	2.125	0.780	1,701	1,089 04/24/2026
3135G03U5	5548	Fed Natl Mortgage Assoc		06/22/2022	2,000,000.00	1,864,574.24	1,897,602.06	0.625	3.364	1,035	722 04/22/2025
3135G0U43	5341	FNMA Discount Notes		02/12/2019	3,000,000.00	2,976,878.40	3,003,363.13	2.875	2.546	1,673	134 09/12/2023
Subtotal and Average			308,814,131.25		312,909,000.00	297,904,608.35	312,800,851.98		1.549	1,508	661
Negotiable CD's - Interest Bearing											
79772FAF3	5445	San Francisco FCU		03/27/2020	240,000.00	222,997.80	240,000.00	1.100	1.094	1,826	696 03/27/2025
Subtotal and Average			240,000.00		240,000.00	222,997.80	240,000.00		1.094	1,826	696
LAIF											
SYS88-0237LAIF	88-0237LAIF	Local Agency Investment Fund			74,161,795.83	74,161,795.83	74,161,795.83	2.740	2.740	1	1

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term Maturity	Maturity Date	
Subtotal and Average			73,901,724.80		74,161,795.83	74,161,795.83	74,161,795.83		2.740	1	1	
Medium Term Notes												
037833DX5	5505	Apple Inc		02/23/2021	2,000,000.00	1,844,456.56	1,994,832.21	0.550	0.664	1,639	842	08/20/2025
Subtotal and Average			1,994,741.82		2,000,000.00	1,844,456.56	1,994,832.21		0.664	1,639	842	
Money Market Account												
23380W523	4102	Daily Income US Gov MMF			19,166,347.90	19,166,347.90	19,166,347.90	4.430	4.430	1	1	
Subtotal and Average			47,843,658.98		19,166,347.90	19,166,347.90	19,166,347.90		4.430	1	1	
TimeCD_Deposit Account												
SYS5317	5317	Excite CU FKA Alliance CU			0.00	0.00	0.00	2.240	2.240	1	1	
SYS5311	5311	Bank of San Francisco			238,157.77	238,157.77	238,157.77	0.880	0.880	1	1	
SYS5481	5481	Bank of San Francisco			14,158,302.78	14,158,302.78	14,158,302.78	0.449	0.449	1	1	
SYS5540	5540	Bank of San Francisco			4,049,862.40	4,049,862.40	4,049,862.40	1.242	1.242	1	1	
SYS5309	5309	Community Bank of the Bay			250,000.00	250,000.00	250,000.00	1.050	1.050	1	1	
SYS5371	5371	Community Bank of the Bay			5,196,627.22	5,196,627.22	5,196,627.22	0.500	0.500	1	1	
SYS4912	4912	Deposit Account			38,547,358.39	38,547,358.39	38,547,358.39	0.050	0.050	1	1	
SYS5398	5398	Meriwest Credit Union			5,184,110.79	5,184,110.79	5,184,110.79	3.150	3.150	1	1	
SYS5556	5556	Provident Credit Union		07/28/2022	233,528.82	233,528.82	233,528.82	2.018	2.018	1	1	
SYS5310	5310	Technology Credit Union			238,412.71	238,412.71	238,412.71	1.000	1.000	1	1	
SYS5369	5369	Technology Credit Union			15,727,087.05	15,727,087.05	15,727,087.05	2.880	2.880	1	1	
SYS5553	5553	Union Bank (NIB)			1,605,138.42	1,605,138.42	1,605,138.42		0.000	1	1	
Subtotal and Average			86,026,270.08		85,428,586.35	85,428,586.35	85,428,586.35		0.921	1	1	
Supranational												
4581XODL9	5517	Inter-American Dev't Bank		05/20/2021	2,000,000.00	1,877,402.26	2,010,263.26	0.875	0.604	1,414	703	04/03/2025
4581XODK1	5503	INTERAMERI DEV		02/05/2021	3,000,000.00	2,866,388.97	3,075,244.95	1.750	0.396	1,498	683	03/14/2025
459058GL1	5290	INTL BK RECON & DEVELOP		12/03/2018	3,000,000.00	2,975,004.06	3,000,500.14	3.000	2.955	1,759	149	09/27/2023
459058JL8	5518	INTL BK RECON & DEVELOP		05/24/2021	2,000,000.00	1,837,635.46	1,987,788.64	0.500	0.750	1,618	911	10/28/2025
45950VPT7	5509	INTL FINANCE CORP		03/15/2021	5,000,000.00	4,460,465.15	5,000,000.00	0.500	0.500	1,826	1,049	03/15/2026
Subtotal and Average			15,075,485.50		15,000,000.00	14,016,895.90	15,073,796.99		1.014	1,663	731	
Municipal Bonds												
54438CYK2	5484	Los Angeles Community College		11/10/2020	1,000,000.00	919,710.00	1,000,000.00	0.773	0.773	1,725	823	08/01/2025
010878AS5	5541	County of Alameda		05/26/2022	500,000.00	497,365.00	515,151.69	4.000	3.000	1,528	1,188	08/01/2026
127109QA7	5402	Cabrillo Comnt		10/08/2019	1,230,000.00	1,188,007.80	1,230,000.00	2.034	2.034	1,759	458	08/01/2024

Santa Clara Valley Water Dist.
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term Maturity	Maturity Date
Municipal Bonds											
13067WSW3	5542	CA Department Water Resources		05/26/2022	440,000.00	392,994.80	406,614.64	1.051	3.350	1,650	1,310 12/01/2026
13067WRC8	5545	CA Department Water Resources		05/27/2022	500,000.00	455,950.00	473,093.28	0.790	3.000	1,284	945 12/01/2025
13034AL65	5487	CA Infrastructure & Econ Dev		12/17/2020	1,250,000.00	1,147,762.50	1,250,000.00	0.765	0.765	1,749	884 10/01/2025
357172B79	5515	Fremont Unified High Sch Dstt		05/26/2021	100,000.00	92,546.00	100,000.00	0.845	0.845	1,528	823 08/01/2025
357172B61	5516	Fremont Unified High Sch Dstt		05/26/2021	750,000.00	712,860.00	750,000.00	0.553	0.553	1,163	458 08/01/2024
368079HT9	5364	Gavilan Joint Community CLG-A1		04/18/2019	400,000.00	397,732.00	400,000.00	2.620	2.619	1,566	92 08/01/2023
368079KB4	5471	Gavilan Joint Community CLG-A1		10/15/2020	750,000.00	741,960.00	750,000.00	0.524	0.524	1,020	92 08/01/2023
368079KC2	5472	Gavilan Joint Community CLG-A1		10/15/2020	600,000.00	570,444.00	600,000.00	0.739	0.739	1,386	458 08/01/2024
376087FY3	5414	Gilroy USD		10/31/2019	600,000.00	594,894.00	600,000.00	1.793	1.793	1,370	92 08/01/2023
376087FZ0	5415	Gilroy USD		10/31/2019	550,000.00	528,308.00	550,000.00	1.833	1.833	1,736	458 08/01/2024
54465AGP1	5368	LA County Redev Agency		04/22/2019	1,750,000.00	1,731,100.00	1,747,359.27	2.000	2.480	1,593	123 09/01/2023
530319SK9	5468	Liberty Union HSD		10/07/2020	800,000.00	760,208.00	800,000.00	0.650	0.643	1,394	458 08/01/2024
530319SL7	5469	Liberty Union HSD		10/07/2020	825,000.00	758,364.75	825,000.00	0.760	0.760	1,759	823 08/01/2025
542411NJ8	5413	Long Beach Community College		10/23/2019	2,500,000.00	2,410,100.00	2,500,000.00	1.803	1.803	1,744	458 08/01/2024
56781RJG3	5329	Marin CCD GO-B1		02/07/2019	600,000.00	596,658.00	600,000.00	2.895	2.895	1,636	92 08/01/2023
677765GV5	5401	Ohlone Community College		09/26/2019	2,000,000.00	1,930,680.00	2,000,000.00	1.814	1.814	1,771	458 08/01/2024
677765GW3	5480	Ohlone Community College		10/22/2020	2,865,000.00	2,710,003.50	2,945,676.00	1.975	0.700	1,744	823 08/01/2025
799306QJ7	5417	San Rafael CA Elem Sch Dist		11/13/2019	1,000,000.00	992,630.00	1,000,000.00	1.865	1.865	1,357	92 08/01/2023
801546QV7	5519	Cnty Santa Clara		07/28/2021	1,770,000.00	1,675,552.80	1,814,928.56	2.000	0.850	1,465	823 08/01/2025
79773KDC5	5512	SF City and County GO Bonds		03/30/2021	830,000.00	761,151.50	830,000.00	0.728	0.728	1,538	776 06/15/2025
798189TM8	5566	San Jose Evergreen		03/15/2023	1,000,000.00	1,016,880.00	1,000,000.00	4.718	4.718	1,631	1,584 09/01/2027
798186N81	5493	San Jose Unified Sch District		01/20/2021	1,000,000.00	917,170.00	1,000,000.00	0.558	0.558	1,654	823 08/01/2025
798186N81	5546	San Jose Unified Sch District		05/31/2022	405,000.00	371,453.85	383,259.49	0.558	3.080	1,158	823 08/01/2025
802498UG8	5411	Santa Monica-Malibu USD		11/06/2019	650,000.00	644,429.50	650,000.00	1.669	1.669	1,364	92 08/01/2023
802498UH6	5412	Santa Monica-Malibu USD		11/06/2019	500,000.00	480,470.00	500,000.00	1.719	1.719	1,730	458 08/01/2024
835569GR9	5416	Sonoma County CA Jnr Clg Dist		11/12/2019	1,000,000.00	967,120.00	1,000,000.00	2.061	2.061	1,724	458 08/01/2024
799408Z85	5475	SAN RAMON VALLEY UNIFIED		10/20/2020	1,700,000.00	1,572,585.00	1,700,000.00	0.740	0.740	1,746	823 08/01/2025
799408Z93	5543	SAN RAMON VALLEY UNIFIED		05/26/2022	390,000.00	354,279.90	362,258.17	1.034	3.400	1,528	1,188 08/01/2026
91412HEX7	5353	University of California		03/19/2019	600,000.00	599,454.00	600,000.00	2.657	2.657	1,518	14 05/15/2023
91412GQF5	5365	University of California		05/15/2019	500,000.00	489,595.00	501,477.30	2.900	2.595	1,827	380 05/15/2024
91412GQE8	5370	University of California		05/01/2019	1,565,000.00	1,563,638.45	1,565,137.88	2.750	2.510	1,475	14 05/15/2023
923040GU7	5409	Ventura Cnty Comm College Dist		10/31/2019	1,000,000.00	964,820.00	1,000,000.00	1.800	1.800	1,736	458 08/01/2024
923040GT0	5410	Ventura Cnty Comm College Dist		10/31/2019	1,250,000.00	1,239,437.50	1,250,000.00	1.750	1.750	1,370	92 08/01/2023
923078CV9	5544	Ventura Cnty CA Public Fin		05/26/2022	990,000.00	911,839.50	945,204.70	1.323	3.250	1,255	915 11/01/2025
93974D5Q7	5279	Washington State GO Bond		10/01/2018	2,000,000.00	1,989,800.00	1,999,512.76	3.030	3.136	1,765	92 08/01/2023
Subtotal and Average			38,144,663.03		38,160,000.00	36,649,955.35	38,144,673.74	1.771	1.595	534	

**Santa Clara Valley Water Dist.
Portfolio Management
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April 30, 2023**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term	Maturity
Total and Average			679,919,191.42		656,065,730.08	632,720,953.61	654,926,679.30	1.734	1,043	471	

**Santa Clara Valley Water Dist.
Portfolio Management
Portfolio Details - Cash
April 30, 2023**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Days to Term	Maturity
Average Balance			0.00							0	0
Total Cash and Investments			679,919,191.42		656,065,730.08	632,720,953.61	654,926,679.30		1.734	1,043	471



Santa Clara Valley Water Dist.
Transaction Activity Report
April 1, 2023 - April 30, 2023
Sorted by Transaction Date - Transaction Date
All Funds

SANTA CLARA VALLEY WATER
 5750 Almaden Expressway
 San Jose, San Jose, Ca 951
 (408)265-2607

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	MaturityDate	RedemptionType	New Principal	Principal Paydowns	Interest	Total Cash
4102	82	23380W523	Money Market Fund	Purchase	04/03/2023			4,781.25			-4,781.25
4102	82	23380W523	Money Market Fund	Purchase	04/03/2023			8,750.00			-8,750.00
4102	82	23380W523	Money Market Fund	Purchase	04/03/2023			158,012.80			-158,012.80
5487	82	13034AL65	CASDEV 0.765%	Interest	04/03/2023	10/01/2025				4,781.25	4,781.25
5517	82	4581X0DL9	IABD 0.875% MAT	Interest	04/03/2023	04/03/2025				8,750.00	8,750.00
4102	82	23380W523	Money Market Fund	Interest	04/03/2023					158,012.80	158,012.80
Totals for 04/03/2023								171,544.05		171,544.05	0.00
4102	82	23380W523	Money Market Fund	Purchase	04/17/2023			9,375.00			-9,375.00
4102	82	23380W523	Money Market Fund	Purchase	04/17/2023			131,250.00			-131,250.00
88-0237LAIF	82	SYS88-0237LAIF	LAIF 4.958%	Purchase	04/17/2023			487,633.19			-487,633.19
5532	82	91282CBV2	UNITED STATES	Interest	04/17/2023	04/15/2024				9,375.00	9,375.00
5547	82	91282CEH0	UNITED STATES	Interest	04/17/2023	04/15/2025				65,625.00	65,625.00
5549	82	91282CEH0	UNITED STATES	Interest	04/17/2023	04/15/2025				65,625.00	65,625.00
88-0237LAIF	82	SYS88-0237LAIF	LAIF 4.958%	Interest	04/17/2023					487,633.19	487,633.19
Totals for 04/17/2023								628,258.19		628,258.19	0.00
4102	82	23380W523	Money Market Fund	Purchase	04/21/2023			56,250.00			-56,250.00
5537	82	3130ARKL4	FEDERAL HOME	Interest	04/21/2023	04/21/2027				56,250.00	56,250.00
Totals for 04/21/2023								56,250.00		56,250.00	0.00
4102	82	23380W523	Money Market Fund	Purchase	04/24/2023			37,500.00			-37,500.00
4102	82	23380W523	Money Market Fund	Purchase	04/24/2023			53,125.00			-53,125.00
5506	82	3135G03U5	FEDERAL NATL MTG	Interest	04/24/2023	04/22/2025				15,625.00	15,625.00
5511	82	3135G03U5	FEDERAL NATL MTG	Interest	04/24/2023	04/22/2025				15,625.00	15,625.00
5520	82	3135G0K36	FEDERAL NATL MTG	Interest	04/24/2023	04/24/2026				53,125.00	53,125.00
5548	82	3135G03U5	FEDERAL NATL MTG	Interest	04/24/2023	04/22/2025				6,250.00	6,250.00
Totals for 04/24/2023								90,625.00		90,625.00	0.00
5567	82	3130AVLU4	FEDERAL HOME	Purchase	04/25/2023	04/25/2028		5,000,000.00			-5,000,000.00
4102	82	23380W523	Money Market Fund	Purchase	04/25/2023			7,083.33			-7,083.33
4102	82	23380W523	Money Market Fund	Redemption	04/25/2023				5,000,000.00		5,000,000.00
5507	82	3130ALKL7	FEDERAL HOME	Interest	04/25/2023	03/25/2026				3,541.66	3,541.66
5508	82	3130ALKL7	FEDERAL HOME	Interest	04/25/2023	03/25/2026				3,541.67	3,541.67
Totals for 04/25/2023								5,007,083.33	5,000,000.00	7,083.33	0.00
4102	82	23380W523	Money Market Fund	Redemption	04/26/2023				30,000,000.00		30,000,000.00

Portfolio SCVW
 AC
 TA (PRF_TA) 7.1.1
 Report Ver. 7.3.6.1

**Santa Clara Valley Water Dist.
Transaction Activity Report
Sorted by Transaction Date - Transaction Date**

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	MaturityDate	RedemptionType	New Principal	Principal Paydowns	Interest	Total Cash
Totals for 04/26/2023									30,000,000.00		30,000,000.00
4102	82	23380W523	Money Market Fund	Purchase	04/27/2023			224.22			-224.22
5445	82	79772FAF3	SF FCU 1.1% MAT	Interest	04/27/2023	03/27/2025				224.22	224.22
Totals for 04/27/2023									224.22	224.22	0.00
4102	82	23380W523	Money Market Fund	Purchase	04/28/2023			62,500.00			-62,500.00
4102	82	23380W523	Money Market Fund	Purchase	04/28/2023			59,375.00			-59,375.00
4102	82	23380W523	Money Market Fund	Purchase	04/28/2023			10,250.00			-10,250.00
4102	82	23380W523	Money Market Fund	Purchase	04/28/2023			5,000.00			-5,000.00
5477	82	3134GW3W4	FHLMC 0.41% MAT	Interest	04/28/2023	10/28/2024				10,250.00	10,250.00
5513	82	3130AM2K7	FEDERAL HOME	Interest	04/28/2023	04/28/2026				62,500.00	62,500.00
5518	82	459058JL8	IBRD 0.5% MAT	Interest	04/28/2023	10/28/2025				5,000.00	5,000.00
5539	82	3130ARQB0	FEDERAL HOME	Interest	04/28/2023	04/28/2025				59,375.00	59,375.00
Totals for 04/28/2023									137,125.00	137,125.00	0.00
5478	82	3134GW5Q5	FEDERAL HOME LN	Interest	05/01/2023	01/29/2025				11,250.00	11,250.00
5523	82	912828ZL7	UNITED STATES	Interest	05/01/2023	04/30/2025				9,375.00	9,375.00
5529	82	91282CBW0	UNITED STATES	Interest	05/01/2023	04/30/2026				18,750.00	18,750.00
Totals for 05/01/2023										39,375.00	39,375.00
Grand Total								6,091,109.79	35,000,000.00	1,130,484.79	30,039,375.00



**Santa Clara Valley Water Dist.
Purchases Report
Sorted by Security Type - Investment Number
April 1, 2023 - April 30, 2023**

SANTA CLARA VALLEY WATER
5750 Almaden Expressway
San Jose, San Jose, Ca 951
(408)265-2607


CUSIP	Investment #	Fund	Sec. Type	Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM 365	Ending Book Value
Federal Agency Issues - Coupon													
3130AVLU4	5567	82	FAC	FHLB	5,000,000.00	04/25/2023	10/25 - 04/25	5,000,000.00		4.850	04/25/2028	4.850	5,000,000.00
				Subtotal	5,000,000.00			5,000,000.00	0.00				5,000,000.00
				Total Purchases	5,000,000.00			5,000,000.00	0.00				5,000,000.00

TO: Board of Directors**FROM:** Patrice McElroy**SUBJECT:** R-23-0003**DATE:** May 16, 2023

In response to Director Beall's request on April 25, 2023, attached is copy of Valley Water's Family and Medical Leave Act (FMLA) California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL) Law Work Instructions.

Patrice McElroy
Deputy Administrative Officer
Human Resources

Enc: Work Instructions

	FAMILY & MEDICAL LEAVE ACT (FMLA) CALIFORNIA FAMILY RIGHTS ACT (CFRA) PREGNANCY DISABILITY LEAVE LAW (PDLL) GUIDELINES	DOCUMENT NO.: W621D36
		REVISION: B
		EFFECTIVE DATE: January 1, 2023
		PROCESS OWNER: Patrice McElroy
		Page 1 of 14

Downloaded or printed copies are for reference only. Verify this is the current version prior to use. See Valley Water’s intranet site for released version.

1. PURPOSE AND SCOPE

It is the purpose of this Work Instruction to inform employees of their rights and obligations under the:

- **Family and Medical Leave Act (FMLA)** of 1993, as amended, a Federal law that is administered by the U.S. Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division;
- **California Family Rights Act (CFRA)**, a state law, as amended, that is administered by the Civil Rights Department of the State of California (CRD).
- **Pregnancy Disability Leave Law (PDLL)**, a state law that is administered by the Civil Rights Department of the State of California (CRD).

When FMLA, CFRA or PDLL differ in policy and/or leave entitlement, the act which provides the most favorable benefit to the employee will be applied.

FMLA and CFRA run concurrently except in the case of pregnancy and birth, when FMLA and PDLL run concurrently, and CFRA starts at the end of the FMLA/PDLL period. CFRA does not run concurrently with FMLA when cases are for the care of a domestic partner (RDP), grandparent, grandchild, adult child (non-dependent), sibling, or designated person with a serious health condition.

FMLA and CFRA run concurrently for:

- An employee’s own serious health condition
- Serious health condition of a spouse/domestic partner (RDP), minor or dependent child, or parent
- Baby bonding
- Qualifying exigency leave

FMLA, CFRA, and PDLL will run concurrently with any leave provisions under applicable Memorandums of Understanding (MOUs).

Valley Water will keep confidential all information relating to requests for leave under this work instruction. This information will only be disclosed to those with a need to know and will be used only to make decisions regarding the provisions of this work instruction. Documentation related to taking a leave under this work instruction will be maintained in a separate confidential file.

LEAVE ENTITLEMENT

The FMLA entitles an eligible employee to take up to a total of twelve (12) workweeks of unpaid, job-protected leave during a rolling twelve (12) month period for one (1) or more of the following reasons:

- The birth of a child and the care of a child.
- Placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (spouse/domestic partner, minor or dependent child, or parent) with a serious health condition.
- The employee’s own serious health condition (including any period of incapacity due to pregnancy).



**FAMILY & MEDICAL LEAVE ACT (FMLA)
CALIFORNIA FAMILY RIGHTS ACT (CFRA)
PREGNANCY DISABILITY LEAVE LAW (PDLL)
WORK INSTRUCTIONS**

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FMLA also provides the following two (2) additional military family leave entitlements:

- Twelve (12) weeks of unpaid leave during a rolling twelve (12) month period for qualifying exigencies arising out of the fact that the employee’s spouse, child, or parent is on active-duty or called to active-duty status as a member of any branch of the United States Armed Forces in support of a contingency operation.
- An eligible employee who is the spouse, child, parent, or next of kin of an eligible covered service member is entitled to up to twenty-six (26) work weeks of leave in a single twelve (12) month period to care for the service member. For the purposes of this provision, eligible covered service member shall mean a veteran who was a member of the United States Armed Forces, including a member of the National Guard or a military reservist, who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury that occurred while in the military during the five (5) year period preceding treatment.

CFRA entitles an eligible employee to take up to a total of twelve (12) workweeks of unpaid, job-protected leave during a rolling twelve (12) month period for one or more of the following reasons:

- The birth of a child.
- To bond with a new child by birth or placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (spouse, domestic partner, child of any age, parent, sibling, grandparent, grandchild, or designated person) with a serious health condition (includes pregnancy of a family member or designated person).
- The employee’s own serious health condition (excluding pregnancy of the employee, childbirth, and related medical conditions – see PDLL). complications related to pregnancy or birth.
- Exigencies arising out of the fact that the employee’s spouse, domestic partner, child, or parent is on active duty or called to active-duty status as a member of any branch of the United States Armed Forces in support of a contingency operation.

PDLL entitles an eligible employee to take up to four (4) months for disability due to:

- Pregnancy, childbirth, or related condition, such as prenatal care, severe morning sickness, doctor-ordered bed rest, and/or recovery from childbirth.
- PDLL runs concurrently with FMLA. CFRA for baby bonding starts when the PDLL period ends and then shall run concurrently with FMLA.

Under some circumstances, employees may take FMLA, CFRA, or PDLL leave intermittently, taking leave in separate blocks of time for a single qualifying reason or by reducing the employee’s usual work schedule. When leave is needed for planned medical treatment, the employee must make reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation.

The minimum increment of leave for baby bonding is two (2) weeks; however, smaller increments may be taken at the discretion of the employee’s manager. Leave taken for the birth, and care of a newborn child or placement of a child with the employee for adoption or foster care must conclude within twelve (12) months of the birth or placement of a child for adoption or foster care.

Under CFRA, spouses or domestic partners who both work for Valley Water are each individually entitled to twelve (12) work weeks of family leave for the birth and care of a newborn child or placement of a child for adoption or foster care. FMLA will be applied concurrently and as required under the law. Applicable MOU provisions may provide additional leave time.



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ELIGIBILITY

All full-time and part-time regular Valley Water employees are eligible for FMLA or CFRA leave if:

- They have been employed by Valley Water for at least twelve (12) months immediately preceding commencement of leave; and
- They have worked at least 1,250 hours during the twelve (12)-month period immediately preceding the commencement of the leave.

All full-time and part-time regular Valley Water employees are eligible for PDLL leave as of their date of hire.

MEDICAL CERTIFICATION

For FMLA, CFRA, and PDLL leave -written certification from a health care provider is required. Within five (5) business days of the employee's notice of the need for leave, or in the case of unforeseen leave, within five (5) business days after the leave commences, Valley Water will require that an employee furnish medical certification.

The employee must provide the required certification to Valley Water within fifteen (15) calendar days after Valley Water's request, unless it is not practicable under the circumstances to do so despite the employee's diligent, good faith efforts.

Certifications for the employee's own medical condition must include the following information:

- The date, if known, when the serious health condition commenced.
- The probable duration of the condition.
- A statement that due to the serious health condition, the employee is unable to perform one or more of the essential functions of their position; and
- The date or estimated date when the employee will return to work

Certifications for an employee's eligible family member/designated person must include the following information:

- The date, if known, when the serious health condition commenced.
- The probable duration of the condition.
- An estimate of the time period that the health care provider believes the employee needs to care for the eligible family member/designated person; and
- A statement that the serious health condition warrants the employee to provide care during a period of treatment or supervision of the eligible family member/designated person.

Upon expiration of the period of leave originally estimated by the health care provider, Valley Water will require an employee to obtain recertification if additional leave is requested.

If Valley Water has reason to doubt the validity of a medical certification for an employee's own condition, Valley Water may require a medical opinion of a second health care provider chosen and paid for by Valley Water. If the second opinion is different from the first, Valley Water may require the



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opinion of a third provider jointly approved by Valley Water and the employee but paid for by Valley Water. The opinion of the third provider will be the final and binding opinion.

Valley Water has the option to contact the employee's health care provider for clarification on medical certifications provided.

If the leave is due to the employee's own serious health condition, the health care provider must provide a medical certification releasing the employee to return to work. If the medical release requires any physical restrictions, Valley Water's reasonable accommodation process, including input from the employee's manager, will determine if the restriction(s) can be accommodated. The reasonable accommodation must be in place prior to the employee's return to work.

SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, including worker's compensation injury or illness, impairment, or physical or mental condition that involves any of the following:

- Hospital Care
 - Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
- Absence Plus Treatment
 - A period of incapacity of more than three (3) consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two (2) or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Pregnancy (Note: An employee's own incapacity due to pregnancy is covered as a serious health condition under FMLA but not under CFRA.)
 - A period of incapacity due to pregnancy, childbirth, or for prenatal care.
- Chronic condition which:
 - Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider.
 - Continues over an extended period, including recurring episodes of a single underlying condition; and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Permanent/Long-Term Condition Requiring Supervision
 - A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's, a severe stroke, terminal stages of a disease, etc.).
- Multiple Treatments (Non-Chronic Conditions)
 - Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (e.g., chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease



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(dialysis).

DESIGNATING LEAVE AS QUALIFYING

It is Valley Water’s responsibility to designate leave as qualifying under this policy and to give notice of the designation to the employee. This notice will be given before the leave starts unless Valley Water does not have sufficient information as to the employee’s reason for taking leave until after the leave has commenced.

Valley Water may retroactively designate leave as qualifying under the following circumstances:

- If the employee was absent due to a qualifying reason but Valley Water did not learn the reason for the absence until the employee’s return to work.
- If Valley Water learns for the first time that leave is for a qualifying reason after such leave has begun, the entire leave period may be retroactively designated as qualifying.
- If it is ultimately confirmed as qualifying but Valley Water was unable to decide because medical certification had not yet been received, or the parties were obtaining a second or third medical opinion.

Valley Water must notify the employee within five (5) business days of a retroactive leave designation.

SUBSTITUTION OF PAID LEAVE

FMLA, CFRA and PDLL are unpaid leaves; however, an employee may substitute accrued sick leave, vacation, personal leave, or other applicable leave (e.g., management, executive, etc.) per Valley Water policy provisions as follows:

- Leave taken for an employee’s own serious health condition:
 - Sick leave must be exhausted.
 - Use of other available accrued paid leave is at the employee’s option, but not required.
- Leave taken to care for an eligible family member who has a serious health condition:
- Leave taken for baby bonding or placement of a child for adoption or foster care
- PDLL – Employees taking leave pursuant to the PDLL must utilize all available sick leave during the period of disability. Use of other accrued leave time (i.e., vacation, personal, executive) may be used at the employee’s option but is not required.

BENEFIT CONTINUATION

While an employee is on an approved FMLA, CFRA, or PDLL leave, Valley Water provided benefits will continue the same terms as if the employee had continued to work, contingent on the carrier’s official plan documents. The employee will be required to continue to pay any applicable premiums that were in effect prior to the leave.

If an employee fails to return to work after their leave entitlement has been exhausted or expires, any Valley Water paid health plan coverage will be discontinued and Valley Water has the right to recover



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its share of health plan premiums for the entire leave period, unless the employee does not return because of:

- The continuation, recurrence, or onset of a serious health condition of the employee or their family member which would entitle the employee to leave; or
- Because of circumstances beyond the employee's control.

Note: If there is a discrepancy between the information presented here and the carrier's official plan documents or agreements, the official documents/agreements will govern how a benefit is determined or administered.

KEY EMPLOYEE

A key employee is an exempt FMLA eligible employee who is among the highest paid ten percent (10%) of all the employees employed by Valley Water. The determination of whether an exempt employee is among the highest paid ten percent (10%) shall be made at the time the employee gives notice of the need for leave. No more than ten percent (10%) of Valley Water's employees within seventy-five (75) miles of the worksite may be key employees.

Valley Water may deny reinstatement to a key employee if such denial is necessary to prevent substantial and grievous economic injury to the operations of Valley Water, and the employee is notified of Valley Water's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur. In such case, Valley Water must notify the employee and afford him or her an opportunity to forgo leave or return from leave.

The key employee standard shall only apply to leave protected by the FMLA but not the CFRA or PDLL.

REINSTATEMENT

At the end of any FMLA, CFRA or PDLL leave, the employee must be reinstated to the position held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. For leave protected by the CFRA alone, upon an employee's request, Valley Water must provide a written guarantee of reinstatement subject to the limitations below.

Reinstatement can be denied if:

- The employee is no longer able to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition. However, the employee has certain rights under the Americans with Disabilities Act (ADA) and the Fair Employment Housing Act (FEHA) that may supersede FMLA, CFRA, or PDLL. The case will be transferred to Valley Water's Reasonable Accommodation Program.
- The employee would have been otherwise laid off or terminated for reasons unrelated to the FMLA, CFRA, or PDLL leave (e.g., disciplinary action due to poor performance, irregular attendance, etc.);
- The employee fraudulently obtained leave.
- The employee failed to provide a return-to-work certification, if required by Valley Water; or
- The employee's position has been eliminated.

2. POLICY

- Q621D01 – Human Resources Management System Framework

3. REFERENCE DOCUMENTS

External Reference Documents

REFERENCE DOCUMENT	DOCUMENT LOCATION(S)
FMLA - U.S. Department of Labor, Code of Federal Regulations, Title 29, Chapter V, Section 825	U.S. Department of Labor website
CFRA – Government Code Sections 12945.2 et seq.; California Code of Regulations, Title 2, Administration Division 4.1, Ch. 5, Subchapter 2, Art. 11	Civil Rights Department website
PDLL – Government Code Section 12945(a); California Code of Regulations, Title 2, Division 4.1, Subchapter 2, Art. 6	Civil Rights Department website
ISO 9001:2008	Valley Water Library

Internal Reference Documents

REFERENCE DOCUMENT	DOCUMENT LOCATION(S)
Q621D01 – Human Resources Management System Framework	Valley Water QEMS
Employees Association MOU 2022-2025	Valley Water Intranet
Engineers Society MOU 2022-2025	Valley Water Intranet
Professional Managers Association MOU 2022-2025	Valley Water Intranet

4. DEFINITIONS

Americans with Disabilities Act (ADA): A federal law that prohibits discrimination based on disability (42 U.S.C. §§ 12101, et seq.).

Benefits: Benefits and Wellness Program (Human Resources).

California Family Rights Act (CFRA) of 1993, as amended: A state law that is administered by the Civil Rights Department, State of California (CRD)).

Child: A biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee who stands in loco parentis to that child, who is either under 18 years of age or an adult dependent child (FMLA only). An adult dependent child is an individual who is 18 years of age or older and who is incapable of self-care because of a mental or physical disability. For CFRA only, the child may be of any age.

CRD: The Civil Rights Department (State of California) administers the California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDLL).



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Designated Person: Under CFRA only, a designated person is any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees are eligible to identify a designated person at the time of requested leave and/or only one (1) time per rolling twelve (12) month period.

DOL: U.S. Department of Labor administers the Family and Medical Leave Act (FMLA).

Eligible Employee: A full or part time employee with more than twelve (12) months, 52 weeks of service with the employer at any time, and who has actually worked for the employer at least 1,250 hours during the twelve (12) month period immediately prior to the date the CFRA leave or FMLA leave is to commence.

Eligible family member: An immediate family member or designated person. For FMLA, an immediate family member is considered a spouse, a minor or dependent child, and/or a parent. For CFRA, an immediate family member is considered a spouse, a registered domestic partner (RDP), a child of any age, a parent, a sibling, a grandparent, and/or a grandchild. CFRA also considers a designated person as eligible for purposes of this definition.

Family and Medical Leave Act (FMLA) of 1993, as amended: A Federal law that is administered by the U.S. Department of Labor (DOL), Employment Standards Administration, Wage and Hour Division.

Health Care Provider: A doctor of medicine or osteopathy who is authorized/credentialed to practice medicine or surgery by the State in which the doctor practices, including: podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist), nurse practitioners, nurse-midwives, clinical social workers, and physician assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law.

In Loco Parentis: Means in the place of a parent; instead of a parent; charged with a parent's rights, duties, and responsibilities. It does not require a biological or legal relationship. For CFRA only, the child may be of any age.

Intermittent Leave: Leave taken in separate periods of time due to a single illness or injury, rather than one continuous period. Intermittent leave can include scenarios such as a reduced work schedule, leave of periods for as little as one (1) hour, etc.


Key Employee: An exempt employee who is among the highest paid ten percent (10%) of all employees employed by Valley Water. This designation is applicable to leaves protected by the FMLA alone.

LOA: Leave of Absence.

LOA Coordinator: Benefits and Wellness Program (Human Resources) staff member responsible for administering and tracking leaves of absence.

LWOP: Leave Without Pay.

MOU: Memorandum of Understanding.

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Parent: A biological, foster, adoptive parent, stepparent, legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in loco parentis to the employee as a child. In addition, under CFRA, a parent-in-law is considered eligible under this definition.

Pregnancy Disability Leave Law (PDLL): A state law that is administered by the Civil Rights Department (State of California).

Qualified Exigency: Includes but not limited to, short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, etc.

Reasonable Accommodation: Any appropriate measure that would enable an eligible person to perform the essential functions of their job classification. Examples of Reasonable Accommodation include, but are not limited to, the following: making facilities accessible to individuals with disabilities, restructuring jobs, reallocating/redistributing non-essential job functions, modifying work schedules, buying new or modifying existing equipment, permitting an alteration of when or how an essential job function is performed, modifying supervisory methods, providing additional training, telecommuting, providing reassignment to a vacant position for which the employee is qualified, modifying examinations and policies, etc.

Domestic Partner (DP): a Domestic Partner is a relationship, which can be registered or unregistered with the California Secretary of State, available to same-sex couples and opposite-sex couples.

Rolling Twelve (12) Month Period: The twelve (12)-month period is measured looking back from the first day of a leave of absence. Each time an employee takes leave, the remaining leave entitlement will be the balance of the twelve weeks that has not been used during the immediately preceding twelve months.

Serious Health Condition: An illness, injury, including on-the-job injuries, impairment, or physical or mental condition of the employee or of an employee’s eligible family member (or designated person under the CFRA) which involves either:

- 1) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential health care facility;
- or
- 2) continuing treatment or continuing supervision by a health care provider.

Spouse: A spouse as defined or recognized under California State law for purposes of marriage.

5. ROLES AND RESPONSIBILITIES

Employee – An employee must provide Benefits and/or their supervisor/manager with at least thirty (30) days’ advance notice before FMLA, CFRA, or PDLL leave is to begin if the need for the leave is foreseeable. If thirty (30) days’ notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable or within fifteen (15) days from Benefits’ request. The employee must provide required documentation for their leave. The employee must also provide contact information, such as a personal phone number and/or personal email address so that the LOA Coordinator can reach the employee while they are on leave. Any employee that is on a full-time LOA will have their Valley Water badge access and IT systems access temporarily removed to

ensure the employee and Valley Water are abiding by the medical documentation provided by the employee’s health care provider.

Benefits – Upon receiving knowledge that an employee needs to take a leave of absence for FMLA, CFRA or PDLL qualifying reasons, the Benefits staff member is responsible for processing LOA documentation as applicable within five (5) business days and within the parameters of state and federal regulations.

Supervisor/Manager – is responsible for directing employees to contact the Benefits when an absence continues beyond five (5) business days or upon acquiring knowledge that the employee needs a leave for FMLA, CFRA or PDLL qualifying reasons The supervisor/manager is also responsible for ensuring their employee’s timesheet coding is accurate.

6. REQUIREMENTS

6.1 ISO Requirements

- **ISO 9001 Quality Management System Requirements**
 - 6.2.1 Human Resources – General
- **ISO 14001 Environmental Management System**
 - 4.4.2 Competence, Training and Awareness

6.2 Other Requirements

None

7. MONITORING AND MEASUREMENT

None

8. PROCEDURE

ACTION STATEMENT & ROLE	DETAILS	QUALITY RECORDS
(1) Initiation of FMLA, CFRA or PDLL Leave (Employee, Supervisor/Manager, Benefits)	<ul style="list-style-type: none"> • Upon learning of the need for FMLA, CFRA or PDLL leave, the employee contacts Benefits to initiate a leave of absence; or • The supervisor/manager contacts Benefits if an employee is absent for more than five (5) business days; or • If Benefits learns of an employee’s absence of more than five (5) business days or a need for FMLA, CFRA or PDLL leave, Benefits will contact the employee to initiate a leave of absence. 	



**FAMILY & MEDICAL LEAVE ACT (FMLA)
CALIFORNIA FAMILY RIGHTS ACT (CFRA)
PREGNANCY DISABILITY LEAVE LAW (PDLL)
WORK INSTRUCTIONS**

DOCUMENT NO.: **W621D36**
REVISION: **B**
EFFECTIVE DATE: **January 1, 2023**
PROCESS OWNER: **Patrice McElroy**

ACTION STATEMENT & ROLE	DETAILS	QUALITY RECORDS
(2) Notify Employee Eligibility, Rights, and Responsibilities, and of Requirement for Medical Certification (Benefits)	<ul style="list-style-type: none"> • Within five (5) business days of learning of the need for FMLA, CFRA or PDLL leave, Benefits will provide the employee with the Leave of Absence Notice Eligibility, Rights and Responsibilities form, and the Medical/Family Care Leave Certification form. • If the employee's need includes a request for a designated person, Benefits will also provide the employee with the Designated Person Form (FC1680) • If employee is found ineligible for FMLA, CFRA or PDLL leave for their own medical condition, the employee will be reviewed under Valley Water's Reasonable Accommodation Program and/or leave under the MOU provision. 	<ul style="list-style-type: none"> • Leave of Absence Notice Eligibility, Rights and Responsibilities form (FC1834) • Medical/Family Care Leave Certification form (FC1750)
(3) Provide Medical Certification (Employee)	<ul style="list-style-type: none"> • Within fifteen (15) calendar days of Benefits' notification of the need for medical certification, the employee must provide the Medical/Family Care Leave Certification form, which has been completed by the treating physician. 	<ul style="list-style-type: none"> • Medical/Family Care Leave Certification form (FC1750)
	<ul style="list-style-type: none"> • If it is not practicable under the circumstances to provide the Medical/Family Care Leave Certification form within fifteen (15) days, Benefits may grant an extension of time. • The Medical/Family Care Leave Certification form must contain the following information: <ul style="list-style-type: none"> ○ The date when the serious health condition commenced; ○ The probable duration of the condition; and ○ The date or estimated date when the employee will return to work. 	



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ACTION STATEMENT & ROLE	DETAILS	QUALITY RECORDS
<p>(4) Designate Leave as Qualifying and Process Leave of Absence Forms (Benefits, Employee)</p>	<ul style="list-style-type: none"> • Within five (5) business days of receipt of the completed Medical/Family Care Leave Certification form, Benefits completes the Leave of Absence Notice Designation of Leave form designating the leave as qualifying under FMLA, CFRA or PDLL, and the Benefits Continuation form (if applicable) and routes for signature. Note: These forms are not available on Valley Water's intranet site; they must be initiated by Benefits: <ul style="list-style-type: none"> ○ The Leave of Absence Notice Designation of Leave form ○ is signed by Benefits, and the employee. ○ The Benefits Continuation form is signed by the employee. • If the leave is for the employee's own serious health condition, Short Term Disability Contact Information is provided to the employee. Employee is responsible for submitting employee and physician documentation to the disability carrier. • If the leave is for the employee's own serious health condition, a Release To Return To Work form is provided. This must be completed by the employee's treating physician and provided to Benefits prior to return from medical leave. • Benefits updates the employee's record in Infor with the pertinent information (i.e., employee name, type of leave, start date, end date, etc.) 	<ul style="list-style-type: none"> • Leave of Absence Notice Designation of Leave form (FC1680) • Benefits Continuation form (FC1681) • Short Term Disability Contact Information • Release To Return To Work form (FC1680)



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ACTION STATEMENT & ROLE	DETAILS	QUALITY RECORDS
(5) Continuation of health benefits (Benefits, Employee, Payroll)	<ul style="list-style-type: none"> • Valley Water-provided medical, dental, vision, STD/LTD, basic life insurance and EAP benefits continue for the duration of FMLA, CFRA or PDLL leave. • Benefits notifies Payroll via e-mail of employees who are on FMLA, CFRA, PDLL, ADA and/or MOU leave. • Payroll continues to pay the premium for health benefits and notifies Benefits of any insurance premiums that are not deducted from wages. • The employee is responsible to pay the insurance premiums for coverage that is continued during periods of leave without pay. • Benefits collects insurance premiums from employee, if applicable. 	<ul style="list-style-type: none"> • E-Mail Notification to Payroll



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ACTION STATEMENT & ROLE	DETAILS	QUALITY RECORDS
<p>(6) Extension, exhaustion of FMLA leave and return from FMLA, CFRA or PDLL leave (Benefits, Employee, RAC, Manager)</p>	<ul style="list-style-type: none"> • If the leave is extended, the employee must provide a Medical/Family Care Leave Certification form with the updated information. • If FMLA leave is exhausted for employee’s own serious health condition, a Reasonable Accommodation may be processed by the RA Coordinator in conjunction with the employee’s manager. • If FMLA leave is exhausted for any other type of leave, a non-FMLA/CFRA/PDLL Leave Of Absence Or Extension Of Leave Of Absence Request form is completed and signed by Benefits, and signed by the employee and their manager. • If the FMLA, CFRA or PDLL leave is for the employee’s own serious health condition, a Release To Return To Work form must be provided to Benefits prior to return from medical leave. <ul style="list-style-type: none"> ○ If the Release To Return To Work form lists any physical restrictions, a Reasonable Accommodation may be processed by the RAC in conjunction with the employee’s manager. • At the end of any FMLA, CFRA or PDLL leave, the employee must be reinstated to the position held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. 	<ul style="list-style-type: none"> • Completed Medical/Family Care Leave Certification form (FC1750) (revised for extension) • Non-FMLA/CFRA/PDLL Leave Of Absence Or Extension Of Leave Of Absence Request form (FC1680a) • Release To Return To Work form (FC1751)



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9. QUALITY RECORDS

QUALITY RECORD	LOCATION KEPT	FILING ORDER	RECORDS RETENTION SCHEDULE SERIES No.
Leave of Absence Notice Eligibility, Rights and Responsibilities form (FC1834)	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861
Medical/Family Care Leave Certification form (FC1750)	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861
Leave of Absence Notice Designation of Leave form (FC1680)	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861
Benefits Continuation form (FC1681)	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861
STD Contact Information	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861
Release To Return To Work form (FC1751)	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861
Email Notification to Payroll	<u>Active LOA</u> : Employee LOA file (LOA Coordinator cubicle) <u>Inactive LOA</u> : Employee confidential personnel file #2 (Benefits file room)	Employee Name	RS-0861

10. CHANGE HISTORY

DATE	REVISION	COMMENTS
6/12/11	A	Initial release into QEMS 6/12/11, effective 5/18/11. This document supersedes Ad-2.4.105.



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DATE	REVISION	COMMENTS
01/01/22	B	Updated to comply with current MOU language, CFRA/State law changes, and current practice. Minor changes to editorial content.

11. ADDENDA

None

INCOMING BOARD CORRESPONDENCE

Board Correspondence (open)

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
C-23-0030	01/18/23	01/18/23	All	STEPHEN QUAN	Email from Stephen Quan, to the Board of Directors, dated 01/18/23, regarding Dam Levels and the Drought.	Refer to Staff	Baker	Williams	01/26/23	01/31/23	n/a	02/01/23
C-23-0045	02/23/23	02/24/23	All	MELISSA MALLORY	EMail from Melissa Mallory regarding unhouse along Los Gatos Creek Trail.	Refer to Staff	Blank	Yerrapotu Codianne	03/04/23	03/03/23	n/a	03/10/23
C-23-0076	03/31/23	04/03/23	All	H.K. WILLARD	Email from H.K. Willard to the Board dated 3/31/23 regarding misleading information in March Water News.	Refer to Staff	Gibson	Rocha	04/11/23	04/07/23	n/a	04/17/23
C-23-0096	05/05/23	05/05/23	All	BRUCE NEILL	Email from Bruce Neill to the Board, dated 5/5/23 requesting information on Coyote Creek water quality, before, during & after project; monitoring	Refer to Staff	Yerrapotu	Neuman	05/13/23	05/11/23	n/a	05/19/23

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
					schedule & data; and flood wall plans and how it will impact movement of small animals.							
C-23-0101	05/12/23	05/12/23	All	STEVE KELLY	Email from Steve Kelly, to the Board, dated 5/12/23, regarding concern for unhoused that may cause threat to residents living near the creeks in Santa Clara.	Refer to Staff	Yerrapotu Blank	Codianne	05/20/23	05/22/23	n/a	05/26/23
C-23-0104	05/15/23	05/15/23	All	JANICE BARTON	Email from Janice Barton, to Chair Varela, dated 5/15/23, with additional question in response to previous email on the cost of Anderson Dam Project.	Refer to Staff	Hakes	Mccarter	05/23/23	-	n/a	05/29/23
C-23-0105	05/17/23	05/18/23	All	SHAUN COLEMAN	Email from Shaun Coleman to the Board dated 5/17/23 expressing	Refer to Staff	Baker	Williams	05/26/23	-	n/a	06/01/23

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
					concern for boat on Alamaden Lake after 11pm with bright lights and loud generator.							
C-23-0107	05/17/23	05/18/23	Santos	ROBERT REESE	Email from Robert Reese to Director Santos, dated 5/17/23, regarding his visit to Lake Cunningham and requesting hydrological information.	Refer to Staff	Baker	Kassab Williams	05/26/23	-	n/a	06/01/23
C-23-0111	05/21/23	05/22/23	All	PHIL CHUN	Email from Phil Chun to the Board, dated 5/21/23, expressing concerns for the unhoused in his neighborhood .	Refer to Staff	Yerrapotu Blank	Codianne	05/30/23	-	n/a	06/05/23
C-23-0114	05/23/23	05/23/23	Santos	LIBBY LUCAS	Email from Libby Lucas to Director Santos, dated 5/22/23, expressing concerns for the Calabazas/S	Refer to Staff	Yerrapotu	Infante Bourgeois	05/31/23	-	n/a	06/06/23

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
					an Tomas Aquino Creek-Marsh Connection Project.							