

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

**August 19, 2024  
At the Office of the District  
271 South Brea Canyon Road, Walnut, CA 91789**

**DIRECTORS PRESENT:**

Edwin Hilden  
Scarlett Kwong (Arrived @ 5:04 p.m.)  
Theresa Lee  
Jerry Tang

**DIRECTORS ABSENT:**

Henry Woo

**STAFF PRESENT:**

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

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, Jody Roberto, and Chief Operating Officer Steve Lang. Also in attendance were Pearl Hilden, Steven Lee, Christie Lee, Sara Lee, Athony Lee, Kathy May, and Mr. Jayson Schmitt of Chandler Asset Management (attended virtually). WVWD employees Stephanie Fu, Sara Rodriguez, and Shelly Wang were also in attendance.

**Item 3: Public Comment**

- ◆ There were no requests for public comment. (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: Introduction to New District Employee**

- ◆ Ms. Rodriguez introduced Ms. Shelly Wang, Customer Service Representative I, on the occasion of completing her probationary period for new employees. (Item 6)

**Item 7: Meter Hero Presentation and Certificates of Recognition**

- ◆ The Board received a presentation from Steven Lee, a student from Kathy May's AP Environmental Science class at Walnut High School. He was actively involved in the District's MeterHero Program. (Item 7)
- ◆ The Board presented a certificate of recognition to Steven Lee for his commitment and participation in the MeterHero Program. (Item 7)

**Item 8: Review of District Investment Activities by Mr. Jayson Schmitt, representative of Chandler Asset Management**

- ◆ Mr. Jayson Schmitt of Chandler Asset Management reviewed current economic conditions and provided an update on the firm's investment activities on behalf of the District. The Board was asked to receive and file the report on District Investment Activities. (Item 8)

***Motion No. 24-08-2066: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to receive and file the report on District Investment Activities. (Item 8)***

**President Lee indicated Motion No. 24-08-2066 was approved by a 4-0 (with Director Woo absent) vote**

**Item 9: Consider Approval of Consent Calendar**

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held July 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D)

***Motion No. 24-08-2067: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held July 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D)***

**President Lee indicated Motion No. 24-08-2067 was approved by a 4-0 (with Director Woo absent) vote**

**Item 10: 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 July 2024. (Item 10)

***Motion No. 24-08-2068: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with 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 July 2024. (Item 10)***

**President Lee indicated Motion No. 24-08-2068 was approved by a 4-0 (with Director Woo absent) vote**

**Committee Chair Reports****Item 11: Public Information/Community Relations/Legislative Action Committee – Director Kwong**

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

**Item 12: Finance Committee – Director Lee**

- ◆ As a matter of information only, the Board was provided with the Rate Workshop and Hearing Schedule. (Item 12-A)
- ◆ The Board was asked to adopt WVWD Resolution No. 08-24-735 (replacing Resolution No. 08-23-725), establishing the Walnut Valley Water District Investment Policy. (Item 12-B)

***Motion No. 24-08-2069: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) by roll call vote noted below to adopt WVWD Resolution No. 08-24-735 (replacing Resolution No. 08-23-725), establishing the Walnut Valley Water District Investment Policy. (Item 12-B)***

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

**President Lee indicated Motion No. 24-08-2069, adopting Resolution No. 08-24-735, was approved by a 4-0 (with Director Woo absent) roll call vote**

- ◆ Mr. Byerrum reviewed the District's investment transaction report for the period ending July 31, 2024. The Board was then asked to receive, approve, and file the investment transaction report (Item 12-C)

***Motion No. 24-08-2070: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 (with Director Woo absent) to receive, approve, and file the investment transactions report for the period ending July 31, 2024. (Item 12-C)***

**President Lee indicated Motion No. 24-08-2070 was approved by a 4-0 (with Director Woo absent) vote**

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust Report. (Item 12-D)

**Item 13: Engineering Committee – Director Woo**

- ◆ The Board was asked to authorize the General Manager to execute contract Change Order No. 3 with Sully Miller Contracting Company, in the amount of \$93,625.31 for the Terraces at Walnut Tract No. 78210 (P.N. 20-3645). (Item 13-A)

***Motion No. 24-08-2071: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to authorize the General Manager to execute contract Change Order No. 3 with Sully Miller Contracting Company, in the amount of \$93,625.31 for the Terraces at Walnut Tract No. 78210 (P.N. 20-3645). (Item 13-A)***

**President Lee indicated Motion No. 24-08-2071 was approved by a 4-0 (with Director Woo absent) vote**

- ◆ The Board was asked to authorize the General Manager to ratify the agreement with Doty Bros. Equipment Co, in the amount of \$51,593.60 for PRV-11 located at 2372 Pepperdale Dr., Rowland Heights (P.N. 22-3756). (Item 13-B)

***Motion No. 24-08-2072: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong, and carried 4-0 (with Director Woo absent) to authorize the General Manager to ratify the agreement with Doty Bros. Equipment Co, in the amount of \$51,593.60 for PRV-11 located at 2372 Pepperdale Dr., Rowland Heights (P.N. 22-3756). (Item 13-B)***

**President Lee indicated Motion No. 24-08-2072 was approved by a 4-0 (with Director Woo absent) vote**

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 13-C)

**Item 14: Personnel Committee – Director Lee**

- ◆ The Board was asked to review and approve the proposed amendments to the District's Conflict of Interest Code (Item 14-A)

***Motion No. 24-08-2073: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to approve the proposed amendments to the District's Conflict of Interest Code (Item 14-A)***

**President Lee indicated Motion No. 24-08-2073 was approved by a 4-0 (with Director Woo absent) vote**

- ◆ The Board was asked to approve the reorganization of the Purchasing/General Services division into the Operation Department and the proposed modification to the District Official Chart of Positions and Organizational Chart (Item 14-B)

***Motion No. 24-08-2074: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to approve the reorganization of the Purchasing/General Services division into the Operation Department and the proposed modification to the District Official Chart of Positions and Organizational Chart (Item 14-B)***

**President Lee indicated Motion No. 24-08-2074 was approved by a 4-0 (with Director Woo absent) vote**

- ◆ As a matter of information only, the Board received a recommendation from staff to consider transitioning from the current 9/80 work schedule to a 4/10 work schedule, with implementation set for 2025. The Board discussed the possible change to a 4/10 schedule. No Board action was taken. (Item 14-C)

**Item 15: TVMWD/MWD**

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD Director Mike Ti and Chief Operating Officer Steve Lang. (Item 15)
- ◆ TVMWD Chief Operating Officer Steve Lang and TVMWD Director Jody Roberto spoke in favor of the 4/10 work schedule. (Item 15)

**Item 16: The P-W-R Joint Water Line Commission**

- ◆ Mr. Monk indicated that the July 2024 report will be presented at the September Board meeting. (Item 16)

**Item 17: Puente Basin Water Agency (PBWA)**

- ◆ The Board was asked to ratify the Puente Basin Water Agency FY 2024-25 Budget, as approved by the PBWA Commission at the June 6, 2024 meeting. (Item 17-A)

***Motion No. 24-08-2075: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and carried 4-0 (with Director Woo absent) to ratify the Puente Basin Water Agency FY 2024-25 Budget, as approved by the PBWA Commission at the June 6, 2024 meeting. (Item 17-A)***

**President Lee indicated Motion No. 24-08-2075 was approved by a 4-0 (with Director Woo absent) vote**

- ◆ Director Lee reported on the August 1, 2024 PBWA meeting. (Item 17-B)

**Item 18: Spadra Basin Groundwater Sustainability Agency**

- ◆ Director Tang reported that the next Spadra Basin GSA Executive Committee meeting will be on September 3, 2024. (Item 18)

**Item 19: General Manager's Report**

- ◆ The Board received the District's activities calendars for September, October, and November 2024. (Item 19-A)

**Item 20: 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 July 2024 was 20.02% lower than usage in July 2020 and 40% lower than usage in July 2013. (Item 20-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of August 8, 2024. (Item 20-B)

**Item 21: 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 21)

- ◆ Director Hilden reported the following on his activities for July: The District's Regular meetings, the TVMWD Special Board meeting, the District groundbreaking photo opportunity, and a meeting with the General Manager and Assistant General Manager.
- ◆ Director Kwong reported on the following activities for July: The District's Regular Board meeting, candidate filing, and District Building groundbreaking.
- ◆ Director Lee reported on the following activities for July: The District's Regular Board meeting, the Spadra Basin GSA Executive Committee, and the WVWD Ground Breaking Ceremony.
- ◆ Director Tang reported on the following activities for June: The District's Regular Board meeting, the Spadra Basin GSA Executive Committee, and the WVWD Ground Breaking Ceremony.
- ◆ Although Director Woo was not in attendance to report on his activities for July, his expense report noted his attendance at the following meetings/events: The District's Regular Board meeting, the WVWD Ground Breaking Ceremony, Breakfast with the General Manager, and the Diamond Bar Concerts in the Park.

**Item 22: Legal Reports**

- ◆ There were no legal reports to come before the Board at this time. (Item 22)

**Item 23: Items for Future Discussion**

- ◆ There were no requests for future discussion items. (Item 23)

**Item 24: Board of Directors Business**

- ◆ There were no Board of Director Business items to come before the Board at this time. (Item 24)

**Adjournment at 6:41 p.m.**