

WALNUT VALLEY WATER DISTRICT

271 South Brea Canyon Road
Walnut, CA 91789-3002
(909) 595-7554 • (626) 964-6551
www.wvwd.com • Fax: (909) 444-5521



SPECIAL BOARD MEETING MONDAY, FEBRUARY 6, 2023 4:00 P.M.

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the General Manager's office at least 4 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at: 271 S. Brea Canyon Road, Walnut, CA.

1. Flag Salute
2. Roll Call: Mr. Hilden_____ Ms. Kwong_____ Ms. Lee_____ Mr. Tang_____

3. Public Comment

President Hilden

The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.

A. **Agenda Items** - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.

B. **Non-Agenda Items** - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.

4. Applicant Interviews for Board Vacancy - Division IV
 - A. Ms. Margaret Liu - 4:00 PM
 - B. Mr. Henry Woo - 4:45 PM
 - C. Mr. Alfred Sinclair - 5:30 PM
5. Consideration and Possible Action to Fill Division IV Board Vacancy
 - A. Discussion
 - B. Action Taken

6. Other

Adjournment

I, Lucie Cazares, CMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website: www.wvwd.com/board-meetings.

Date Posted: February 3, 2023

Lucie Cazares, CMC, Executive Secretary
WVWD Special Board Meeting - February 6, 2023 Pg. 2

Margaret Liu

20961 E Canyon Ridge Ln, Walnut, CA 91789 | 626-257-4037 | mt0520@gmail.com

January 18, 2023

Erik Hitchman
Board Secretary
Walnut Valley Water District
271 S Brea Canyon Road
Walnut, CA 91789

RECEIVED

JAN 23 2023

WALNUT VALLEY
WATER DISTRICT

To Whom It May Concern:

I am writing to express my enthusiastic interest in the position of Board of Director Member – District IV at Walnut Valley Water District. As a passionate individual with a deep commitment to WVWD's mission and vision, I am confident that my skills and qualifications make me the ideal candidate for this role.

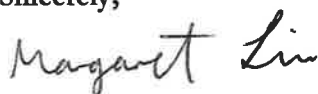
With a professional background that includes numerous leadership and supervisory roles, as well as extensive volunteer and community service experience, I am well-equipped to make a meaningful contribution to the board. I am known for my strong problem-solving and analytical skills and my ability to communicate effectively and engage with stakeholders in multiple languages, including Mandarin and Cantonese.

I have a comprehensive understanding of serving the public, including cost-effective operation, environmental responsibility, and community needs. I am also highly skilled in customer service, conservation practices, policy setting, budgeting, strategic direction, and regulatory compliance. Additionally, I have a proven track record of engaging in community service initiatives, and I am passionate about promoting conservation and environmentally friendly practices.

As a long-time resident, mother, and community volunteer, I am deeply committed to the well-being of our community and the environment. I understand the importance of ensuring that future generations have access to clean and affordable water, especially in light of the ongoing drought.

I am confident that my qualifications and experience make me the best candidate for the District IV Board of Directors, and I would be honored to contribute to the overall mission of Walnut Valley Water District and serve the public. I look forward to discussing my qualifications and experience with you in more detail. Thank you for your consideration.

Sincerely,



Margaret Liu

Margaret Liu

✉ mt0520@gmail.com ☎ 626-257-4037 📍 20961 E Canyon Ridge Ln, Walnut, CA 91789

SUMMARY

Highly experienced, proactive, and detail-oriented business development, negotiation, and management professional with over 10 years of experience in the field. Proven track record of leading successful projects and initiatives that drive revenue growth and improve operational efficiency. Adept at communicating effectively in English, Mandarin, and Cantonese. Highly involved in the community, volunteering time to lead charitable programs and initiatives. Skilled in problem-solving, creative thinking, and negotiations to develop innovative solutions to complex business problems. A leader who motivates people to work together to achieve goals and exceed expectations.

EXPERIENCE

Real Estate Agent

ReMax Galaxy

October 2018 - Present, Diamond Bar, CA

- Implement effective marketing strategies to attract potential clients
- Show properties and provide comparables regarding potential real estate investments
- Advise clients on market conditions, prices, and legal requirements
- Negotiate and close real estate deals with buyers, sellers, renters, and landlords
- Prepare and review documents such as purchase agreements and rental/leasing contracts
- Keep up to date with the latest trends in the real estate market
- Develop creative strategies to market properties

Graphic Designer

The Walt Disney Company

September 2003 - July 2007, Burbank, CA

- Develop creative concepts and mood boards that reflect Disney's brand identity
- Design marketing campaigns, graphics, and promotional materials
- Research and analyze industry trends to inform creative strategies
- Utilize graphic design software to produce high-quality visuals
- Collaborate with other teams to ensure consistency in design language
- Execute multiple design projects simultaneously and adhere to deadlines
- Develop innovative business strategies for the furtherance of Disney's interests

Art Intern

ASI at Cal Poly Pomona

January 2003 - June 2003, Pomona, CA

- Curate and install art exhibits in the gallery
 - Research artists, artwork and galleries alongside curators
 - Engage with visitors to the gallery, including students, faculty and community members
 - Utilize software for cataloging the artwork on display
 - Assist with the logistics of art installations
-

COMMUNITY INVOLVEMENT

Citizens Bond Oversight Committee Member

Walnut Valley Unified School District • August 2022 - Present

- Monitor and evaluate district spending to ensure taxpayer money is being effectively used
- Review district performance, operations, and expenditures in relation to the approved WVUSD Measure WV Bond Program
- Develop criteria for evaluating the effectiveness of project management
- Act as liaison between the Citizens Bond Oversight Committee and the community by providing translations in multiple languages.
- Provide feedback with respect to progress reports, annual financial audits, and other reporting requirements

Fundraiser Chair

South Pointe Middle School Performing Arts Boosters • August 2022 - Present

- Develop and implement a comprehensive fundraising strategy to meet the goals of the Performing Arts Boosters
- Establish and maintain relationships with donors, alumni, and other stakeholders
- Plan and coordinate fundraising in multiple languages
- Achieved over 300% increase year-over-year in fundraising efforts for the Performing Arts Boosters

Coordinating Council Chair

South Pointe Middle School Performing Arts Boosters • August 2018 - July 2022

- Serve as the liaison between school administrators, parents, and community members to keep them informed of performing arts updates.
- Research and develop strategies to promote the active participation of all stakeholders in the school's performing arts activities.
- Lead discussions on goals, progress, and plans for future activities.

Parent Helper

Diamond Bar High School Instrumental and Band Music • August 2021 - Present

- Serve and assist the students of the Diamond Bar High School Band Music program in order to ensure their success.
- Help organize and manage special events, competitions, and other activities related to the Band Music program.
- Manage budget, plan, prepare, and distribute meals for members of the band during performances and trips.

Special Events Helper

Diamond Bar Community Foundation • January 2021 - Present

- Greet and interact with guests during special events.
- Assist with event set-up, take down, and any other tasks as assigned by event coordinators.

Annual Making Spirits Bright Gift Shopper and Gift Wrapper

Diamond Bar Woman's Club • December 2020 - Present

- Responsible for selecting and purchasing gifts with budget maximization in mind.
- Proficiently wrap gifts in a timely manner, displaying excellent presentation skills.

Special Events Kitchen Lead

Efree Church Diamond Bar • July 2015 - Present

- Manage the operation and staffing of the special events kitchen department, ensuring the execution of safe, quality food.
- Lead pre-event preparation by developing smart cost estimates on supplies, communicating with vendors, and monitoring food safety.

Classroom Parent Helper Lead

Walnut Elementary School and Evergreen Elementary School • October 2012 - June 2021

- Act as a liaison between teachers, parents, and school administrators to ensure effective communication.
- Lead parent meetings to discuss events, opportunities, and new initiatives for the class.
- Provide administrative support to the classroom teacher in planning and implementing activities such as field trips and other special projects.

EDUCATION

Bachelor of Art Degree in Art with an option in Graphic Design

Cal Poly Pomona • Pomona, CA • 2003

SKILLS

Strategic thinking, business development, negotiation, project management, team leadership, financial analysis, presentation skills, problem-solving, communication (English, Mandarin, and Cantonese), interpersonal skills with clients, creativity and imagination, visual communications, and community leadership.

January 26, 2023

Mr. Erik Hitchman, P.E.
General Manager
Walnut Valley Water District
271 S. Brea Rd
Walnut, CA 91789

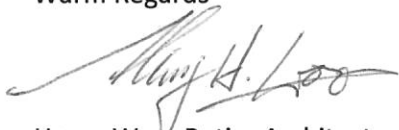
Dear Mr. Hitchman,

I am writing to express my sincere interest and commitment to serve on the Board of Director of Walnut Valley Water District (WVWD), Division IV, a position vacated since December 19, 2022.

As one of the water district customers in Rowland Heights for 42 years. I have witnessed the tremendous transformation which had taken part in this portion of east San Gabriel valley for decades. The continuous expansion, maintenance and upgrade required to serve the ever growing population is nothing short of working diligently by District with foresight. With my background in planning and construction, I feel that I have the ability to continue making contribution to our communities by involving in one of the essential utility organizations after my recent retirement.

If appointed by the Board, I'm prepared to work closely with the Board and the entire District personal to achieve any objective for the reliable delivery of this essential service to our residents and businesses alike.

Warm Regards



Henry Woo, Retire Architect
1757 Pepperdale Drive
Rowland Heights, Ca 91748
(909) 815-8778

Vitae

Henry H Woo, retired architect

After emigrating from Hong Kong in 1972, Mr. Woo formally began to follow his childhood interest in building design at the Los Angeles City College. During the first decade of his arrival in the U.S., he had earned both Bachelor & Master of Architecture degrees from Cal Poly Pomona, and had obtained his licensure as an architect.

Beyond managing his design practice, Mr. Woo had been serving on many business and professional as well as community service organizations, including the Asian American Architects & Engineers (Aaa/e), and the Chinese American Construction Professionals (CACP). Among his many contributions in the Asian and local communities, he had donated effort for the preliminary design of the Chinese Heritage Museum in Los Angeles Chinatown. He volunteered as design consultant for the initial proposal for Youth Science Center in Hacienda Heights. To promote the interest in Architecture for future generations of students, he has consistently provided summer internship, mentorship, and scholarships for college-bound high school students as well as for the architecture programs of Cal Poly Pomona. In 2020, Congressman Gil Cisneros awarded Mr. Woo **Asian American Pacific Islander Trailblazer Award** (<https://polycentric.cpp.edu/tag/2020-asian-american-pacific-islander-trailblazer-award/>)

Consistent with his philosophy of serving the local communities. Henry has supported numerous local activities, school foundation programs such as serving on the Walnut Valley Education Foundation, FORUS Foundation and number of community events like the annual Rowland Heights Buckboard Day parade, etc. throughout his career and 36 years of business operation. Since 2006, he has been serving as a board member for the Rowland Heights Community Coordinating Council. With his background and training in various technical area of building construction, he is exceedingly interested in serving the local organizations with which he rely on with his family for over 42 years as residents in Rowland Heights.



U.S. HOUSE OF REPRESENTATIVES
WASHINGTON, D.C.

May 31, 2020

*The Honorable Gilbert R. Cisneros, Jr.
California 39th Congressional District*

Certificate of Congressional Recognition

Presented to

Henry Woo

*2020 Asian Pacific American Heritage Month Trailblazer Award
Business / Professional Leader*

In honor of your recognition as a 2020 Asian Pacific American Heritage Month Trailblazer Awardee. As we celebrate the impact of Asian Pacific Americans in shaping our nation, I am honored and humbled to know that I serve APAA leaders such as yourself making strides in your field. It is a testament to your knowledge, compassion, and commitment that you can proudly stand and carry with you a light that better our community. On behalf of California's 39th Congressional District, congratulations on this achievement, and I look forward to hearing of your future successes as you pave new roads for the APAA community and beyond!

GILBERT R. CISNEROS, JR.
MEMBER OF CONGRESS
39th DISTRICT, CALIFORNIA



Letter of Interest
Notice of Vacancy Division IV Board Director
Walnut Valley Water District

As a previously appointed Board Director, I bring experience to the position. With this experience I feel I will add value to WVWD. WVWD interests me and one of my goals is water conservation. With my skill set I will continue to advocate for reducing the cost of water to our customers and advocate for financial conservancy. I believe all this can be done to continue delivering clean drinking water to our customers for a fair price at or below surrounding water agencies and local water outlets.

My personal commitment to future water related issues are increasing rainwater capture and storage, pursuing advances in recycled water and desalination technology, increasing emphasis on early wildfire detection (forest management) and suppression. Achieving these goals would bring extraordinary benefits to customers and neighbors alike!

Sincerely,

Alfred Sinclair

Alfred Sinclare
2240 Annadel Ave. Rowland Heights, Ca. 91748 (909) 762-0212

Summary

One of the most significant responsibilities as a board member is to understand that the board is a team, and you need to work together as such. To serve the best interests of the community and its constituents communication is vital to be successful.

Skills

La Habra Christian Church Deacon, President of the Board
Teacher, Substitute Teaching grades K - 12
Accountant Methodology and practical
Engineer Supervisor Communicating and written analysis
Finance Statistical Programs Manager

Work History

Director, Walnut Valley Water District July – December 2020
La Habra Christian Church Deacon (Secretary, Vice Pres., Pres.) 2012-present
Rowland Unified School District Substitute Teacher 1992-2012 Retired
Official Umpire, referee Softball, football, basketball 1992-2003
USPS Postal Assistant 1969-1972
USPS LSM Clerk, Letter Carrier Supervisor, Statistical Programs Technician, Mgr.
Statistical Programs, Accounting Clerk, Engineer Supervisor 1976-2003 Retired
Sinclair Paint Company Accountant Account receivables, account payables, payroll,
excise, and state taxing 1974-1975

Education

CSU Fullerton History, Accounting BA 1974
Rio Hondo College AA 1973

Personal

Born and raised in California
E-mail alsinclare@yahoo.com

Alfred Sinclare References

Mr. Larry Rohlfing, Social Security Lawyer 562 760 0767

Mr. Jason Kim, Lead Pastor, La Habra Christian Church 714 504 3335

Mr. John Bellah, Rowland Water District Board Member 626 965 4450

Ms. Tara Masucci, Hacienda/La Puente School District Teacher
909 762-1919