

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

March 20, 2023

At the District Office in the Board Room
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Theresa Lee
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
Donna DiLaura, External Affairs and Sustainability Manager
Thomas Monk, Director of Operations
Sherry Shaw, Director of Engineering & Planning
Alanna Diaz, Director of Administrative Services
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) Director Mike Ti and Chief Operating Officer Steve Lang. Also, in attendance was WVWD employee Mr. Dillon Stayner.

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

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

Item 6: Introduction of New District Employees

- ◆ Mr. Macias introduced Ms. Alexandra Cortez, Administrative Assistant, on the occasion of completing the probationary period for new employees. (Item 6-A)
- ◆ Mr. Byerrum introduced Mr. Dillon Stayner, on the occasion of completing the probationary period for new employees. (Item 6-B)

Item 7: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Special Board meeting held February 6, 2023, the Special Board meeting held February 9, 2023, the Regular Board meeting held February 21, 2023, the Special Board meeting held February 23, 2023, the Special Board meeting held February 24, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7 – A, B, C, D, E, F, G, H)

Motion No. 23-03-1906: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (5-0), to approve the Consent Calendar, consisting of the minutes of the Special Board meeting held February 6, 2023, the Special Board meeting held February 9, 2023, the Regular Board meeting held February 21, 2023, the Special Board meeting held February 23, 2023, the Special Board meeting held February 24, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7 – A, B, C, D, E, F, G, H)

President Hilden indicated Motion No. 23-03-1906 was approved by a (5-0) vote

Item 8: 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 2023. (Item 8)

Motion No. 23-03-1907: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, 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 February 2023. (Item 8)

President Hilden indicated Motion No. 23-03-1907 was approved by a (5-0) vote

Item 9: Treasurer's Reports

- ◆ Mr. Byerrum presented the Financial Dashboard as of January 31, 2023, the District Statement of Revenue, Expenses, and Change in Net Position as of January 31, 2023, the District Statement of Net Position as of January 31, 2023, and Summary of Cash and Investments as of January 31, 2023. (Items 9-A, B, C, D)

Motion No. 23-03-1908: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0), to receive, approve, and file the Financial Dashboard as of January 31, 2023, the District Statement of Revenue, Expenses, and Change in Net Position as of January 31, 2023, the District Statement of Net Position as of January 31, 2023, and Summary of Cash and Investments as of January 31, 2023. (Items 9-A, B, C, D)

President Hilden indicated Motion No. 23-03-1908 was approved by a (5-0) vote

Committee Chair Reports**Item 10: Public Information/Community Relations/Legislative Action Committee – Director Kwong**

- ◆ There were no Public Information/ Community Relations/ Legislative Action Committee matters to come before the Board at this time. (Item 10)

Item 11: Finance Committee – Director Lee

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report month ending February 28, 2023. (Item 11-A)

Motion No. 23-03-1909: 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 February 28, 2023. (Item 11-A)

President Hilden indicated Motion No. 23-03-1909 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 11-B)

Item 12: Engineering Committee – Director Lee

- ◆ The Board was asked to authorize the General Manager to execute Change Order No. 5 for the Diamond Bar (P-1) Pump Station Electrical Refurbishment (P.N. 20-3628) in the amount of \$110,163. (Item 12-A)

Motion No. 23-03-1910: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (5-0), to authorize the General Manager to execute Change Order No. 5 for the Diamond Bar (P-1) Pump Station Electrical Refurbishment (P.N. 20-3628) in the amount of \$110,163. (Item 12-A)

President Hilden indicated Motion No. 23-03-1910 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 12-B)

Item 13: Personnel Committee – Director Hilden

- ◆ The Board was asked to approve the proposed departmental listing of obsolete District records for destruction in accordance with the Records Retention Schedule. (Item 13-A)

Motion No. 23-03-1911: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee, and unanimously carried (5-0), to approve the proposed departmental listing of obsolete District records for destruction in accordance with the Records Retention Schedule. (Item 13-A)

President Hilden indicated Motion No. 23-03-1911 was approved by a (5-0) vote

Item 14: TVMWD/MWD

- ◆ Updates on TVMWD and MWD business matters were provided by TVMWD Chief Operating Officer Steve Lang. (Item 14)

Item 15: 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 February 2023. (Item 15)

Item 16: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported that Puente Basin Water Agency went dark for the month of March and the next meeting will be April 6, 2023. (Item 16)

Item 17: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on the March 6, 2023 Spadra Basin Executive Committee meeting. (Item 17)

Item 18: General Manager's Report

- ◆ The Board received the District's activities calendars for April, May, and June 2023. (Item 18-A)

Item 19: 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 February 2023 was 25% lower than usage in February 2020 and 21% lower than usage in February 2013. (Item 19-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of March 1, 2023. (Item 19-B)

Item 20: 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 20)

- ◆ Director Hilden reported that during the month of February he attended the District's Regular and Special Board Meetings, Public Information Committee Meeting, Finance Committee Meeting, Personnel Committee, both TVMWD's Regular Board Meetings and Leadership Breakfast, and the Diamond Bar Evergreen Club Chinese New Year Celebration.
- ◆ Director Kwong reported the following for the month of February: District's Board and Special Board Meetings, the RCCSGV Government Affairs Committee Meeting, PBWA Commission Meeting, Diamond Bar Evergreen Club Chinese New Year Celebration, PWR JWL Commission Meeting, Miss Diamond Bar Scholarship Pageant Fundraiser, and TVMWD Leadership Breakfast.
- ◆ Director Lee reported on her participation in the District's Regular Board and Special Board Meetings, Finance Committee Meeting, Engineering Committee Meeting, the PBWA Board Meeting, the Diamond Bar Evergreen Club Chinese New Year Celebration, the Diamond Bar High School Instrumental Music Building Ribbon Cutting Ceremony, and the TVMWD Leadership Breakfast.
- ◆ Director Tang advised that he attended the District's Regular and Special Board Meetings, all District Committee Meetings, the District's Composting Workshop, and the Suzanne Middle School CAPA Flume Training.
- ◆ Director Woo Reported the following for the month of February: All District Committee meetings, the Regular and Special Board Meetings, a Director HR Orientation Meeting, and the TVMWD Leadership Breakfast.

Item 21: Legal Reports

- ◆ There was no legal report from Mr. Ciampa. (Item 21)

Item 22: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 22)

Item 23: Board of Directors Business

- ◆ There were no Board of Director Business to come before the Board at this time. (Item 23)

Adjournment at 5:31 p.m.