

**MINUTES OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF  
WALNUT VALLEY WATER DISTRICT**

**March 21, 2022  
MEETING CONDUCTED VIA WEBEX  
AT:**

<https://walnutvalley.webex.com/meet/bmeeting>

**DIRECTORS PRESENT:**

Kevin Hayakawa  
Edwin Hilden  
Scarlett Kwong  
Theresa Lee (joined at 5:16 p.m.)  
Jerry Tang

**DIRECTORS ABSENT:**

None

**STAFF PRESENT:**

Erik Hitchman, General Manager/Chief Engineer  
Jared Macias, Assistant General Manager  
Josh Byerrum, Director of Finance  
Alanna Diaz, Director of Administrative Services  
Lily Lopez, Director of External Affairs  
Sherry Shaw, Director of Engineering & Planning  
Tom Monk, Director of Operations  
Lucie Cazares, Executive Secretary  
Carmen Fleming, Executive Assistant  
Jim Ciampa, Legal Counsel  
Ron Woodruff, Information Systems Specialist (Host)

The meeting was called to order at 5:02 p.m. with President Tang presiding. All Board meeting participants and guests joined the meeting via the Webex link:  
<https://walnutvalley.webex.com/meet/bmeeting>.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, Jody Roberto, David De Jesus, and General Manager, Matthew Litchfield. Also, in attendance were Andrew Westall, Bear Demographics and Research; Mr. John Monson, Sierra Club; Annette Johnson, and WVWD employee Kari Cheng.

**Item 3: Public Comment**

- ◆ There was no public comment. (Item 3)

**Item 4: Additions to the Agenda**

- ◆ There were no requests for additions to the agenda. (Item 4)

**Item 5: Reorder of the Agenda**

- ◆ There were no requests for reorder of the agenda. (Item 5)

**Item 6: Introduction of New District Employees**

- A. Mr. Byerrum introduced Ms. Kari Cheng, Senior Accountant, on the occasion of her completion of the probationary period for new employees. (Item 6-A)
- B. Ms. Diaz introduced Mr. Jared Macias, Assistant General Manager. (Item 6-B)
- C. Ms. Diaz introduced Mrs. Lucie Cazares, Executive Secretary. (Item 6-C)

**Item 7: Public Hearing: Receive Public Input and Feedback Regarding Possible Adjustment of District Divisional Boundaries and Regarding Potential Action to Adjust District Divisional Boundaries**

- ◆ President Tang opened the public hearing to receive comments regarding the possible adjustment of District Divisional Boundaries and regarding potential action to adjust District Divisional Boundaries and entertained a motion to open that public hearing. (Item 7-A)

***Motion No. 22-03-1773: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and approved (4-0, with Director Lee absent) by the roll call vote noted below, to open the Public Hearing to receive public input and feedback regarding possible adjustment of District Divisional Boundaries and regarding potential action to adjust District Divisional Boundaries. (Item 7-A)***

**Ayes: Hayakawa, Hilden, Kwong, Tang**  
**Noes: None**  
**Absent: Lee**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1773 was approved by a (4-0 with Director Lee absent) roll call vote**

- ◆ Staff introduced Mr. Andrew Westall of Bear Demographics and Research, who provided an overview of the proposed adjustment of the District's Divisional Boundaries. (Items 7-B, C)
- ◆ The public hearing was conducted and no public comments were received. (Item 7-C)
- ◆ President Tang then entertained a motion to close the public hearing. (Item 7-D)

**Motion No. 22-03-1774: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee, and unanimously carried (5-0) by the roll call vote noted below, to close the Public Hearing to receive public input and feedback regarding possible adjustment of District Divisional Boundaries and regarding potential action to adjust District Divisional Boundaries. (Item 7-D)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1774 was approved by a (5-0) roll call vote**

**Motion No. 22-03-1775: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and unanimously carried (5-0) by the roll call vote noted below, to adopt Resolution No. 03-22-697 Adjusting Boundaries of Director Electoral Divisions in the manner specified in that resolution. (Item 7-E)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1775 adopting Resolution No. 03-22-697 was approved by a (5-0) roll call vote**

**Item 8: Consider Approval of Consent Calendar**

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held February 22, 2022, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 8-1, 2, 3, 4)

**Motion No. 22-03-1776: Upon consideration thereof, it was moved by Director Hayakawa, seconded by Director Lee, and unanimously carried (5-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held February 22, 2022, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 8-1, 2, 3, 4)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1776, approved by a (5-0) roll call vote**

**Item 9: Director Expense Reports**

- ◆ The Board was asked to receive, approve, and file the Board member expense reports indicating per diem requests for meeting attendance and individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during the month of February 2022. (Item 9)

**Motion No. 22-03-1777: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hayakawa, and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during the month of February 2022. (Item 9)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1777 was approved by a (5-0) roll call vote**

**Item 10: Treasurer's Report**

- ◆ Mr. Byerrum presented the Financial Dashboard as of January 31, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of January 31, 2022, the District Statement of Net Position as of January 31, 2022, and Summary of Cash and Investments as of January 31, 2022. (Items 10-A, B, C, D)

**Motion No. 22-03-1778: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hayakawa, and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the Financial Dashboard as of January 31, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of January 31, 2022, the District Statement of Net Position as of January 31, 2022, and Summary of Cash and Investments as of January 31, 2022. (Items 10-A, B, C, D)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1778 was approved by a (5-0) roll call vote**

**Committee Chair Reports**

**Item 11: Engineering Committee – Director Hayakawa**

- ◆ The Board was asked to authorize the General Manager to execute a contract in the amount of \$363,000.00 with Doty Bros. Equipment Co., for the installation of facilities at 850 S. Brea Canyon Rd.; find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Categorical Exemption Section 15282(k); and authorize staff to file a Notice of CEQA Exemption for the subject project with the Office of Los Angeles County Registrar-Recorder/County Clerk. (Item 11-A)

**Motion No. 22-03-1779: Upon consideration thereof, it was moved by Director Hayakawa, seconded by Director Lee, and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to execute a contract in the amount of \$363,000.00 to Doty Bros. Equipment Co., for the installation of water facilities at 850 S. Brea Canyon Rd.; find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Categorical Exemption Section 15282(k); and authorize staff to file a Notice of CEQA Exemption for the subject project with the Office of Los Angeles County Registrar-Recorder/County Clerk. (Item 11-A)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1779 was approved by a (5-0) roll call vote**

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 11-B)

**Item 12: Personnel Committee – Director Kwong**

- ◆ The Board was asked to approve the proposed Family Care and Medical Leave policy (FMLA/CFRA) amendment. (Item 12-A)

**Motion No. 22-03-1780: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and unanimously carried (5-0) by the roll call vote noted below, to approve the Family Care and Medical Leave policy (FMLA/CFRA) amendment in the form presented. (Item 12-A)**

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1780 was approved by a (5-0) roll call vote**

**Item 13: Finance Committee – Director Tang**

- ◆ Mr. Byerrum reviewed the District’s investment activities for the period ending February 28, 2022. The Board was then asked to receive, approve and file the investment report. (Item 13-A)

***Motion No. 22-03-1781: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried (5-0) by the roll call vote noted below, to receive, approve and file the District’s investment report for the period ending February 28, 2022. (Item 13-A)***

**Ayes: Hayakawa, Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: None**  
**Abstain: None**

**President Tang indicated Motion No. 22-03-1781 was approved by a (5-0) roll call vote**

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (Item 13-B)

**Item 14: Public Information/Community Relations/Legislative Action Committee – Director Tang**

- ◆ There were no Public Information/Community Relations/Legislative Action Committee matters to come before the Board at this time. (Item 14)

**Item 15: TVMWD/MWD**

- ◆ Updates on TVMWD and MWD business matters were provided by General Manager Matthew Litchfield and Director David De Jesus, respectively. (Item 15)

**Item 16: The P-W-R Joint Water Line Commission**

- ◆ Mr. Monk reported on the P-W-R Joint Water Line Commission water use report for the month of March 2022 included in the Board packet. (Item 16)

**Item 17: Puente Basin Water Agency (PBWA)**

- ◆ Director Lee reported that the next PBWA meeting is scheduled for April 7, 2022. (Item 17)

**Item 18: Spadra Basin Groundwater Sustainability Agency**

- ◆ Director Tang reported that the next Spadra Basin GSA Advisory Committee meeting is scheduled for May 2, 2022. (Item 18)

**Item 19: General Manager’s Report**

- ◆ The Board received the District’s activities calendars for April, May and June 2022. (Item 19-A)

**Item 20: Water Supply and Conservation**

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2022 purchased water estimate, conservation goal summary, climate summary, and 2022 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District’s water usage for February 2022 was 3% lower than usage in February 2020 and 3% higher than usage in February 2013. (Item 20-A)
- ◆ The Board viewed reports on California’s water supply and reservoir conditions as of March 10, 2022. (Item 20-B)

**Item 21: Directors’ Oral Reports**

(NOTE: Board meeting minutes provide written reports of Board meeting activities and committee meeting reports are given during the course of regular Board meeting activities. Directors include reports of their participation in non-expense/per diem paid community events as a matter of information.) (Item 21)

- ◆ Director Hayakawa reported that during the month of February he attended the District’s regular Board meeting, District committee meetings, and TVMWD Board meetings, TVMWD Leadership Breakfast, as well as the City of Walnut Lunar New Year Celebration.
- ◆ Director Hilden reported his participation in the District’s Regular meetings in addition to the committee meetings previously reported on, and the TVMWD Board meetings, TVMWD Leadership Breakfast, the WVUSD Groundbreaking at Walnut Elementary, as well as the P-W-R Joint Water Line Commission meeting.

- ◆ Director Kwong reported on her participation in District Board and committee meetings, the District Succulent workshop, the P-W-R Joint Water Line Commission meeting, the TVMWD Leadership Breakfast and the WVUSD Groundbreaking at Walnut Elementary.
- ◆ In addition to the District Board and committees' meetings previously reported on, Director Lee reported on her participation in the PBWA meeting, Spadra Basin Advisory Committee meeting, WVUSD Groundbreaking at Walnut Elementary, and the City of Walnut Lunar Year Celebration.
- ◆ Director Tang advised that he attended the District Board and committee meetings in addition to participating in his Presidential signing duties, Lawn Conversion Webinar in Mandarin, Spadra Basin Executive Committee meeting, PBWA meeting, TVMWD Leadership Breakfast, the WVUSD Groundbreaking at Walnut Elementary, the City of Walnut Lunar Year Celebration, as well as the MWDOC Dinner meeting.

**Item 22: Legal Reports**

- ◆ Mr. Ciampa did not have a report. (Item 22)

**Item 23: Items for Future Discussion**

- ◆ There were no requests for future discussion items. (Item 23)

**Item 24: Board of Directors Business**

- ◆ The Board acknowledged receipt of the Local Agency Formation Commission's Notice of Election of LAFCO Voting Member and Alternate Member. By consensus, the Board endorsed Mr. Jerry Gladbach, as Voting Member and Mr. Melvin Matthews, as Alternate Member. (Item 24-A)
- ◆ The Board was asked to adopt WVWD Resolution No. 03-22-698, authorizing remote teleconference meetings for the period March 21, 2022 to April 19, 2022. (Item 24-B)

**Motion No. 22-03-1782: *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Lee and unanimously carried (5-0) by the roll call vote noted below, to adopt WVWD Resolution No. 03-22-698 authorizing remote teleconference meetings for the period March 21, 2022 to April 19, 2022. (Item 24-B)***

**Ayes:** Hayakawa, Hilden, Kwong, Lee, Tang

**Noes:** None

**Absent:** None

**Abstain:** None

**President Tang indicated Motion No. 22-03-1782, adopting Resolution No. 03-22-698, was approved by a (5-0) roll call vote**

**Adjournment at 6:04 p.m.**