

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

September 16, 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
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
Greg Galindo, Operations Manager
Lucie Cazares, Executive Services Administrator
Alexandra Cortez, Administrative Assistant
Jim Ciampa, Legal Counsel

DIRECTORS ABSENT:

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 and Jody Roberto, and TVMWD Chief Financial Officer Jose Velazquez. Also in attendance were Pearl Hilden, Benjamin Nguyen.

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: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held on August 19, 2024, the Special Board meeting held on August 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, E)

Motion No. 24-09-2079: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and unanimously carried 5-0, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held on August 19, 2024, the Special Board meeting held on August 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, E)

President Lee indicated Motion No. 24-09-2079 was approved by a 5-0 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 August 2024. (Item 7)

Motion No. 24-09-2080: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, 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 August 2024. (Item 7)

President Lee indicated Motion No. 24-09-2080 was approved by a 5-0 vote

Committee Chair Reports

Item 8: Public Information/Community Relations/Legislative Action Committee – Director Kwong

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

Item 9: Finance Committee – Director Lee

- ◆ Mr. Josh Byerrum presented the annual review of the Identity Theft Prevention Program. Staff and Legal Counsel have reviewed the program and no modifications are recommended at this time. As a matter of information only, no action was taken by the Board. (Item 9-A)
- ◆ The Board was asked to authorize the General Manager to execute and complete the California Cooperative Liquid Assets Securities System Participant Registration Form. (Item 9-B)

Motion No. 24-09-2081: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to authorize the General Manager to execute and complete the California Cooperative Liquid Assets Securities System Participant Registration Form. (Item 9-B)

President Lee indicated Motion No. 24-09-2081 was approved by a 5-0 vote

- ◆ The Board was asked to reject the claim submitted by Dennis Alejo, which seeks compensation for the expenses to repair damage to his vehicle allegedly caused by a District construction meter. (Item 9-C)

Motion No. 24-09-2082: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, and unanimously carried 5-0, to reject the claim submitted by Dennis Alejo, which seeks compensation for the expenses to repair damage to his vehicle allegedly caused by a District construction meter. (Item 9-C)

President Lee indicated Motion No. 24-09-2082 was approved by a 5-0 vote

- ◆ The Board was asked to reject the claim submitted by Peter Dolch, which seeks compensation for the repair of the customer's water line resulting from an alleged spike in pressure. (Item 9-D)

Motion No. 24-09-2083: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong, and unanimously carried 5-0, to reject the claim submitted by Peter Dolch, which seeks compensation for the repair of the customer's water line resulting from an alleged spike in pressure. (Item 9-D)

President Lee indicated Motion No. 24-09-2083 was approved by a 5-0 vote

- ◆ The Board was asked to authorize the General Manager to execute and complete the agreement with Bill.com.(Item 9-E)

Motion No. 24-09-2084: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to authorize the General Manager to execute and complete the agreement with Bill.com.(Item 9-E)

President Lee indicated Motion No. 24-09-2084 was approved by a 5-0 vote

- ◆ Mr. Byerrum informed the Board that the Investment Transaction report for the month ending August 31, 2024, was not received in time for the Board meeting. No action was taken by the Board. (Item 9-F)
- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust Report for East West Bank. (Item 9-G)
- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust Report for US Bank. (Item 9-H)

Item 10: Engineering Committee – Director Woo

- ◆ The Board was asked to accept the work as installed by Sully-Miller Contracting Company and authorize the filing of a Notice of Completion for the Terraces at Walnut - Tract No. 78210 (P.N 20-3645). (Item 10-A)

Motion No. 24-09-2085: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0, to accept the work as installed by Sully-Miller Contracting Company and authorize the filing of a Notice of Completion for the Terraces at Walnut - Tract No. 78210 (P.N 20-3645). (Item 10-A)

President Lee indicated Motion No. 24-09-2085 was approved by a 5-0 vote

- ◆ The Board was asked to authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit. (Item 10-B)

Motion No. 24-09-2086: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and unanimously carried 5-0, to authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit. (Item 10-B)

President Lee indicated Motion No. 24-09-2086 was approved by a 5-0 vote

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 10-C)

Item 11: Personnel Committee – Director Lee

- ◆ The Board was asked to adopt the revisions to the District's Heat Illness Prevention Program. This addendum is based on the new requirement of the Heat Illness Prevention Standard, Title 8 of the California Code of Regulations, Section 3396, "Heat Illness Prevention in Indoor Places of Employment," which requires employers to protect employees from heat-related illness in indoor workplaces. (Item 11-A)

Motion No. 24-09-2087: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to approve the revisions to the District's Heat Illness Prevention Program to address the new Heat Illness Prevention in Indoor Places of Employment requirements, in the form presented to the Board. (Item 11-A)

President Lee indicated Motion No. 24-09-2087 was approved by a 5-0 vote

- ◆ Ms. Diaz reviewed the Association of California Water Agencies (ACWA)/Joint Powers Insurance Authority (JPIA) medical, dental, and vision premium plans updates and increases effective January 1, 2025. She reported the medical, dental, and vision coverage premiums for employees are paid from the employee health benefit allotment established at \$2,078.05 per month/per employee, or payment of the lowest premium for family coverage. As this was an informational item only, no action was taken by the Board. (Item 11-B)

Item 12: TVMWD/MWD

- ◆ There were no TVMWD/MWD reports to come before the Board at this time. (Item 12)

Item 13: 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 July 2024 (Item 13)

Item 14: Puente Basin Water Agency (PBWA)

- ◆ The Director Lee reported that there was no PBWA meeting for the month of September. (Item 14)

Item 15: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on the September 3, 2024, Spadra Basin GSA Executive Committee meeting (Item 15)

Item 16: General Manager's Report

- ◆ The Board received the District's activities calendars for October, November, and December 2024.
- ◆ Ms. Shaw informed the Board that employee milestone achievements will be a new item to be included on each regular Board meeting agenda. (Item 16)

Item 17: 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 August 2024 was 20.01% lower than usage in August 2020 and 33.92% lower than usage in August 2013. (Item 17-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of September 3, 2024. (Item 17-B)

Item 18: 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 18)

- ◆ Director Hilden reported the following on his activities for August: The District's Regular and Special Board meetings, Engineering Committee, and Personnel Committee.
- ◆ Director Kwong reported on the following activities for August: The District's Regular and Special Board meetings, PBWA Commission meeting, Public Information Committee meeting, Engineering Committee meeting, CEO Campaign Operations & Strategies meeting, and Miss Diamond Bar meeting with Senator Archuleta.
- ◆ Director Lee reported on the following activities for August: The District's Regular and Special Board meetings, State of the Nation presentation, Finance Committee, and Personnel Committee.
- ◆ Director Tang reported on the following activities for August: The District's Regular and Special Board meetings, State of the Nation presentation, the Public Information Committee, the Finance Committee, and a meeting with a community member regarding backyard flooding issues.
- ◆ Director Woo reported on the following activities for August: The Public Information and Finance Committee meetings, the PBWA Commission meeting, and the National Night Out.

Item 19: Legal Reports

- ◆ There were no legal reports to come before the Board at this time. (Item 19)

Item 20: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 20)

Item 21: Board of Directors Business

- ◆ There were no Board of Director Business items to come before the Board at this time. (Item 21)

Adjournment at 5:34 p.m.