

**MINUTES OF THE SEVEN HUNDRED AND EIGHTY NINTH MEETING OF THE
POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION**

October 8, 2020

Meeting conducted via Webex at:
<https://walnutvalley.webex.com/meet/bmeeting>

PRESENT:

Commissioner Scarlett Kwong
Commissioner Tony Lima
Commissioner Victor Preciado
Alternate Commissioner Hilden
Alternate Commissioner Rios

STAFF PRESENT:

Brian Teuber, Administrative Officer
Tom Coleman, Treasurer
Carmen Fleming, Secretary

The meeting was called to order at 4:05 p.m. with President Kwong presiding.

In attendance: Mr. Jeff Palmer, of Fedak & Brown, LLP; and member agency representatives Ms. Myra Malner, Mr. Dave Warren, of Rowland Water District; and Ms. Sherry Shaw, Mr. Alfred Sinclair, Mr. Ron Woodruff, and Mr. Erik Hitchman, of Walnut Valley Water District; and Mr. Chris Diggs, of City of Pomona; and Ms. Jody Roberto, Mr. David De Jesus, Mr. Matthew Litchfield, and Mr. Carlos Goytia, of Three Valleys Municipal Water District.

Item 3: Public Comment

- ◆ There was no public comment at this time.

Item 4: Late Business

- ◆ There was no late business to be brought before the Commission at this time.

Item 5: Adopt Final Audit

- ◆ A report was given by Mr. Jeff Palmer, of Fedak & Brown, LLP stated that there were no points of concern found.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Preciado and unanimously carried (3-0), to adopt the Fiscal Year 2019-20 audit as prepared by Fedak & Brown, LLP.

Yes: Kwong, Lima, Preciado

Noes: None

Motion Passed (3-0)

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 6: Approval of Minutes for Meeting Held June 11, 2020

- ◆ The Commission was asked to approve the meeting minutes for the previous Commission meeting held June 11, 2020.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Preciado and unanimously carried (3-0), to approve the minutes of the June 11, 2020 meeting.

Yes: Kwong, Lima, Preciado

Noes: None

Motion Passed (3-0)

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 7: Update on City of Pomona P-W-R Joint Water Line Commissioner Appointment

- ◆ Mr. Teuber updated the Commission on the appointment of City of Pomona member representatives; Mr. Victor Preciado, Commissioner and Mr. Tim Sandoval, as Alternate Commissioner.

Item 8: Consider Adoption of Resolution No. 105 – Designating Check Signers for Fiscal Accounts

- ◆ Mr. Coleman requested the Commissioners consider adoption of Resolution No. 105, authorizing the Commission to update the designated check signers for fiscal accounts .

Upon consideration thereof, it was moved by Commissioner Lima, seconded by President Kwong and unanimously carried (3-0), to approve and adopt Resolution No. 105, designating check signers for fiscal accounts.

*Yes: Kwong, Lima, Preciado
Noes: None
Motion Passed (3-0)*

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 9: Approval of Warrants and Charges Paid May 2020 through August 2020

- ◆ The Commission was provided a List of Warrants and Charges for May 2020 through August 2020.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by President Kwong, and unanimously carried (3-0), to receive and file the Warrants and Charges for May 2020 through August 2020.

*Yes: Kwong, Lima, Preciado
Noes: None
Motion Passed (3-0)*

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 10: Communications

- ◆ Mr. Teuber did not have any communication matters to report at this time.

Item 11: Approval of Financial Reports

- ◆ Ms. Malner noted the Balance Sheets, the Statement of Income & Expenses, and the Cash & Investment Portfolio Summary as provided and requested they be received, approved and filed.

Upon consideration thereof, it was moved by Commissioner Preciado, seconded by Commissioner Lima and unanimously carried, to receive and file the Balance Sheets for May 2020 through August 31, 2020, and the Statement of Income & Expenses and Cash & Investment Portfolio Summary for Quarter Ending June 30, 2020.

*Yes: Kwong, Lima, Preciado
Noes: None
Motion Passed (3-0)*

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 12: Biennial Review of the Conflict of Interest Code

- ◆ Mr. Teuber updated the Commission on the filing of the 2020 Biennial Certification form with the Los Angeles County Board of Supervisors-Executive Office. Mr. Teuber indicated no amendments were required to the Commission's Conflict of Interest Code.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Preciado, and unanimously carried (3-0), to approve the submittal of the 2020 Biennial Certificate form with the Los Angeles County Board of Supervisors-Executive Office with no amendments.

*Yes: Kwong, Lima, Preciado
Noes: None
Motion Passed (3-0)*

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 13: Three Valleys Municipal Water District

- ◆ Staff reported on the Three Valley's Board meeting activities.

Item 14: Administrative Report

- ◆ Mr. Teuber did not have any administrative matters to report at this time.

Item 15: Operations Report

- ◆ The Commission was provided with the Operations Report for the period of June 2020 through September 2020. As this is an informational report only, the Commission took no action.

Item 16: Water Use Reports for May through August 2020

- ◆ Ms. Malner noted the Water Usage Reports for May through August 2020 and requested the Commission to receive, approve and file the reports.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by President Kwong and unanimously carried (3-0), to receive, approve and file the Water Use Reports for May through August 2020.

Yes: Kwong, Lima, Preciado

Noes: None

Motion Passed (3-0)

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 17: 2021 Calendar/Meeting Schedule

- ◆ The Commission was asked to adopt the 2021 calendar year P-W-R Joint Water Line Commission meeting schedule, with the scheduled dates as follows:

- Thursday, February 11, 2021, at 4:00 p.m.
- Thursday, June 10, 2021, at 4:00 p.m.
- Thursday, October 14, 2021, at 4:00 p.m.

Upon consideration thereof, it was moved by Commissioner Preciado, seconded by Commissioner Lima, and unanimously carried (3-0), to adopt the 2021 P-W-R Joint Water Line Commission calendar.

Yes: Kwong, Lima, Preciado

Noes: None

Motion Passed (3-0)

President Kwong indicated the motion was approved by a 3-0 roll call vote

Item 18: Commissioner's Questions and Comments

- ◆ There were no Commissioner questions or comments at this time.

Item 19: Subjects for Discussion at Future Meetings

- ◆ There were no items requested for discussion at future meetings.

Item 20: Adjournment at 4:42 p.m.

With no further items for discussion, it was moved by Commissioner Lima, seconded by Commissioner Preciado, and unanimously carried (3-0), to adjourn the Pomona-Walnut-Rowland Joint Waterline Commission meeting at 4:42 p.m.

Yes: Kwong, Lima, Preciado

Noes: None

Motion Passed (3-0)

President Kwong indicated the motion was approved by a 3-0 roll call vote