

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

**January 17, 2023
MEETING CONDUCTED VIA WEBEX
AT:**

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

DIRECTORS PRESENT:

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 (Host)
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. 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, and General Manager, James Linthicum. Also, in attendance were, Ms. Margaret Liu; former Walnut Valley Water District Board Member, Dr. Kevin Hayakawa; and WVWD employees Garrett Noble, Darnell Meyers, Steven Carcano, and Juan Gamboa.

Item 3: Public Comment

- ◆ Dr. Kevin Hayakawa spoke in support of Ms. Margaret Liu and endorsed her for the vacant Director, Division IV position. (Item 3)
- ◆ Ms. Margaret Lui spoke on her qualifications and her interest in the vacant Division IV Director position. (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 Subsequent Resolution No. 01-23-716 Authorizing Remote Teleconference Meetings for the Period January 17, 2023 to February 16, 2023

- ◆ The Board was asked to adopt WVWD Resolution No. 01-23-716, authorizing remote teleconference meetings for the period January 17, 2023 to February 16, 2023. (Item 6)

Motion No. 23-01-1881: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and carried (4-0) by the roll call vote noted below, to adopt WVWD Resolution No. 01-23-716 authorizing remote teleconference meetings for the period January 17, 2023 to February 16, 2023. (Item 6)*

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

President Hilden indicated Motion No. 23-01-1881, adopting Resolution No. 01-23-716, was approved by a (4-0) roll call vote

Item 7: Introduction of New District Employees

- ◆ Mr. Monk introduced Mr. Darnell Meyers, Utility Service Worker I, on the occasion of completing his probationary period for new employees. (Item 7-A)
- ◆ Mr. Monk introduced Mr. Garrett Noble, Utility Service Worker I, on the occasion of completing his probationary period for new employees. (Item 7-B)

- ◆ Mr. Monk introduced Mr. Juan Gamboa, Utility Service Worker I, on the occasion of completing his probationary period for new employees. (Item 7-C)
- ◆ Mr. Monk introduced Mr. Steve Carcano, Utility Service Worker I - DOT, on the occasion of completing his probationary period for new employees. (Item 7-D)

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 December 12, 2022, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D)

Motion No. 23-01-1882: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (4-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held December 12, 2022, Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D)

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

President Hilden indicated Motion No. 23-01-1882 was approved by a (4-0) 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 December 2022. (Item 9)

Motion No. 23-01-1883: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (4-0) 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 December 2022. (Item 9)

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

President Hilden indicated Motion No. 23-01-1883 was approved by a (4-0) roll call vote

Item 10: Treasurer's Reports

- ◆ Mr. Byerrum presented the Financial Dashboard as of November 30, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of November 30, 2022, the District Statement of Net Position as of November 30, 2022, and Summary of Cash and Investments as of November 30, 2022. (Items 10-A, B, C, D)

Motion No. 23-01-1884: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the Financial Dashboard as of November 30, 2022, the District Statement of Revenue, Expenses, and Change in Net Position as of November 30, 2022, the District Statement of Net Position as of November 30, 2022, and Summary of Cash and Investments as of November 30, 2022. (Items 10-A, B, C, D)

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

President Hilden indicated Motion No. 23-01-1884 was approved by a (4-0) roll call 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

- ◆ As a matter of information only, the Board received the Preliminary 2023-2024 Budget Meeting Schedule. (Item 12-A)
- ◆ The Board was asked to receive, approve, and file the Pomona-Walnut-Rowland Joint Water Line Commission Audit Report, Puente Basin Water Agency Audit Report, and Spadra Basin GSA Audit Report for Year-ended June 2022. (Item 12-B)

Motion No. 23-01-1885: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the Pomona-Walnut-Rowland Joint Water Line Commission Audit Report, Puente Basin Water Agency Audit Report, and Spadra Basin GSA Audit Report for Year-ended June 2022. (Item 12-B)

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

President Hilden indicated Motion No. 23-01-1885, approved by a (4-0) roll call vote

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report month ending December 31, 2022. (Item 12-C)

Motion No. 23-01-1886: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the District's Consolidated Investment Transactions Report for the month ending December 31, 2022. (Item 12-C)

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

President Hilden indicated Motion No. 23-01-1886, approved by a (4-0) roll call vote

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

Item 13: Engineering Committee – Director Lee

- ◆ The Board was asked to accept the work as installed for the ACE-Fairway Grade Separation (P.N. 12-3262) and to authorize the filing of Notice of Completion for the subject project. (Item 13-A)

Motion No. 23-01-1887: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (4-0) by the roll call vote noted below, to accept the work as installed for the ACE-Fairway Grade Separation (P.N. 12-3262) and to authorize the filing of Notice of Completion for the subject project. (Item 13-A)

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

President Hilden indicated Motion No. 23-01-1887, approved by a (4-0) roll call 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

- ◆ There were no Personnel 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 TVMWD Chief Finance Officer, James Linthicum. (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 months of November and December 2022. (Item 16)

Motion No. 23-01-1888: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the P-W-R Joint Water Line Commission water use report for the months of November and December 2022. (Item 16)

Ayes: Hilden, Kwong, Lee, Tang

Noes: None

Absent: None

Abstain: None

President Hilden indicated Motion No. 23-01-1888, approved by a (4-0) roll call vote

Item 17: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported on the January 11, 2023, Puente Basin Water Agency meeting. (Item 17)

Item 18: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on the January 3, 2023, Spadra Basin GSA Advisory Committee meeting (Item 18)

Item 19: General Manager's Report

- ◆ The Board received the District's activities calendars for February, March, and April 2023. (Item 19-A)
- ◆ The Board received information on the 2023 ACWA Spring Conference scheduled for May 9-11, in Monterey, CA. This item will be brought to the Board meeting in February for discussion. No formal Board action was taken. (Item 19-B)

Item 20: Water Supply and Conservation

- ◆ The Board received revised 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 November 2022 was 20% lower than usage in November 2020 and 30% lower than usage in November 2013. (Item 20-A)
- ◆ 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 December 2022 was 26% lower than usage in December 2020 and 27% lower than usage in December 2013. (Item 20-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of January 4, 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)

- ◆ Although Director Hayakawa resigned his position on December 19, 2022, his report was submitted to report on his activities for the month of December. His expense report noted his participation in the District's Regular Board meeting, Public Information Committee meeting, Finance Committee meeting, and Engineering Committee meeting. Additionally, he attended the Diamond Bar City Council meeting and TVMWD Regular Board meeting.

- ◆ Director Hilden reported that during the month of December he attended the District's Regular Board meeting, Public Information Committee Meeting, Finance Committee Meeting, both TVMWD's Regular Board Meetings, Industry Business Council Holiday Luncheon, took his Oath of Office, the Diamond Bar's Evergreen Club Celebration, and signed the General Manager's Contract.
- ◆ Director Kwong reported on her participation on the following for the month of December: District's Board Meeting, ACWA Fall Conference, Heart of Hope Christmas Celebration, Diamond Bar City Council Meeting, Metropolitan Water District Art Recognition Webinar, PBWA Meeting, and Diamond Bar's Evergreen Club Celebration.
- ◆ Director Lee reported on her participation in the District's Regular Board Meeting, Finance Committee Meeting, Engineering Committee Meeting, Industry Business Council Holiday Luncheon, Heart of Hope Christmas Celebration, Metropolitan Water District Art Recognition Webinar, and PBWA's Board Meeting.
- ◆ Director Tang advised that he attended the District's Regular Board Meeting, all District Committee Meetings, ACWA Fall Conference, Heart of Hope Christmas Celebration, Water Conservation CAPA Meeting, and the Diamond Bar City Council Meeting.

Item 22: Legal Reports

- ◆ There were no legal reports to come before the Board at this time. (Item 20)

Item 23: Items for Future Discussion

- ◆ There were no requests for future discussion items.

Item 24: Board of Directors Business

- ◆ The Board was asked to defer appointments of Annual Board Commission and Agency Assignment selection for calendar year 2023. (Item 24-A)

Motion No. 23-01-1889: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (4-0) by the roll call vote noted below, to defer appointments of Annual Board Commission and Agency Assignment selection for calendar year 2023. (Item 24-A)

Ayes: Hilden, Kwong, Lee, Tang

Noes: None

Absent: None

Abstain: None

President Hilden indicated Motion No. 23-01-1889, approved by a (4-0) roll call vote

Adjournment at 5:41 p.m.