

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

June 17, 2024
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong
Theresa Lee
Jerry Tang
Henry Woo

STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Lily Lopez, Director of External Affairs & Sustainability
Bertha Perez, Engineering Supervisor
Alanna Diaz, Director of Administrative Services
Tom Monk, Director of Operations
Lucie Cazares, Executive Secretary
Alexandra Cortez, Administrative Assistant
Jim Ciampa, Legal Counsel

DIRECTORS ABSENT:

None

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

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, David De Jesus, and General Manager Matt Litchfield. Also in attendance were Mr. Benjamin Nguyen and Mr. Hinabayashi Kempo.

Item 3: Public Comment

- ◆ Community member, Mr. Kempo, spoke to the Board regarding his water statement. (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 reordering of the agenda. (Item 5)

Item 6: Public Hearing: Consideration of the Annual Approval of the WVWD Standby Charges Report

- ◆ President Lee opened the public hearing to receive comments regarding the adoption of the WVWD Water Standby Charge, as set forth in the report prepared by Willdan Financial. (Item 6-A)

Motion No. 24-06-2050: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and unanimously carried 5-0 to open the public hearing to receive comments regarding the adoption of the WVWD Water Standby Charge, as set forth in the report prepared by Willdan Financial (Item 6-A)

President Lee indicated Motion No. 24-06-2050 was approved by a (5-0) vote

- ◆ Mr. Macias reviewed the report, noting staff is recommending no change in the current assessment. No public comments were received. (Item 6-B, C)
- ◆ There being no public comments, the public hearing was closed. (Item 6-D)

Motion No. 24-06-2051: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, and unanimously carried 5-0 to close the public hearing regarding the adoption of the WVWD Water Standby Charge, as set forth in the report prepared by Willdan Financial. (Item 6-D)

President Lee indicated Motion No. 24-06-2051 was approved by a (5-0) vote

- ◆ The Board was asked to approve staff's recommendation to continue the District's standby charge at the current rate of \$56 per acre, \$14 for parcels smaller than one-fourth of an acre, and for parcels larger than one-fourth acre, but less than one acre, the charge is prorated based on \$56 per acre for the parcel's area. (Item 6- E)

Motion No. 24-06-2052: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and unanimously carried 5-0, to approve staff's recommendation to continue the District's standby charge at the current rate of \$56 per acre, \$14 for parcels smaller than one-fourth of an acre, and for parcels larger than one-fourth acre, but less than one acre, the charge is prorated based on \$56 per acre for the parcel's area. (Item 6- E)

President Lee indicated Motion No. 24-06-2052 was approved by a (5-0) vote

- ◆ The Board was asked to receive, approve, and file the Water Standby Charge report prepared by Willdan Financial. (Item 6-F)

Motion No. 24-06-2053: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Woo, and unanimously carried 5-0 to receive, approve, and file the Water Standby Charge report prepared by Willdan Financial. (Item 6-F)

President Lee indicated Motion No. 24-06-2053 was approved by a (5-0) vote

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 May 20, 2024, the Special Board meeting held May 23, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7 – A, B, C, D, E)

Motion No. 24-06-2054: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong, and unanimously carried 5-0 to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held May 20, 2024, the Special Board meeting held May 23, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7 – A, B, C, D, E)

President Lee indicated Motion No. 24-06-2054 was approved by a (5-0) vote

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 May 2024. (Item 8)

Motion No. 24-06-2055: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, and unanimously carried 5-0 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 May 2024. (Item 8)

President Lee indicated Motion No. 24-06-2055 was approved by a (5-0) vote

Item 9: Treasurer's Reports

- ◆ Mr. Macias presented the Financial Dashboard as of April 30, 2024, the District Statement of Revenue, Expenses, and Change in Net Position as of April 30, 2024, the District Statement of Net Position as of April 30, 2024, and the Summary of Cash and Investments as of April 30, 2024. (Items 9- A, B, C, D)

Motion No. 24-06-2056: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and unanimously carried 5-0 to receive, approve, and file the Financial Dashboard as of April 30, 2024, the District Statement of Revenue, Expenses, and Change in Net Position as of April 30, 2024, the District Statement of Net Position as of April 30, 2024, and the Summary of Cash and Investments as of April 30, 2024. (Items 9- A, B, C, D)

President Lee indicated Motion No. 24-06-2056 was approved by a (5-0) vote

Committee Chair Reports

Item 10: Public Information/Community Relations/Legislative Action Committee – Director Kwong

- There are no items to come to the Board at this time.

Item 11: Finance Committee – Director Lee

- ◆ Mr. Macias reviewed the District's investment transaction report for the period ending April 30, 2024. The Board was then asked to receive, approve, and file the investment transaction report (Item 11-A)

Motion No. 24-06-2057: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0 to receive, approve, and file the investment transactions report for the period ending April 30, 2024. (Item 11-A)

President Lee indicated Motion No. 24-06-2057 was approved by a (5-0) vote

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

Item 12: Engineering Committee – Director Woo

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

Item 13: Personnel Committee – Director Lee

- ◆ The Board was asked to adopt the Workplace Violence Prevention Plan as drafted by District staff and reviewed by labor counsel. (Item 13-A)

Motion No. 24-06-2058: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and unanimously carried 5-0 to adopt the Workplace Violence Prevention Plan as drafted by District staff and reviewed by labor counsel. (Item 13-A)

President Lee indicated Motion No. 24-06-2058 was approved by a (5-0) vote

Item 14: TVMWD/MWD

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

Item 15: The P-W-R Joint Water Line Commission

- ◆ Mr. Monk indicated that the May 2024 report will be presented at the July Board Meeting. (Item 15)

Item 16: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported on the June 6 PBWA meeting. (Item 16)

Item 17: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported there was no meeting for the month of June. (Item 17)

Item 18: General Manager's Report

- ◆ The Board received the District's activities calendars for July, August, and Septemeber 2024. (Item 18-A)
- ◆ The Board recognized Ms. Sara Rodriguez for her recent completion of the ACWA/JPIA Professional Development Program-Operations Certification Program. (Item 18-B)
- ◆ Ms. Shaw highlighted the District's participation at the AWWA ACE conference. (Item 18-C)
- ◆ The Board recognized Ms. Lily Lopez for receiving the 5 under 35 award at the AWWA ACE conference. (Item 18-C)

Item 19: Water Supply and Conservation

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2024 purchased water estimate, conservation goal summary, climate summary, and 2024 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District's water usage for May 2024 was 25.22% lower than usage in May 2020 and 38.97% lower than usage in May 2013. (Item 19-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of June 05, 2024. (Item 19-B)

Item 20: Directors' Oral Reports

(NOTE: Board meeting minutes provide written reports of Board meetings, 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 May: The District's Regular and Special Board meetings, TVMWD Board meetings, Mayor's Prayer Breakfast, Walnut City Council Meeting, Public Information Committee meeting, and the Diamond Bar Public Safety Workshop.
- ◆ Director Kwong reported on the following activities for May: The District's Regular and Special Board meetings, the Public Information Committee meeting, the Engineering Committee meeting, Mayor's Prayer Breakfast, DBHS Performing Arts Concert, Walnut City Council meeting, and RCCSGV Government Affairs Committee meeting.
- ◆ Director Lee reported on the following activities for May: The District's Regular and Special Board meeting, Finance and Engineering Committee meetings, Mayor's Prayer Breakfast, Walnut City Council Meeting, and the United Abacus Arithmetic Association Award Ceremony.
- ◆ Director Tang reported on the following activities for May: The District's Special Board meeting, Public Information Committee meeting, Finance Committee meeting, Mayor's Prayer Breakfast, Heart of Hope Mother's Day Event, Spadra Basin Executive Committee meeting, Walnut City Council meeting, Suzanne CAPA Board Meeting, and the UAAA Annual Abacus and Arithmetic Test Award Ceremony.
- ◆ Director Woo reported on the following activities for May: The District's Regular and Special Board meetings, Finance Committee meeting, Public Information Committee meeting, Engineering Committee meeting, TVMWD Board Meeting, and Walnut City Council Meeting.

Item 21: Legal Reports

- ◆ There were no legal reports to come before the Board at this time. (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 consider the adoption of the FY 2024-25 Budget consisting of \$42,356,600 in Revenues, \$40,808,300 in Expenses, \$1,548,300 in Reserve Funding, the District Chart of Positions, the District Organizational Chart, the Employee Salary Ranges, and the Capital Investment Program Budget. (Item 23-A)

Motion No. 24-06-2059: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and unanimously carried 5-0 to adopt the FY 2024-25 Budget consisting of \$42,356,600 in Revenues, \$40,808,300 in Expenses, \$1,548,300 in Reserve Funding, the District Chart of Positions, the District Organizational Chart, the Employee Salary Ranges, and the Capital Investment Program Budget. (Item 23-A)

President Lee indicated Motion No. 24-06-2059 was approved by a (5-0) vote

Adjournment at 5:52 p.m.