

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

April 17, 2023

At the District Office in the Board Room
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Jerry Tang
Scarlett Kwong
Henry Woo

DIRECTORS ABSENT:

Theresa Lee
Edwin Hilden

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 Second Vice President Kwong presiding.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, Jodi Roberto, and David De Jesus, and TVMWD General Manager Matt Litchfield. Also in attendance was former District Director, Dr. Kevin Hayakawa.

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: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held March 20, 2023, the Special Board meeting held March 23, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, D, E)

Motion No. 23-04-1912: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried (3-0 with Directors Hilden and Lee absent), to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held March 20, 2023, the Special Board meeting held March 23, 2023, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, D, E)

Second Vice President Kwong indicated Motion No. 23-04-1912 was approved by a (3-0 with Directors Hilden and Lee Absent) vote

Item 7: 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 March 2023. (Item 7)

Motion No. 23-04-1913: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried (3-0 with Directors Hilden and 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 March 2023. (Item 7)

Second Vice President Kwong indicated Motion No. 23-04-1913 was approved by a (3-0 with Directors Hilden and Lee absent) vote

Item 8: Treasurer's Reports

- ◆ Mr. Byerrum presented the Financial Dashboard as of February 28, 2023, the District Statement of Revenue, Expenses, and Change in Net Position as of February 28, 2023, the District Statement of Net Position as of February 28, 2023, and Summary of Cash and Investments as of February 28, 2023. (Items 8-A, B, C, D)

Motion No. 23-04-1914: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and carried (3-0 with Directors Hilden and Lee absent), to receive, approve, and file the Financial Dashboard as of February 28, 2023, the District Statement of Revenue, Expenses, and Change in Net Position as of February 28, 2023, the District Statement of Net Position as of February 28, 2023, and Summary of Cash and Investments as of February 28, 2023. (Items 8-A, B, C, D)

Second Vice President Kwong indicated Motion No. 23-04-1914 was approved by a (3-0 with Directors Hilden and Lee absent) vote

Committee Chair Reports**Item 9: Public Information/Community Relations/Legislative Action Committee – Director Kwong**

- ◆ The Board was asked to adopt a proclamation declaring May as “Water Awareness Month” (Item 9-A)

Motion No. 23-04-1915: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried (3-0 with Directors Hilden and Lee absent), to adopt a Proclamation declaring May as “Water Awareness Month”. (Item 9-A)

Second Vice President Kwong indicated Motion No. 23-04-1915 was approved by a (3-0 with Directors Hilden and Lee absent) vote

Item 10: Finance Committee – Director Tang

- ◆ The Board was asked to authorize the General Manger to execute an agreement with IB Consulting LLC, to provide professional services associated with the Comprehensive Water Rate Study.

Motion No. 23-04-1916: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried (3-0 with Directors Hilden and Lee absent), to authorize the General to execute an agreement with IB Consulting LLC, to provide professional services associated with the Comprehensive Water Rate Study in an amount not to exceed \$84,704. (Item 10-A)

Second Vice President Kwong indicated Motion No. 23-04-1916 was approved by a (3-0 with Directors Hilden and Lee absent) vote

- ◆ The Board was asked to approve revisions to the District's Rules and Regulations as detailed in the staff report and redlined provisions of the Rules and Regulations included in the Board Packet. (Item 10-B)

Motion No. 23-04-1917: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and carried (3-0 with Directors Hilden and Lee absent), to approve revisions to the District's Rules and Regulations in the form presented to the Board. (Item 10-B)

Second Vice President Kwong indicated Motion No. 23-04-1917 was approved by a (3-0 with Directors Hilden and Lee absent) vote

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report month ending March 31, 2023. (Item 10-C)

Motion No. 23-04-1918: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried (3-0 with Directors Hilden and Lee absent), to receive and file the District's Consolidated Investment Transactions Report for the month ending March 31, 2023. (Item 10-C)

Second Vice President Kwong indicated Motion No. 23-04-1918 was approved by a (3-0 with Directors Hilden and Lee absent) vote

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

Item 11: Engineering Committee – Director Woo

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

Item 12: Personnel Committee – Director Kwong

- ◆ There were no Personnel Committee matters to come before the Board at this time. (Item 12)

Item 13: TVMWD/MWD

- ◆ Updates on TVMWD and MWD business matters were provided by TVMWD Director De Jesus and by TVMWD General Manager Matt Litchfield. (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 March 2023. (Item 14)

Item 15: Puente Basin Water Agency (PBWA)

- ◆ Mr. Macias reported that the next PBWA meeting is scheduled for June 1, 2023. (Item 15)

Item 16: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported that there was no meeting scheduled in April and that the next Spadra Basin GSA Executive Committee meeting will be May 1, 2023. (Item 16)

Item 17: General Manager's Report

- ◆ The Board received the District's activities calendars for May, June, and July 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 March 2023 was 25% lower than usage in March 2020 and 47% lower than usage in February 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of April 2, 2023. (Item 18-B)

Item 19: Directors' Oral Reports

(NOTE: Board meeting minutes provide written reports of Board meeting activities and committee meeting reports are given during the course of regular Board meeting activities. Directors include reports of their participation in non-expense/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 March, his expense report noted his attendance at the following events/meetings: District's Committee Meetings, Regular and Special Board Meetings, both TVMWD's Regular Board Meetings, and the District's Employee Recognition Banquet.
- ◆ Director Kwong reported the following for the month of March: Regular and Special Board Meetings, Miss Diamond Bar Scholarship Pageant, the Suzanne Middle School Open House, RCCSGV Chamber Government Affairs Committee, Public Information Committee, Finance Committee, the District's Residential Leak Detection Class, the Employee Recognition Banquet, and the District Poster Contest Judging.
- ◆ Director Lee was not in attendance to report on her activities for the month of March, but her expense report noted her attendance at the following events/meetings: The District's Regular Board and Special Board Meetings, Finance Committee Meeting, Engineering Committee Meeting, Sino TV Interview, District's Employee Recognition Banquet, and the District Poster Contest Judging.
- ◆ Director Tang advised that he attended the District's Regular and Special Board Meetings, all District Committee Meetings, the Suzanne Middle School Open House, the Suzanne Middle School CAPA Board Meeting, the District's Leak Protection Workshop, the District's Employee Recognition Banquet, the Flume Troubleshooting Workshop, and the District Poster Contest Judging.
- ◆ Director Woo Reported the following for the month of March: Public Information, Finance, and Engineering Committee Meetings, Regular and Special Board Meetings, District Employee Recognition Banquet, and District Leak Detection Workshop.

Item 20: Legal Reports

- ◆ Mr. Ciampa reported on the Air Resources Board's Advanced Clean Fleet - Zero Emissions Vehicle regulation. (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 to adopt WVWD Resolution No. 04-23-722, a resolution honoring Dr. Kevin Hayakawa for his dedicated service as Director of the Walnut Valley Water District. (Item 22-A)

Motion No. 23-04-1919: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and carried (3-0 with Directors Hilden and Lee absent) by roll call vote noted below, to adopt Resolution No. 04-23-722, a resolution honoring Dr. Kevin Hayakawa for his dedicated service as Director for the Walnut Valley Water District. (Item 22-A)

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

Second Vice President Kwong indicated Motion No. 23-04-1919, adopting Resolution No. 04-23-722 was approved by a (3-0 with Directors Hilden and Lee absent) roll call vote

Adjournment at 5:31 p.m.