

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

**February 21, 2023
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789**

DIRECTORS PRESENT:

Theresa Lee (Arrived at 5:05 p.m.)
Jerry Tang
Edwin Hilden
Scarlett Kwong
Henry Woo

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

The meeting was called to order at 5:00 p.m. with President Hilden presiding.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, Jody Roberto, and General Manager Matt Litchfield. Also, in attendance, were Mr. Jayson Schmitt of Chandler Asset Management (attended Virtually) and WVWD employees Ms. Fiona Tang and Mr. Ron Woodruff.

Item 3: Public Comment

- ◆ There were no requests. (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

- ◆ Item 7 was discussed before Item 6. (Item 5)

Item 6: Review of District Investment Activities by Mr. Jayson Schmitt, Representative of Chandler Asset Management

- ◆ Mr. Jayson Schmitt of Chandler Asset Management reviewed current economic conditions and provided an update on the firm’s investment activities on behalf of the District. The Board was asked to receive and file the District Investment activities. (Item 6)

Motion No. 23-02-1891: Upon consideration thereof, it was moved by Director Tang, seconded by Director Lee, and unanimously carried (5-0), to receive and file the report on District Investment activities. (Item 6)

President Hilden indicated Motion No. 23-02-1891 was approved by a (5-0) vote

Item 7: Introduction of New District Employees

- ◆ Mr. Woodruff introduced Ms. Fiona Tang, Information Technology Technician, on the occasion of completing her probationary period for new employees. (Item 7-A)

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 January 17, 2023, the Special Board meeting held January 19, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E)

Motion No. 23-02-1892: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Lee, and unanimously carried (5-0), to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held January 17, 2023, the Special Board meeting held January 19, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E)

President Hilden indicated Motion No. 23-02-1892 was approved by a (5-0) 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 January 2023. (Item 9)

Motion No. 23-02-1893: Upon consideration thereof, it was moved by Director Tang, seconded by Director Lee, and unanimously carried (5-0), 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 January 2023. (Item 9)

President Hilden indicated Motion No. 23-02-1893 was approved by a (5-0) vote

Item 10: Treasurer's Reports

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

Motion No. 23-02-1894: Upon consideration thereof, it was moved by Director Tang, seconded by Director Lee, and unanimously carried (5-0), to receive, approve, and file the Financial Dashboard as of December 31, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of December 31, 2022, the District Statement of Net Position as of December 31, 2022, and Summary of Cash and Investments as of December 31, 2022. (Items 10-A, B, C, D)

President Hilden indicated Motion No. 23-02-1894 was approved by a (5-0) vote

Committee Chair Reports**Item 11: 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 11)

Item 12: Finance Committee – Director Lee

- ♦ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report month ending January 31, 2023. (Item 12-A)

Motion No. 23-02-1895: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0), to receive and file the District's Consolidated Investment Transactions Report for the month ending January 31, 2023. (Item 12-A)

President Hilden indicated Motion No. 23-02-1895 was approved by a (5-0) vote

- ♦ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (Item 12-B)

Item 13: Engineering Committee – Director Lee

- ♦ The Board was asked to authorize the General Manager to execute a labor contract with Sully-Miller Contracting Company for a water distribution system for the Terraces at Walnut - Tract No. 78210 in the amount of \$1,375,069; to find that the project is exempt pursuant to Article 11.5 Master Environmental Impact Report, CEQA Guidelines Section 15177(b); and to authorize staff to file a Notice of Exemption for the subject project with the Office of the Los Angeles County Registrar-Recorder/County Clerk (Item 13-A)

Motion No. 23-02-1896: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0), to authorize the General Manager to execute a labor contract with Sully-Miller Contracting Company for a water distribution system for the Terraces at Walnut - Tract No. 78210 in the amount of \$1,375,069; to find that the project is exempt pursuant to Article 11.5 Master Environmental Impact Report, CEQA Guidelines Section 15177(b); and to authorize staff to file a Notice of Exemption for the subject project with the Office of the Los Angeles County Registrar-Recorder/County Clerk. (Item 13-A)

President Hilden indicated Motion No. 23-02-1896 was approved by a (5-0) vote

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 13-B)

Item 14: Personnel Committee – Director Kwong

- ◆ The Board was asked to accept the District's employee disability and life insurance coverage renewal from Reliance Standard. (Item 14-A)

Motion No. 23-02-1897: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong, and unanimously carried (5-0), to accept the District's employee disability and life insurance coverage renewal from Reliance Standard. (Item 14-A)

President Hilden indicated Motion No. 23-02-1897 was approved by a (5-0) vote

- ◆ The Board was asked to adopt the proposed Family Care and Medical Leave Policy (FMLA/CFRA) amendments as drafted by District staff and reviewed by labor counsel and general counsel. (Item 14-B)

Motion No. 23-02-1898: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0), to adopt the proposed FMLA/CFRA amendment as drafted by District staff and reviewed by labor counsel and general counsel. (Item 14-B)

President Hilden indicated Motion No. 23-02-1898 was approved by a (5-0) vote

- ◆ The Board was asked to approve the proposed addition of the Production and Storage Supervisor-DOT position to the Mid-Management Salary Range. (14-C)

Motion No. 23-02-1899: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and unanimously carried (4-0), to approve the proposed addition of the Production and Storage Supervisor-DOT position to the Mid-Management Salary Range. (14-C)

President Hilden indicated Motion No. 23-02-1899 was approved by a (5-0) vote

Item 15: TVMWD/MWD

- ◆ Updates on TVMWD and MWD business matters were provided by TVMWD General Manager Matt Litchfield. (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 January 2023. (Item 16)

Item 17: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported on the February 2, 2023 Puente Basin Water Agency meeting. (Item 17)

Item 18: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported that the next Spadra Basin Executive Committee meeting is on March 6, 2023. (Item 18)

Item 19: General Manager's Report

- ◆ The Board received the District's activities calendars for March, April, and May 2023. (Item 19-A)
- ◆ The Board received the Special Election Results for the LAFCO Commissioner. (Item 19-B)
- ◆ Mr. Hitchman informed the Board of the new State of California Executive Order (EO) N-3-23 and the new actions proclaimed in that EO. (Item 19-C)

Item 20: Water Supply and Conservation

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2023 purchased water estimate, conservation goal summary, climate summary, and 2023 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District's water usage for January 2023 was 18% lower than usage in January 2020 and 28% lower than usage in January 2013. (Item 20-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of February 6, 2023. (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 Hilden reported that during the month of January he attended the District’s Regular and Special Board Meetings, Public Information Committee Meeting, Finance Committee Meeting, and both TVMWD’s Regular Board Meetings.
- ◆ Director Kwong report the following for the month of January: District’s Board and Special Board Meeting, the RCCSGV Government Affairs Committee Meeting, the DBCAA Chinese New Year Celebration, and the District’s Edible Gardening and Seed Starting for Beginners Workshop in Mandarin.
- ◆ Director Lee reported on her participation in the District’s Regular Board and Special Board Meetings, Finance Committee Meeting, Engineering Committee Meeting, the Spadra Basin Executive Committee Meeting, PBWA Stakeholder Group Meeting, UAAA Global Cup Award Ceremony, and Diamond Bar Chinese American Association Lunar New Year Celebration.
- ◆ Director Tang advised that he attended the District’s Regular and Special Board Meetings, all District Committee Meetings, the Spadra Basin Groundwater Sustainability Agency Executive Committee Meeting, PBWA Stakeholder Meeting, the Suzanne Middle School CAPA Board Meeting, City of Diamond Bar Lunar Year Event, City of Walnut Lunar Year Event, and the District’s Edible Gardening and Seed Starting for Beginners Workshop in Mandarin.

Item 22: Legal Reports

- ◆ Mr. Ciampa welcomed Director Woo to the Board and reported that 2,632 bills have been introduced in the Legislature. He reported he is still in the process of reviewing those newly introduced bills. (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 was asked to reschedule the WVWD Committee and Board meeting for the month of May 2023 to allow Board Members to attend the ACWA JPIA and ACWA Spring Conference in Monterey, CA scheduled May 8-11, 2023. (Item 24-A)

Motion No. 23-02-1900: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (5-0), to reschedule the WVWD Committee and Board meetings for the month of May 2023 to allow Board Members to attend the ACWA JPIA and ACWA Spring Conference in Monterey, CA scheduled May 8-11, 2023. (24-A)

President Hilden indicated Motion No. 23-02-1900 was approved by a (5-0) vote

- ◆ Standing Committee positions were selected on a “chain of command” basis in accordance with the Standing Committee Selection Process, with the first choice going to the Board President, second choice to the First Vice President, third choice to the Second Vice President, and so on down the line, repeating in the same order, until all positions were filled as follows:

Committee	Chair	Member	Alternate
Public Info/ Legislative	Director Kwong	Director Hilden	Director Woo
Finance	Director Lee	Director Tang	Director Hilden
Engineering	Director Lee	Director Woo	Director Kwong
Personnel	Director Hilden	Director Tang	Director Lee

(Item 24-B)

- ◆ Board members advised President Hilden of their interest in serving as District representatives to various agencies and commissions for Calendar Year 2023 as set forth in the table below and on the ad hoc committee that follows:
(Item 24-C)

Commission/Agency Assignments	
Position	Director
TVMWD Representative	Edwin Hilden
TVMWD Representative – Alternate	Henry Woo
JPIA Board Member	Theresa Lee
JPIA Board Member – Alternate	Edwin Hilden
JPIA Property Program Committee Member	Theresa Lee
ACWA Voting Delegate	Edwin Hilden
ACWA Voting Delegate – Alternate	Henry Woo
ACWA Region 8 Delegate	Theresa Lee
ACWA Region 8 Delegate – Alternate	Henry Woo
Regional Chamber Representative	Scarlett Kwong
Regional Chamber Representative – Alternate	Edwin Hilden

Ad Hoc Committee	
Debt Ad Hoc (established March 18, 2021)	Theresa Lee Jerry Tang

Motion No. 23-02-1901: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0), to approve the annual Board Commission and agency Assignment Selections for Calendar Year 2023. (Item 24-C)

President Hilden indicated Motion No. 23-02-1901 was approved by a (5-0) vote

- ◆ The Board was asked to adopt Resolution No. 02-23-717, appointing Scarlett P. Kwong as Representative to serve on the Pomona-Walnut-Rowland Joint Water Line Commission, and Edwin Hilden as an Alternate Representative. (Item 24-D)

Motion No. 23-02-1902: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0) by roll call vote noted below, to adopt Resolution No. 02-23-717, appointing Scarlett P. Kwong as Representative to serve on the Pomona-Walnut-Rowland Joint Water Line Commission, and Edwin Hilden as an Alternate Representative. (Item 24-D)

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

President Hilden indicated Motion No. 23-02-1902, adopting Resolution No. 02-23-717 was approved by a (5-0) roll call vote

- ◆ The Board was asked to adopt Resolution No. 02-23-718, appointing Theresa Lee and Henry Woo as Representatives to serve on the Puente Basin Water Agency, and Scarlett Kwong as an Alternate Representative. (Item 24-E)

Motion No. 23-02-1903: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong, and unanimously carried (5-0) by roll call vote noted below, to adopt Resolution No. 02-23-718, appointing Theresa Lee and Henry Woo as Representatives to serve on the Puente Basin Water Agency, and Scarlett Kwong as an Alternate Representative. (Item 24-E)

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

President Hilden indicated Motion No. 23-02-1903, adopting Resolution No. 02-23-718 was approved by a (5-0) roll call vote

- ◆ The Board was asked to adopt Resolution No. 02-23-719, appointing Jerry Tang as Representative to serve on the Executive Committee of the Spadra Basin Groundwater Sustainability Agency, and Theresa Lee as an Alternate Representative. (Item 24-F)
- Motion No. 23-02-1904: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Woo, and unanimously carried (5-0) by roll call vote noted below, to adopt Resolution No. 02-23-719 appointing Jerry Tang as Representative to serve on the Executive Committee of the Spadra Basin Groundwater Sustainability Agency, and Theresa Lee as an Alternate Representative. (Item 24-F)***
- Ayes:** Hilden, Kwong, Lee, Tang, Woo
Noes: None
Absent: None
Abstain: None
- President Hilden indicated Motion No. 23-02-1904, adopting Resolution No. 02-23-719 was approved by a (5-0) roll call vote
- ◆ The Board was asked to adopt Resolution No. 02-23-720, concurring in nomination of Lenet Pacheco of Valley County Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority; and adopt Resolution No. 02-23-721, concurring in nomination of Szu Pei Lu-Yang of Rowland Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority. (Item 24-G)

Motion No. 23-02-1905: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Lee, and unanimously carried (5-0) by roll call vote noted below, to adopt Resolution No. 02-23-720, concurring in nomination of Lenet Pacheco of Valley County Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority; and adopt Resolution No. 02-23-721, concurring in nomination of Szu Pei Lu-Yang of Rowland Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority. (Item 24-G)

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

President Hilden indicated Motion No. 23-02-1905, adopting Resolution No. 02-23-720 and Resolution No. 02-23-721 was approved by a (5-0) roll call vote

Adjournment at 6:37 p.m.