

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

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

DIRECTORS PRESENT:

Edwin Hilden
Theresa Lee
Scarlett Kwong (via Teleconference)
Jerry Tang
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 & Sustainability
Thomas Monk, Director of Operations
Sherry Shaw, Director of Engineering & Planning
Alanna Diaz, Director of Administrative Services
Lucie Cazares, Executive Secretary
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 De Jesus, and TVMWD Chief Operations Officer Steve Lang. Also, in attendance, was Mr. Jayson Schmitt of Chandler Asset Management (attended virtually).

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: 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 report on District Investment activities. (Item 6)

Motion No. 23-08-1951: Upon consideration thereof, it was moved by Director Lee, seconded by Director Woo, and unanimously carried (5-0) by the roll call vote noted below, to receive and file the report on District Investment activities. (Item 6)

Ayes: Hilden, Kwong, Lee, Tang, Woo

Noes: None

Absent: None

Abstain: None

President Hilden indicated Motion No. 23-08-1951 was approved by a (5-0) roll call vote

Item 7: Introduction of New District Employees

- ◆ Mrs. Shaw informed the Board that Ms. Bertha Perez, Senior Civil Engineer, was going to be introduced to the Board, but she is out ill. She will be introduced to the Board next month. (Item 7-A)
- ◆ Mr. Monk introduced Mr. Oscar Ortega, Water Production Operator I, on the occasion of completing his probationary period for new employees. (Item 7-B)

Item 8: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Special Board Meeting held July 20, 2023, the Regular Board meeting held July 24, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E)

Motion No. 23-08-1952: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Special Board Meeting held July 20, 2023, the Regular Board meeting held July 24, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E)

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

President Hilden indicated Motion No. 23-08-1952 was approved by a (5-0) 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 July 2023. (Item 9)

Motion No. 23-08-1953: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (5-0) 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 July 2023. (Item 9)

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

President Hilden indicated Motion No. 23-08-1953 was approved by a (5-0) roll call 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 adopt WVWD Resolution No. 08-23-725 (Replacing Resolution No. 08-22-707) Establishing the Walnut Valley Water District Investment Policy. (Item 10-A)

Motion No. 23-08-1954: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried 5-0 by the roll call vote noted below, to adopt WVWD Resolution No. 08-23-725 (Replacing Resolution No. 08-22-707) establishing the Walnut Valley Water District Investment Policy. (11-A)

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

President Hilden indicated Motion No. 23-08-1954, adopting Resolution No. 08-23-725, was approved by a (5-0) roll call vote

- ◆ Mr. Byerrum reviewed the District's investment transaction report for the period ending July 31, 2023. The Board was then asked to receive, approve, and file the investment transactions report. (Item 11-B)

Motion No. 23-08-1955: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the investment transactions report. (Item 11-B)

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

President Hilden indicated Motion No. 23-08-1955 was approved by a (5-0) roll call vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (11-C)

Item 12: Engineering Committee – Director Lee

- ◆ The Board was asked to authorize the General Manager to execute a sole source contract with Applied Technology Group, Inc. in the amount of \$115,916.56 for GEMDS iNet-II Radios (Project No. 22-3757). (Item 12-A)

Motion No. 23-08-1956: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to execute a sole source contract with Applied Technology Group, Inc. in the amount of \$115,916.56 for GEMDS iNet-II Radios (Project No. 22-3757). (Item 12-A)

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

President Hilden indicated Motion No. 23-08-1956 was approved by a (5-0) roll call vote

- ◆ The Board was asked to authorize the General Manager to purchase the Deep Trekker A-150 Pipe Crawler pipe inspection camera in the amount of \$72,556 for Project No. 20-3672. (Item 12-B)

Motion No. 23-08-1957: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to purchase the Deep Trekker A-150 Pipe Crawler pipe inspection camera in the amount of \$72,556 for Project No. 20-3672. (Item 12-B)

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

President Hilden indicated Motion No. 23-08-1957 was approved by a (5-0) roll call vote

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 12- C)

Item 13: Personnel Committee – Director Tang

- ◆ The Board was asked to adopt the proposed Bereavement Policy amendment as drafted by District staff and reviewed by labor counsel. (Item 13-A)

Motion No. 23-08-1958: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and unanimously carried (5-0) by the roll call vote noted below, to adopt the proposed Bereavement Policy amendment as drafted by District staff and reviewed by labor counsel. (Item 13-A)

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

President Hilden indicated Motion No. 23-08-1958 was approved by a (5-0) roll call vote

Item 14: TVMWD/MWD

- ◆ Updates on TVMWD business matters were provided by TVMWD Chief Operations Officer Steve Lang. Also, Director De Jesus mentioned MWD was beginning work on its long-term financial plan. (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 July 2023. (Item 15)

Item 16: Puente Basin Water Agency (PBWA)

- ◆ Director Woo reported on the August 3, 2023 meeting. (Item 16)

Item 17: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported that there was no meeting in August and the next meeting will be September 5, 2023. (Item 17)

Item 18: General Manager's Report

- ◆ The Board received the District's activities calendars for September, October, and November 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 July 2023 was 14% lower than usage in July 2020 and 26% lower than usage in July 2013. (Item 19-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of August 1, 2023. (Item 19-B)

Item 20: 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 20)

- ◆ Director Hilden reported the following on his activities for the month of July: District's Special Meeting-Community Listening Session, Regular Board Meeting, TVMWD Special Board Meeting, and Selecting Board Headshots.
- ◆ Director Kwong reported the following for the month of July: District's Special Meeting-Community Listening Session, Regular Board Meeting, Aquatic Center Ground Breaking Ceremony hosted by Supervisor Solis's Office, and SGVCOG Fairway Drive Grade Separation Ribbon Cutting Ceremony.
- ◆ Director Lee reported on the following for the month of July: District's Special Meeting-Community Listening Session, Regular Board Meeting, Aquatic Center Ground Breaking Ceremony hosted by Supervisor Solis's Office, and SGVCOG Fairway Drive Grade Separation Ribbon Cutting Ceremony.
- ◆ Director Tang reported on the following for the month of July: District's Special Meeting-Community Listening Session, Regular Board Meeting, Suzanne Middle School CAPA Board Meeting, and contacting WVWD's Customer Service for inquiries from a Walnut Resident regarding water softener issues.

- ◆ Director Woo reported the following for the month of July: District's Special Meeting-Community Listening Session, Regular Board Meeting, SGVCOG Fairway Drive Grade Separation Ribbon Cutting Ceremony and TVMWD Special Board Meeting.

Item 21: Legal Reports

- ◆ There were no legal reports for the Board. (Item 21)

Item 22: Items for Future Discussion

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

Item 23: Board of Directors Business

- ◆ The Board was asked to reject the claim received by the law firm Aiman-Smith & Marcy on behalf of Ms. Cari McCormick, which seeks compensation for CalPERS disability retirement benefits. (Item 23-A)

Motion No. 23-08-1959: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried (5-0) by the roll call vote noted below, to reject the claim received by the law firm Aiman-Smith & Marcy on behalf of Ms. Cari McCormick, which seeks compensation for CalPERS disability retirement benefits. (Item 23-A)

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

President Hilden indicated Motion No. 23-08-1959 was approved by a (5-0) roll call vote

- ◆ The Board was asked to authorize the General Manager to execute a Professional Consultant Agreement with Searock and Stafford Construction Management for construction management services related to the District Headquarters Phase 1 Project for an amount not-to-exceed \$426,712. (Item 23-B)

Motion No. 23-08-1960: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and carried (4-0-1) by the roll call vote noted below, to authorize the General Manager to execute a Professional Consultant Agreement with Searock and Stafford Construction Management for construction management services related to the District Headquarters Phase 1 Project for an amount not-to-exceed \$426,712. (Item 23-B)

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

President Hilden indicated Motion No. 23-08-1960 was approved by a (4-0-1) roll call vote

Adjournment at 6:26 p.m.