

**BYLAWS  
FOR THE GOVERNANCE AND CONDUCT OF THE AFFAIRS**

**OF**

**WALNUT VALLEY WATER DISTRICT  
271 South Brea Canyon Road  
Walnut, California 91789**

These Bylaws for the governance and conduct of the affairs of Walnut Valley Water District are adopted by the Board of Directors of Walnut Valley Water District (“District”) under the authority of Division 13 of the Water Code of the State of California.

**ARTICLE I  
ELECTIONS**

**Section 1.**      **Voting.**

Voting in the District election shall be by registered voters residing in the District.

**Section 2.**      **Timing and Conduct of Election.**

The time, conduct and contest of all elections shall be in accordance with the provisions of the Uniform District Election law and the California Water District Law.

**Section 3.**      **Divisions.**

For the purpose of election of Directors, the District shall be divided into five divisions, each of which shall be substantially equivalent in population.

**ARTICLE II  
DIRECTORS AND OFFICERS**

**Section 1.**      **Number of Directors.**

There shall be five members of the Board of Directors.

**Section 2.**      **Qualifications.**

Members of the Board of Directors shall be registered voters residing within the Division from which they are elected.

**Section 3.**      **Designation of Officers.**

The District officers shall be a President, Vice-President(s), Secretary, and Treasurer, and such other officers as may be elected and appointed by the Board from time-to-time. The Board of Directors may employ agents and consultants as required and may prescribe their duties and tenure.

Section 4. Powers and Duties of Directors.

The Board of Directors shall have such powers as granted and duties as imposed under the provisions of Division 13 of the California Water Code.

Section 5. Duties of Officers.

The duties of the officers shall be as follows:

A. President.

The President shall preside at all meetings of the Board of Directors and shall exercise and perform such other powers and duties as provided in the California Water District Law, the Bylaws and as assigned or delegated to the President from time-to-time by the Board of Directors.

B. Vice-President(s).

In the absence or disability of the President, the First Vice-President shall perform all of the duties of the President and when so acting, shall have all of the powers and be subject to all of the restrictions imposed upon the President. The First Vice-President shall have such other powers and perform such other duties as from time-to-time may be prescribed by the Board of Directors or the President.

C. Secretary.

The Secretary shall keep or cause to be kept at the office of the District a book of minutes of all meetings, workshops, and actions, except closed session meetings and actions, of the Board of Directors. The Secretary shall give or cause to be given notice of all meetings required to be given and shall have such other powers and perform such other duties as may be prescribed by the Bylaws or the Board of Directors.

D. Treasurer.

The Treasurer shall keep and maintain or cause to be kept and maintained adequate and correct books and records of the accounts of the property and the business transactions of the District, including accounts of its assets, liabilities, receipts and disbursements. The Treasurer shall deposit all monies in the name of and to the credit of the District with such depositories as may be permitted by law and as designated by the Board of Directors. The Treasurer shall disburse the funds to the District as ordered by the Board of Directors and render an account of all financial transactions and the financial condition of the District, and shall have such other power and perform such other duties as may be prescribed by the California Water District Law or the Board of Directors.

Section 6. Organization of the Board.

At the annual organization meeting each year, the Board shall organize and elect a President, Vice-President(s), and such other officers as may be designated by the Board from among its own members and shall appoint a Secretary and Treasurer who shall not be members of the Board. Interim reorganization may be undertaken by the Board as deemed necessary.

Section 7. Term of Office.

The Officers of the District shall take office upon qualification and shall serve the terms provided in the California Water District Law. Any vacancies shall be filled pursuant to the provisions of the Government Code of the State of California. (Per Section 34701 of the Water Code, entitled "Time of Taking Office," – Officers take office as soon as they qualify except that officers elected or appointed pursuant to the Uniform District Election Law shall take office at noon on the First Friday in December next following the general district election.)

Section 8. Indemnification of Directors, Officers and Employees.

A. Indemnification.

The District shall indemnify, to the extent allowed by law, all Directors, Officers, and Employees of the District for liability incurred in the course and scope of their duties as Directors, Officers, and Employees of the District.

B. Defense of Directors and Officers.

Upon request by the affected Director, Officer, or Employee and upon determination by the Board that the acts complained of are (1) within the course and scope of employment of the affected person; and (2) not the result of fraud or willful misconduct, the District shall provide for the legal defense of such Director, Officer, or Employee.

C. Judgment Against Director or Officer.

Where (1) written request has been made ten (10) days prior to trial for the District to provide a defense; (2) the District has provided a defense; (3) the Director, Officer, or Employee cooperated in such defense; and (4) the actions of the Director, Officer, or Employee are not the result of fraud or willful misconduct, the District shall indemnify such Director, Officer, or Employee from any judgment taken against them.

Section 9. Committees.

After the annual organization of the Board of Directors pursuant to Section 6, above, the Board members to serve on the District's standing committees and the Board member who shall serve as the chairperson of the committee shall be selected in accordance with the procedures set forth in the District's Standing Committee Selection Process, a copy of which is maintained in the General Manager's office. The President of the Board of Directors shall appoint members to the ad hoc committees of the Board, and shall select the chairperson of each ad hoc committee. A standing committee consists of up to three Directors, with one of the three Directors serving as alternate. The standing committees are responsible for monitoring, reviewing, and reporting on a specific subject area on an ongoing basis. An ad hoc committee consists of no more than two Directors and is created to undertake a specific limited or complex assignment. An ad hoc committee exists for a specified length of time or until its assignment is declared complete by the President. Additional related assignments may be given to ad hoc committees prior to the completion of the original assignment. Board committees shall use their best efforts whenever possible to schedule, with the assistance of District staff, committee meetings during regular working hours with consideration given to the committee chair's schedule. The General Manager and/or assistant General Manager shall attend all committee meetings with the exception of committee meetings held for the purpose of evaluating performance or determining compensation of the General Manager.

The General Manager, in consultation with the committee chairperson, shall determine those persons who should attend a committee meeting. The committee shall have only the power to recommend action to the Board and consequently does not establish policy for the District.

The standing committees of the Board of Directors are established by Board action and are identified in the District's "Standing Committee Selection Process" policy.

Section 10.     Compensation

A.     Director's Fees

Each member of the Board shall be compensated for attendance at regular meetings of the Board and for each day's service rendered as a member of the Board by request of the Board in accordance with the provisions of resolutions or ordinances adopted by the Board in accordance with the provisions of the California law.

B.     Directors' Expenses

Each Director shall be reimbursed for reasonable and necessary expenses incurred by Directors in connection with travel, meals, and lodging, in accordance with the Policy Guidelines for Ethical Conduct Regarding Board of Directors Compensation and Expenses adopted by the Board of Directors.

ARTICLE III  
OFFICES

Section 1     Location of Office

The principal office of Walnut Valley Water District shall be located at 271 South Brea Canyon Road, Walnut, Los Angeles County, California.

Section 2     Method of Changing Location of Office

The location of the principal office of the District may be changed from time to time by action of the Board of Directors.

ARTICLE IV  
MEETINGS OF DIRECTORS

Section 1     Place of Meetings

Meetings of the Board of Directors shall typically be held at the principal office of the District. Meetings of the Board of Directors may also be held at alternate facilities as needed to accommodate unusually high attendance or to coordinate with multiple agencies and will be appropriately noticed.

Section 2     Time of Regular Meetings

Regular meetings shall be held at least monthly and at such times as the Board of Directors may determine from time to time.

Section 3      Notice of Regular Meetings

Notice of regular meetings shall be given and an agenda containing a description of the business to be discussed shall be posted, at a location accessible to members of the public, 72 hours prior to the meeting.

Section 4      Special Meetings

A special meeting may be called by the President of the Board or by a majority of the board members on at least 24-hours notice given and posted as provided in Section 3.

Section 5      Quorum

A majority of the Board shall constitute a quorum and a majority of the quorum shall be required for Board action.

ARTICLE V  
AMENDING OR REPEALING BYLAWS

The Bylaws may be repealed or amended by a four-fifths (4/5ths) vote of the Board of Directors and approval of the Los Angeles County Board of Supervisors and a certified copy of the Bylaws, and the filing of the approvals of the District and Supervisors Boards with the Los Angeles County Recorder.

ARTICLE VI  
PENALTIES

Any violation of these Bylaws, at the discretion of the Board of Directors, shall subject the violator to a penalty of no less than \$100.00 for each offence.

**RESOLUTION NO. 09-09-553**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
WALNUT VALLEY WATER DISTRICT  
ADOPTING AMENDED BYLAWS**

**WHEREAS**, pursuant to Water Code Section 35300, the Walnut Valley Water District (the "District"), as a California water district formed pursuant to Division 13 of the California Water Code (Sections 34000 *et seq.*), is required to adopt Bylaws for the government and control of its affairs; and

**WHEREAS**, the District has previously adopted Bylaws to govern and control its affairs, at a duly called and noticed meeting on June 22, 2009, the District's Board of Directors took action pursuant to Water Code Section 35305 to amend said Bylaws to read in their entirety in the form attached hereto as Exhibit A (the "Amended Bylaws"); and

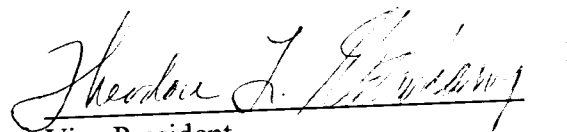
**WHEREAS**, by letter dated July 13, 2009, pursuant to Water Code Section 35305, the District submitted the Amended Bylaws to the Los Angeles County Board of Supervisors (the "Board of Supervisors") for that board's approval; and

**WHEREAS**, at its meeting on September 1, 2009, the Board of Supervisors approved the Amended Bylaws; and

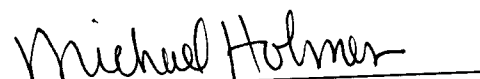
**WHEREAS**, pursuant to Water Code Section 35302, the District must adopt the Amended Bylaws by resolution after the Board of Supervisors approves the Amended Bylaws and, as required by Water Code Section 35306, the District's Secretary must certify the Amended Bylaws and the District must then record them with the Los Angeles County Recorder;

**BE IT THEREFORE RESOLVED** that the Board of Directors of the Walnut Valley Water District hereby adopts the Amended Bylaws, authorizes and directs the District's Secretary to certify the Amended Bylaws, and authorizes and directs District staff to take any and all further actions necessary in connection with the adoption of the Amended Bylaws, including recording the Amended Bylaws with the Los Angeles County Recorder.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Walnut Valley Water District, held September 22, 2009.

  
Vice President

ATTEST:

  
Secretary

# WALNUT VALLEY WATER DISTRICT

271 South Brea Canyon Road • Walnut, CA 91789-3002  
(909) 595-7554 • Fax: (909) 444-5521  
walnutvalleywater.gov



## REGULAR BOARD MEETING MONDAY, JULY 22, 2024 5:00 P.M.

**Agenda materials are available for public review at <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>.**

**Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at: 271 S. Brea Canyon Road, Walnut, CA.**

1. Flag Salute
2. Roll Call: Mr. Hilden\_\_\_\_ Ms. Kwong\_\_\_\_ Ms. Lee\_\_\_\_ Mr. Tang\_\_\_\_ Mr. Woo\_\_\_\_
3. Public Comment President Lee

The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.

**A. Agenda Items** - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.

**B. Non-Agenda Items** - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.

4. Agenda Changes/Addition President Lee

In accordance with Section 54954.2 of the Government Code, additions to the agenda require a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those members present. It shall be determined that there is a need to take immediate action and that the need for action came to the attention of the local agency after the posting of the agenda.

- A. Discussion B. Action Taken

5. Reorder of Agenda President Lee

- A. Discussion B. Action Taken

6. [Meter Hero Presentation and Certificates of Recognition](#) President Lee

- A. Discussion B. Action Taken

7. Consider Approval of Consent Calendar (Items A-E)

**Consent Calendar Notice:**

The items listed under the Consent Calendar are considered routine business and will be voted on together by one motion unless a Board Member, staff member, or member of the public requests separate action.

- A. [Minutes of the Regular Board meeting held June 17, 2024](#)
  - B. [Minutes of the Special Board meeting held June 20, 2024](#)
  - C. [Check Register](#)
  - D. [Employee Expense Reimbursement Report](#)
  - E. [Community Outreach Update \(Information Only\)](#)
- (1) Discussion (2) Action Taken

8. [Consider Approval of Director Expense Reports](#)

Provided are Expense Reports disclosing per diem requests for Director meeting attendance and an itemization of expenses incurred by the District on behalf of each Director.

- (1) Discussion (2) Action Taken

9. Treasurer’s Report

Mr. Byerrum

- A. [Financial Dashboard as of May 31, 2024](#)
  - B. [District Statement of Revenues, Expenses, and Change in Net Positions as of May 31, 2024](#)
  - C. [District Statement of Net Positions as of May 31, 2024](#)
  - D. [Summary of Cash and Investments as of May 31, 2024](#)
- (1) Discussion (2) Action Taken

**COMMITTEE REPORTS**

Standing Committee Reports (The Chair of each committee that has met will report to the full Board)

- 10. Public Information/Community Relations/Legislative Action Committee Director Kwong
  - There are no items to come to the Board at this time.
- 11. Finance Committee President Lee
  - There are no items to come to the Board at this time
- 12. Engineering and Special Projects Director Woo
  - There are no items to come to the Board at this time
- 13. Personnel Committee President Lee
  - There are no items to come to the Board at this time



**OTHER ITEMS**

- |   |                  |
|---|------------------|
| 14. TVMWD/MWD   | Director Hilden  |
| 15. P-W-R Joint Water Line Commission   | Mr. Monk         |
| A. <a href="#">P-W-R JWL Report for Water Purchases for May and June 2024</a>   |                  |
| B. Other Items  |                  |
| 16. Puente Basin Water Agency   | Director Lee     |
| 17. Spadra Basin Groundwater Sustainability Agency  | Director Tang    |
| 18. General Manager's Report  | Ms. Shaw         |
| A. <a href="#">District Activities Calendars for August, September, and October 2024</a>                                    |                  |
| B. Other Items  |                  |
| 19. Water Supply and Conservation   | Ms. Shaw         |
| A. <a href="#">District Water Supply and Conservation Update</a>  |                  |
| B. <a href="#">Statewide Water Supply Conditions</a>  |                  |
| 20. Directors' Oral Reports   | All Directors    |
| 21. Legal Reports   | Mr. Ciampa       |
| 22. Board members and staff will be given an opportunity to request and suggest subjects for discussion at a future meeting |                  |
| 23. Board of Directors Business   | President Lee    |
| A. <a href="#">Operations Report</a> (Information Only)   |                  |
| B. <a href="#">Receive, Approve, and File the Investment Transactions Report for the Month Ending June 30, 2024</a>         |                  |
| (1) Discussion  | (2) Action Taken |
| C. <a href="#">Consider Adoption of Water Standby Charges Resolution No. 07-24-734</a>                                      |                  |
| (1) Discussion  | (2) Action Taken |

## Adjournment

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting may request such modification or accommodation from the District's General Manager's Office at (909) 595-1268 Ext. 201. Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

I, Lucie Cazares, CMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>