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

October 17, 2022
MEETING CONDUCTED VIA WEBEX
AT:

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

DIRECTORS PRESENT:
Kevin Hayakawa
Theresa Lee
Jerry Tang
Edwin Hilden
Scarlett Kwong

DIRECTORS ABSENT:
None

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

The meeting was called to order at 5:00 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 David De Jesus, Mike Ti, Jody Roberto, and Chief Operating Officer Steve Lang.

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: Consider Approval of Consent Calendar
- The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held September 20, 2022, the minutes of the Special Board meeting held September 22, 2022, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, D, E)

  Motion No. 22-10-1843: ***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 approve the Consent Calendar, consisting the minutes of the Regular Board meeting held September 20, 2022, the minutes of the Special Board meeting held September 22, 2022, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, D, E)***

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

President Tang indicated Motion No. 22-10-1843 was approved by a *(5-0)* roll call vote

Item 7: 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 September 2022. (Item 7)

Motion No. 22-10-1844: ***Upon consideration thereof, it was moved by Director Hayakawa, seconded by Director Kwong, 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 September 2022. (Item 7)***

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

President Tang indicated Motion No. 22-10-1844 was approved by a *(5-0)* roll call vote

Item 8: Treasurer's Reports

- Mr. Byerrum presented the Financial Dashboard as of August 31, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of August 31, 2022, the District Statement of Net Position as of August 31, 2022, and Summary of Cash and Investments as of August 31, 2022. (Items 8-A, B, C, D)

Motion No. 22-10-1845: ***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 receive, approve, and file the Financial Dashboard as of August 31, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of August 31, 2022, the District Statement of Net Position as of August 31, 2022, and Summary of Cash and Investments as of August 31, 2022. (Items 8-A, B, C, D)***

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

President Tang indicated Motion No. 22-10-1845, approved by a (5-0) roll call vote

Committee Chair Reports

Item 9: Engineering Committee – Director Hayakawa

- The Board was asked to authorize the General Manager to execute contracts for materials, in the quantities and with the suppliers referenced in the staff report presented to the Board, for Water Distribution System for Tract No. 78210 located at The Terraces at Walnut. (Item 9-A)

Motion No. 22-10-1846: ***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 contracts for materials*****, in the quantities and with the suppliers referenced in the staff report presented to the Board,*** ***for Water Distribution System for Tract No.78210 located at The Terraces at Walnut. (Item 9-A)***

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

President Tang indicated Motion No. 22-10-1846, approved by a (5-0) roll call vote

- The Board was asked to receive and file the Puente Basin Watermaster Annual Report for Fiscal year 2021-2022. (Item 9-B).

Motion No. 22-10-1847: ***Upon consideration thereof, it was moved by Director Hayakawa, seconded by Director Hilden, and unanimously carried (5-0) by the roll call vote noted below, to receive and file the Puente Basin Watermaster Annual Report for Fiscal Year 2021-2022. (Item 9-B)***

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

President Tang indicated Motion No. 22-10-1847, 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 9-C)

Item 10: Personnel Committee – Director Kwong

- The Board was asked to review and approve the Board policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses. (Item 10-A)

Motion No. 22-10-1848: ***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 review and approve without change the Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses. (Item 10-A)***

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

President Tang indicated Motion No. 22-10-1848, approved by a (5-0) roll call vote

- The Board reviewed the District's Standing Committee Selection Process policy and recommended no changes to the current process. (Item 10-B)

Motion No. 22-10-1849: ***Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and unanimously carried (5-0) by the roll call vote noted below, to continue with the District's current Standing Committee Selection Process, without change. (Item 10-B)***

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

President Tang indicated Motion No. 22-10-1849, approved by a (5-0) roll call vote

Item 11: Finance Committee – Director Lee

- The Board was asked to receive, approve, and file the Annual Acreage Supply, Reservoir Capacity, Water Supply charges, and Capacity Fees (Capital Improvement Fees) report and was further informed that the report will be made available for public review upon request. (Item 11-A)

Motion No. 22-10-1850: ***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 receive, approve, and file the Annual Acreage Supply, Reservoir Capacity, Water Supply charges, and Capacity Fees (Capital Improvement Fees) report. (Item 11-A)***

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

President Tang indicated Motion No. 22-10-1850, approved by a (5-0) roll call vote

- The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report month ending September 30, 2022. (Item 11-B)

Motion No. 22-10-1851: ***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 and file the District's Consolidated Investment Transactions Report for the month ending September 30, 2022. (Item 11-B)***

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

President Tang indicated Motion No. 22-10-1851, 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 11-C)

Item 12: Public Information/Community Relations/Legislative Action Committee – Director Tang

- The Board was asked to adopt WVWD Resolution No. 10-22-711, approving an Environmentally Preferable Purchasing and Practices Policy, in the form presented to the Board. (Item 12-A)

Motion No. 22-10-1852: ***Upon consideration thereof, it was moved by Director Tang, seconded by Director Hayakawa, and unanimously carried (5-0) by the roll call vote noted below, to approve the Environmentally Preferable Purchasing and Practices Policy in the form presented at the meeting. (Item 12-A)***

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

President Tang indicated Motion No. 22-10-1852, adopting Resolution No. 10-22-711, was approved by a (5-0) roll call vote

Item 13: TVMWD/MWD

- Updates on TVMWD and MWD business matters were provided by TVMWD Chief Operating Officer Steve Lang and David De Jesus, respectively. (Item 13)

Item 14: The P-W-R Joint Water Line Commission

- Mr. Monk provided the P-W-R Joint Water Line Commission water use report for the month of September 2022, which is included in the Board packet. (Item 14)

Item 15: Puente Basin Water Agency (PBWA)

- Director Lee reported on the October 6, 2022 Puente Basin Water Agency meeting. (Item 15)

Item 16: Spadra Basin Groundwater Sustainability Agency

- Director Tang reported that the October 2022 meeting was canceled and the next Spadra Basin Executive Committee Meeting is scheduled for November 7, 2022. (Item 16)

Item 17: General Manager's Report

- The Board received the District's activities calendars for November and December 2022, and January 2023. (Item 17-A)
- As a matter of information only, Mr. Hitchman reported that Governor Newsom's COVID-19 State of Emergency declaration will terminate February 28, 2023. (Item 17-B)

Item 18: 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 September 2022 was 21% lower than usage in September 2020 and 31.6% lower than usage in September 2013. (Item 18-A)

- The Board viewed reports on California's water supply and reservoir conditions as of October 5, 2022. (Item 18-B)

Item 19: 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 19)

- Director Hayakawa reported that during the month of September he attended the District's regular and special Board meeting, all District Committee meetings, ACWA Region 8 program, both TVMWD Board Meetings, and the Diamond Bar High School Ribbon Cutting Ceremony.

- Director Hilden reported that during the month of September he attended the following events/meetings: Preparation for Rotary Presentation, both TVMWD Board Meetings, Coffee with President Tang, the District's Board workshop, Public Information Committee Meeting, Finance Committee Meeting, and Personnel Committee Meeting.

- Director Kwong report the following for the month of September events/meetings: Diamond Bar Evergreen Club Quarterly Celebration, Coffee with Director Tang, API Summit, RCCSGV Government Affairs Committee Meeting, and Personnel Committee meeting.

- Director Lee reported on her participation in the District's regular and special Board meetings, Finance Committee Meeting, Engineering Committee meeting, Evergreen Club Mid-Autumn Festival Celebration, Diamond Bar Chinese-American Association Mid-Autumn Festival Celebration, Spadra Basin Executive Committee Meeting, Diamond Bar High School Ribbon Cutting Ceremony, and Diamond Bar Beerfest.

- Director Tang advised that he attended the District's regular and special Board meetings in addition to participating in all District Committee meetings, ACWA Region 8 meeting, Spadra Basin Executive Committee Meeting, District Auditor interview, Board Member Meets the Community, and Communication with Suzanne Middle School CAPA Staff.

Item 20: Legal Reports

- Mr. Ciampa reported on the provisions of Senate Bill 1157, which has been signed into law and will reduce the indoor residential water use standards commencing on January 1, 2025. (Item 20)

Item 21: Items for Future Discussion

- There were no requests for future discussion items. (Item 21)

Item 22: Board of Directors Business

- The Board was asked to adopt WVWD Resolution No. 10-22-710, authorizing remote teleconference meetings for the period October 17, 2022 to November 16, 2022. (Item 22-A)

Motion No. 22-10-1853: ***Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried (5-0) by the roll call vote noted below, to adopt WVWD Resolution No. 10-22-710 authorizing remote teleconference meetings for the period October 17, 2022 to November 16, 2022. (Item 22-A)***

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

President Tang indicated Motion No. 22-10-1853, adopting Resolution No. 10-22-710, was approved by a (5-0) roll call vote

- The Board acknowledged receipt of the Local Agency Formation Commission's Notice of Election of a LAFCO Voting Member. By consensus, the Board endorsed Mr. Robert Lewis for that position. (Item 22-B)

- The Board received notice of the ACWA's General Session Membership Meeting to be held on November 30, 2022. No Board action was taken on this matter. (22-C)

- As a matter of information only, the Board received a Certificate and Transmittal Letter from the L.A. County Registrar-Recorder's Office confirming Director Lee's upcoming appointment at a future Board of Supervisors meeting to her director position for another term. (22-D)

Adjournment at 6:03 p.m.