

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

October 14, 2021

Meeting conducted via

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

PRESENT:

Commissioner Scarlett Kwong
Commissioner Tony Lima
Alternate Commissioner Hilden
Alternate Commissioner Nolte

STAFF PRESENT:

Erik Hitchman, Acting Administrative Officer
Tom Monk, Administrative Officer
Myra Malner, Treasurer
Carmen Fleming, Secretary

ABSENT:

Commissioner Victor Preciado

The meeting was called to order at 4:01p.m. with President Lima presiding.

In attendance: Member agency representative Mr. Tom Coleman, and Mr. Dave Warren, of Rowland Water District; and Ms. Sherry Shaw, and Mr. Josh Byerrum, of Walnut Valley Water District; and Ms. Jody Roberto, Director at Three Valleys Municipal Water District; and Mr. Chris Diggs, City of Pomona.

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: Consider Adoption of Resolution No. 106 Implementation of AB 361

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Alternate Commissioner Hilden and carried (2-0), to adopt Resolution No. 106 implementing AB 316. A roll call vote was then taken:

Yes: Hilden, Lima

Noes: None

Motion Passed (2-0)

President Lima indicated that the motion was approved by a 2-0 roll call vote

Commissioner Kwong joined meeting at 4:11 p.m.

Item 6: Adopt Final Audit

- ◆ A report was given by Mr. Christopher Brown, 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 Kwong and unanimously carried (3-0), to adopt the Fiscal Year 2020-21 audit as prepared by Fedak & Brown, LLP.

Yes: Kwong, Lima

Noes: None

Motion Passed (2-0)

President Lima indicated that the motion was approved by a 2-0 roll call vote

Alternate Commissioner Nolte joined the meeting at 4:13 p.m.

Item 7: Approval of Minutes for Meeting Held June 10, 2021

- ◆ The Commission was asked to approve the meeting minutes for the previous Commission meeting held June 10, 2021.

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Commissioner Lima and carried (3-0), to approve the minutes of the June 10, 2021. A roll call vote was then taken:

Yes: Kwong, Lima, Nolte

Noes: None

Motion Passed (3-0)

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

Item 8: Appointment of Administrative Officer

- ◆ With staff changes at Walnut Valley Water District the Commission was introduced and briefed on the appointment of Mr. Tom Monk as the Administrative Officer for the Commission.

Item 9: P-W-R Policies

- ◆ Staff reviewed and updated several P-W-R policies to reflect current practices, and to ensure such policies are in compliance with all applicable laws and regulations. Items reviewed were as listed:
 1. Resolution No. 107 - Investment Policy – *Compliance updates in accordance with existing laws.*
 2. Resolution No. 108 - Charges for Reproduction of Public Records – *Change in cost amounts for reproduction or copying of the records.*
 3. Bidding and Contracting Procedures – *All contracts for construction projects pertaining to facility improvements and/or non-emergency repairs, estimated to cost less than \$5,000, may be authorized by the Administrative Officer without competitive bidding.*
 4. Rescinding Resolution No. 90 - Policy Regarding Claims Submitted on Other Than Approved Claim Form – *Regarding claims submitted on other than P-W-R approved claim form.*

Upon consideration thereof, it was moved by Alternate Commissioner Nolte, seconded by Commissioner Lima and carried (3-0), to adopt and approve Resolution No. 107 - Investment Policy; Resolution No. 108 - Charges for Reproduction of Public Records; Bidding and Contracting Procedures; and Rescind Resolution No. 90 - Policy Regarding Claims Submitted on Other Than Approved Claim Form, as updated. A roll call vote was then taken:

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

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

Item 10: Approval of Warrants and Charges Paid June 2021 through September 2021

- ◆ The Commission was provided with a List of Warrants and Charges for June 2021 through September 2021.

Upon consideration thereof, it was moved by Alternate Commissioner Nolte, seconded by Commissioner Kwong and carried (3-0), to receive and file the Warrants and Charges for June 2021 through September 2021. A roll call vote was then taken:

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

President Lima indicated that the motion was approved by a 3-0 vote

Item 11: Communications

Mr. Hitchman reported that the ACWA/JPIA Conference will take place in person and recommended appointing a voting designee on behalf of the P-W-R.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Kwong and carried (3-0), to designate Mr. Erik Hitchman as the voting member on behalf of the P-W-R Joint Water Line Commission at the 2021 ACWA/JPIA Conference. A roll call vote was then taken:

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

President Lima indicated that the motion was approved by a 3-0 vote

Item 12: Approval of Financial Reports

- ◆ Ms. Malner noted the Balance Sheet, the Statement of Income & Expenses, and the Investment Report as provided and requested they be received and filed.

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Commissioner Lima and unanimously carried (3-0), to receive and file the Balance Sheet ending June 30, 2021, the Statement of Income & Expenses as of quarter ending June 30, 2021, and Investment Report as of quarter ending June 30, 2021. A roll call vote was then taken:

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

President Lima indicated that the motion was approved by a 3-0 vote

Item 13: Three Valleys Municipal Water District

- ◆ TVMWD staff reported on Three Valley's Board meeting activities.

Item 14: Administrative Report

- ◆ There were no administrative matters to report at this time.

Item 15: Operations Report

- ◆ The Commission was provided with the Operations Report for the period of June through September 2021.

Item 16: Water Use Reports for May through August 2021

- ◆ The Commission was asked to receive and file the Water Usage Reports for May through August 2021, as presented.

Upon consideration thereof, it was moved by Alternate Commissioner Nolte, seconded by Commissioner Kwong and unanimously carried (3-0), to receive and file the Water Use Reports for May through August 2021. A roll call vote was then taken:

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

President Lima indicated that the motion was approved by a 3-0 vote

Item 17: 2022 Calendar/Meeting Schedule

- ◆ Mr. Hitchman reported that the Bylaws state a meeting shall be held in each calendar quarter. The Bylaws will need to be updated for consistency.
- ◆ The Commission was asked to adopt the 2022 calendar year P-W-R Joint Water Line Commission meeting schedule, with the scheduled dates as follows:
 - Thursday, February 10, 2022, at 4:00 p.m.
 - Thursday, June 9, 2022, at 4:00 p.m.
 - Thursday, October 13, 2022, at 4:00 p.m.

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Alternate Commissioner Nolte, and unanimously carried (3-0), to adopt the 2022 P-W-R Joint Water Line Commission calendar.

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

President Lima indicated that the motion was approved by a 3-0 vote

Item 18: Commissioners 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 4:47 p.m.

With no further items for discussion, the Pomona-Walnut-Rowland Joint Water Line Commission meeting adjourned at 4:47p.m.