

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

June 19, 2023
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Edwin Hilden
Jerry Tang
Scarlett Kwong
Henry Woo

DIRECTORS ABSENT:

Theresa Lee

STAFF PRESENT:

Erik Hitchman, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Josh Byerrum, Director of Finance
Donna DiLaura, External Affairs & Sustainability Manager
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 David De Jesus, and TVMWD General Manager Matt Litchfield. Also in attendance was WVWD employee Samuel Serna.

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: Public Hearing: Consideration of Annual Approval of the WVWD Standby Charge Report

- ◆ President Hilden opened the public hearing to receive comments regarding the adoption of the WVWD Water Standby Charge, as set forth in the report prepared by Willdan Financial. (Item 6-A)
- ◆ Mr. Byerrum reviewed the report, noting staff is recommending no change in the current assessment. No public comments were received. (Item 6-B, C)
- ◆ There being no public comments, the public hearing was closed. (Item 6-D)
- ◆ The Board was asked to approve staff's recommendation to continue the District's standby charge at the current rate of \$56 per acre, \$14 for parcels smaller than one-fourth of an acre, and for parcels larger than one-fourth acre, but less than one acre, the charge is prorated based on \$56 per acre for the parcel's area. (Item 6- E)

Motion No. 23-06-1932: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 with Director Lee absent, to approve staff's recommendation to continue the District's standby charge at the current rate of \$56 per acre, \$14 for parcels smaller than one-fourth acre, and for parcels larger than one-fourth acre, but less than one acre, the charge is prorated based on \$56 per acre for the parcel's area. (Item 6- E)

President Hilden indicated Motion No. 23-06-1932 was approved by a 4-0 vote, with Director Lee absent

- ◆ The Board was asked to receive, approve, and file the Water Standby Charge report prepared by Willdan Financial. (Item 6-F)

Motion No. 23-06-1933: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 with Director Lee absent, to receive, approve, and file the Water Standby Charge report prepared by Willdan Financial. (Item 6-F)

President Hilden indicated Motion No. 23-06-1933 was approved by a 4-0 vote, with Director Lee absent

Item 7: Introduction of New District Employees

- ◆ Mr. Monk introduced Mr. Samuel Serna, Instrumentation/ Electrical Systems Technician, on the occasion of completing his 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 May 22, 2023, the Special Board meeting held May 25, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E)

Motion No. 23-06-1934: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 with Director Lee absent, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held May 22, 2023, the Special Board meetings held May 25, 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. 23-06-1934 was approved by a 4-0 vote, with Director Lee absent

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 May 2023. (Item 9)

Motion No. 23-06-1935: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 with Director Lee absent, 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 May 2023. (Item 9)

President Hilden indicated Motion No. 23-06-1935 was approved by a 4-0 vote, with Director Lee absent

Item 10: Treasurer's Reports

- ◆ Mr. Byerrum presented the Financial Dashboard as of April 30, 2023, the District Statement of Revenue, Expenses, and Change in Net Position as of April 30, 2023, the District Statement of Net Position as of April 30, 2023, and Summary of Cash and Investments as of April 30, 2023. (Items 10- A, B, C, D)

Motion No. 23-06-1936: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and carried 4-0 with Director Lee absent, to receive, approve, and file the Financial Dashboard as of April 30, 2023, the District Statement of Revenue, Expenses, and Change in Net Position as of April 30, 2023, the District Statement of Net Position as of April 30, 2023, and Summary of Cash and Investments as of April 30, 2023. (Items 10- A, B, C, D)

President Hilden indicated Motion No. 23-06-1936 was approved by a 4-0 vote, with Director Lee absent

Committee Chair Reports**Item 11: 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 11)

Item 12: Finance Committee – Director Tang

- ◆ The Board was asked to reject the claim received from the law offices of Kathleen Neumann on behalf of Ms. Lien Gin, which seeks compensation for alleged bodily injury damages (Item 12- A)

Motion No. 23-06-1937: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried 4-0 with Director Lee absent, to reject the claim received from the law offices of Kathleen Neumann on behalf of Ms. Lien Gin, which seeks compensation for alleged bodily injury damages (Item 12- A)

President Hilden indicated Motion No. 23-06-1937 was approved by a 4-0 vote, with Director Lee absent

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

Motion No. 23-06-1938: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 with Director Lee absent, to receive and file the District's Consolidated Investment Transactions Report for the month ending May 31, 2023. (Item 12-B)

President Hilden indicated Motion No. 23-06-1938 was approved by a 4-0 vote, with Director Lee absent

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

Item 13: Engineering Committee – Director Woo

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

Item 14: Personnel Committee – Director Tang

- ◆ The Board was asked to adopt CalPERS Resolution No. 06-23-723 to approve an amendment to the District's contract between the California Public Employees Retirement System and the Board of Directors of Walnut Valley Water District, to provide Section 20516 authorization for Employees Sharing Additional Cost of 1% for classic local miscellaneous members in the Unrepresented General Employees Unit, Unrepresented Mid-Management and Unrepresented Executive Staff. (Item 14-A)

Motion No. 23-06-1939: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried 4-0 with Director Lee absent, by roll call vote noted below, adopt CalPERS Resolution No. 06-23-723 to approve an amendment to the District's contract between the California Public Employees Retirement System and the Board of Directors of Walnut Valley Water District, to provide Section 20516 authorization for Employees Sharing Additional Cost of 1% for classic local miscellaneous members in the Unrepresented General Employees Unit, Unrepresented Mid-Management and Unrepresented Executive Staff. (Item 14-A)

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

President Hilden indicated Motion No. 23-06-1939 was approved by a 4-0 roll call vote, with Director Lee absent

Item 15: TVMWD/MWD

- ◆ Updates on TVMWD and MWD business matters were provided by TVMWD General Manager Matt Litchfield and TVMWD and MWD Director David De Jesus. (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 May 2023. (Item 16)

Item 17: Puente Basin Water Agency (PBWA)

- ◆ Director Woo reported on the June 15, 2023 Puente Basin Water Agency Special meeting. (Item 17)

Item 18: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported there was no meeting in June. The next Spadra Basin Executive Committee meeting is scheduled for August 7, 2023. (Item 18)

Item 19: General Manager's Report

- ◆ The Board received the District's activities calendars for July, August, September 2023. (Item 19-A)

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 May 2023 was 25% lower than usage in May 2020 and 39% lower than usage in May 2013. (Item 20-A)

- ◆ The Board viewed reports on California's water supply and reservoir conditions as of June 1, 2023. (Item 20-B)

Item 21: Directors' Oral Reports

(NOTE: Board meeting minutes provide written reports of Board meeting, Committee meetings, and District associated activities. Directors may include reports of their participation in non-expense or per diem paid community events as a matter of information.) (Item 21)

- ◆ Director Hilden reported on his activities for the month of May for the following events/meetings: District's Special Board Meeting, Public Information Committee, Finance Committee, Personnel Committee, both TVMWD's Regular Board Meetings, Walnut Mayor's Prayer Breakfast, Poster/Media Contest, and the Diamond Bar Chinese American Association Gala.
- ◆ Director Kwong reported the following for the month of May: District's Regular and Special Board Meetings, ACWA Conference, Public Information Committee, Diamond Bar Chinese Association Annual Gala, and AB 1825 - Anti-Sexual Harassment Training.
- ◆ Although Director Lee was not present to report on her activities, her expense report reflects her participation in the following: District's Regular and Special Board Meeting, Finance Committee, Engineering Committee, SPADRA Executive Committee and Special Executive Committee meeting, Tzu Chi Education Foundation Graduation, Heart of Hope Special Needs Student Achievement Presentation, AM 1300 Radio Station Interview on Water Conservation and Billing Issues, WVWD Poster and Media Contest Award Ceremony, WVWD Community and Public Safety Appreciation Luncheon, Hate Crime Safety Seminar, United Abacus Arithmetic Association Assessment Award Ceremony, AAPI Heritage Month Celebration, and Diamond Bar Chinese Association Annual Gala.
- ◆ Director Tang advised that he attended the District's Regular and Special Board Meetings, Engineering and Personnel Committee meetings, SPADRA Executive Committee and Special Executive Committee meeting, City of Walnut Mayor's Prayer Breakfast, Heart of Hope Annual Event, WVWD Poster award, and WVWD Safety and Community Appreciation lunch.
- ◆ Director Woo reported the following for the month of May: District's Regular and Special Board Meeting, Public Information and Engineering Committee Meetings, TVMWD's Regular Board Meeting, City of Walnut Mayor's Prayer Breakfast, Community/Public Safety Lunch, and Diamond Bar Chinese Association Annual Gala.

Item 22: Legal Reports

- ◆ There was no legal report from Mr. Ciampa (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 consider adoption of the FY 2023-24 Budget consisting of \$42,280,700 in Revenues, \$38,212,700 in Expenses, \$4,068,000 in Reserve Funding, the District Chart of Positions, the District Organizational Chart, the Employee Salary Ranges, and the Capital Investment Program Budget. (Item 24-A)

Motion No. 23-06-1940: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong, and carried 4-0 with Director Lee absent, to adopt the FY 2023-24 Budget consisting of \$42,280,700 in Revenues, \$38,212,700 in Expenses, \$4,068,000 in Reserve Funding, the District Chart of Positions, the District Organizational Chart, the Employee Salary Ranges, and the Capital Investment Program Budget. (Item 24-A)

President Hilden indicated Motion No. 23-06-1940 was approved by a 4-0 vote with Director Lee absent

Adjournment at 5:30p.m.