

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

September 18, 2023
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Theresa Lee
Scarlett Kwong
Jerry Tang

DIRECTORS ABSENT:

Edwin Hilden
Henry Woo

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
Alexandra Cortez, Administrative Assistant
Jim Ciampa, Legal Counsel

The meeting was called to order at 5:00 p.m. with First Vice President Lee presiding.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors De Jesus, Jody Roberto, Mike Ti, and TVMWD General Manager Matt Litchfield. Also, in attendance, was WVWD employee Bertha Perez.

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

- ◆ Ms. Shaw introduced Ms. Bertha Perez, Senior Civil Engineer, on the occasion of completing her probationary period for new employees. (Item 6)

Item 7: Consider Approval of Consent Calendar

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

Motion No. 23-09-1962: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried (3-0 with Director Hilden and Director Woo absent) to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held August 21, 2023, Special Board Meeting held August 24, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7– A, B, C, D, E)

First Vice President Lee indicated Motion No. 23-09-1962 was approved by a 3-0 vote with Director Hilden and Director Woo absent

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 August 2023. (Item 8)

Motion No. 23-09-1963: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong, and carried (3-0 with Director Hilden and Director Woo 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 August 2023. (Item 8)

First Vice President Lee indicated Motion No. 23-09-1963 was approved by a 3-0 vote with Director Hilden and Director Woo absent

Committee Chair Reports

Item 9: 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 9)

Item 10: Finance Committee – Director Lee

- ◆ Mr. Byerrum reviewed the District's investment transaction report for the period ending August 31, 2023. The Board was then asked to receive, approve, and file the investment transactions report. (Item 10-A)

Motion No. 23-09-1964: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong, and carried (3-0 with Director Hilden and Director Woo absent) to receive, approve, and file the investment transactions report. (Item 10-A)

First Vice President Lee indicated Motion No. 23-09-1964 was approved by a 3-0 vote with Director Hilden and Director Woo absent

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (10-B)

Item 11: Engineering Committee – Director Lee

- ◆ The Board was asked to accept the work as installed for the Diamond Bar (P-1) Pump Station Electrical Refurbishment (P.N. 20-3628); to authorize the filing of a Notice of Completion for the subject project; and to authorize the General Manager to execute Change Order No. 6 in the amount of \$17,052.00 for the subject project. (Item 11-A)

Motion No. 23-09-1965: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and carried (3-0 with Director Hilden and Director Woo absent), to accept the work as installed for the Diamond Bar (P-1) Pump Station Electrical Refurbishment (P.N. 20-3628); to authorize the filing of a Notice of Completion for the subject project; and to authorize the General Manager to execute Change Order No. 6 in the amount of \$17,052.00 for the subject project. (Item 11-A)

First Vice President Lee indicated Motion No. 23-09-1965 was approved by a 3-0 vote with Director Hilden and Director Woo absent

- ◆ The Board was asked to authorize staff to forward a letter to Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit (Item 11-B)

Motion No. 23-09-1966: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and carried (3-0 with Director Hilden and Director Woo absent) to authorize staff to forward a letter to Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit (Item 11-B)

First Vice President Lee indicated Motion No. 23-09-1966 was approved by a 3-0 vote with Director Hilden and Director Woo absent

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 11-C)

Item 12: Personnel Committee – Director Tang

- ◆ Ms. Diaz reviewed the Association of California Water Agencies (ACWA)/Joint Powers Insurance Authority (JPIA) medical, dental, and vision premium plans updates and increases effective January 1, 2024. She reported that the medical, dental, and vision coverage premiums for employees are paid from the employee health benefit allotment established at \$1,897.24 per month/per employee, or payment of the lowest premium for family coverage. As this was an informational item only, no action was taken by the Board. (Item 12-A)

Item 13: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD General Manager Matt Litchfield and Director De Jesus respectively. (Item 13)

Item 14: 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 August 2023. (Item 14)

Item 15: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported that there was no meeting in September, and that the next PBWA meeting is in October 2023. (Item 17)

Item 16: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported that the next meeting will be November 6, 2023. (Item 16)

Item 17: General Manager's Report

- ◆ The Board received the District's activities calendars for October, November, and December 2023. (Item 17-A)

Item 18: 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 August 2023 was 20% lower than usage in August 2020 and 33% lower than usage in August 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of September 4, 2023. (Item 18-B)

Item 19: 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 19)

- ◆ Although Director Hilden was not in attendance to report on his activities for the month of August, his expense report noted his attendance at the following meetings/events: District's Regular and Special Board Meeting, Public Information Committee, Finance Committee, Personnel Committee, Meeting with General Manager, Sign letter of Support for Regional Resilience Grant Program, and 2023 State of the Nation with Congresswoman Linda Sanchez.
- ◆ Director Kwong reported the following for the month of August: Regular and Special Board Meeting, Public Information Committee, Diamond Bar Friends of Library Wine Soiree Fundraiser, and Regional SGV Government Affairs.
- ◆ Director Lee reported on the following for the month of August: District's Regular and Special Board meeting, Finance and Engineering Committee meetings, Rowland Heights National Night Out, Diamond Bar Concerts in the Park, PBWA Board Meeting, and Diamond Bar Friends of Library Wine Soiree.
- ◆ Director Tang reported on the following for the month of August: District's Regular and Special Board meeting, all committee meetings, 2023 State of the Nation Luncheon with Congresswoman Linda Sanchez, Ethics Training, and Anti-Harassment Training.
- ◆ Although Director Woo was not in attendance to report on his activities for the month of August, his expense report noted his attendance at the following meetings/events: District's Regular and Special Board meeting, Puente Basin Board Meeting, Public Information Committee, Engineering Committee, and the TVMWD Miragrand Well Open House.

Item 20: Legal Reports

- ◆ There were no legal reports for the Board. (Item 20)

Item 21: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 21)

Item 22: Board of Directors Business

- ◆ The Board was asked review, consider and/or vote for one member for the position to serve as Alternate Member to the Los Angeles County Local Agency Formation Commission, as Special Districts representative. No Board action was taken.

Adjournment at 5:25 p.m.