

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

**February 18, 2025  
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  
Josh Byerrum, Director of Finance  
Lily Lopez, Director of External Affairs & Sustainability  
Alanna Diaz, Director of Administrative Services  
Tom Monk, Director of Operations  
Lucie Cazares, Executive Services Administrator  
Reid Miller, Legal Counsel

**DIRECTORS ABSENT:**

None

The meeting was called to order at 5:01 p.m. with President Kwong presiding.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Chief Operations Officer Steve Lang, Board Members Mike Ti, Jody Roberto, and David De Jesus, California Special District Association’s Chris Palmer, and WVWD employees Bertha Perez and Greg Galindo.

**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: WVWD Team Milestones & Achievements**

- ◆ Ms. Shaw recognized Ms. Stephanie Fu's promotion celebrating her promotion to Senior External Affairs & Sustainability Coordinator. (Item 6)

**Item 7: Special Recognition**

- ◆ Ms. Shaw introduced Mr. Chris Palmer, Senior Public Affairs Field Coordinator with the California Special Districts Association. Mr. Palmer presented the Transparency Certificate of Excellence through the Special District Leadership Foundation (SDLF). He presented the certificate on behalf of the SDLF Board of Directors and congratulated the District on achieving this important certificate. By completing the Transparency Certificate of Excellence, Walnut Valley Water District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders. (Item 7)

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

- ◆ Mr. Jayson Schmitt and Mr. Karl Meng 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. 25-02-2129: Upon consideration thereof, it was moved by Director Lee seconded by Director Hilden and carried 5-0 to receive and file the report on District Investment Activities. (Item 8)***

**President Kwong indicated Motion No. 25-02-2129 was approved by a 5-0 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 on January 21, 2025, the minutes of the Special Board meeting held on January 23, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D, E)

**Motion No. 25-02-2130:** *Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held on January 21, 2025, the minutes of the Special Board meeting held on January 23, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D, E)*

President Kwong indicated Motion No. 25-02-2130 was approved by a 5-0 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 January 2025. (Item 10)

**Motion No. 25-02-2131:** *Upon consideration thereof, it was moved by Director Lee, 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 January 2025. (Item 10)*

President Kwong indicated Motion No. 25-02-2131 was approved by a 5-0 vote

**Item 11: Treasurer's Reports**

- ◆ Mr. Byerrum presented the Financial Dashboard as of December 31, 2024, the District Statement of Revenue, Expenses, and Change in Net Position as of December 31, 2024, the District Statement of Net Position as of December 31, 2024, and the Summary of Cash and Investments as of December 31, 2024. (Items 11 - A, B, C, D)

**Motion No. 25-02-2132:** *Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0 to receive, approve, and file the Financial Dashboard as of December 31, 2024, the District Statement of Revenue, Expenses, and Change in Net Position as of December 31, 2024, the District Statement of Net Position as of December 31, 2024, and the Summary of Cash and Investments as of December 31, 2024. (Items 11 - A, B, C, D)*

President Kwong indicated Motion No. 25-02-2132 was approved by a 5-0 vote

**Committee Chair Reports****Item 12: Public Information/Community Relations/Legislative Action Committee – Director Tang**

- ◆ There are no items to come to the Board at this time. (Item 12)

**Item 13: Finance Committee – Director Lee**

- ◆ Mr. Byerrum reviewed the District's investment transaction report for the period ending January 31, 2025. The Board was then asked to receive, approve, and file the investment transactions report. (Item 13-A)

**Motion No. 25-02-2133:** *Upon consideration thereof, it was moved by Director Lee, seconded by Director Woo, and unanimously carried 5-0, to receive, approve, and file the investment transactions report for the period ending January 31, 2025. (Item 13-A)*

President Kwong indicated Motion No. 25-02-2133 was approved by a 5-0 vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust – US Bank. (Item 13-B)

#### **Item 14: Engineering Committee – Director Woo**

- ◆ The Board was asked to award a Professional Engineering Services Agreement to West Yost for the Integrated Potable and Recycled Water Master Plan (IWMP) (P.N. 24-3813) to evaluate the Walnut Valley Water District's potable and recycled water systems, identify existing infrastructure deficiencies, and recommend mitigating Capital Improvement Program (CIP) projects. (Item 14-A)

***Motion No. 25-02-2134: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang and unanimously carried 5-0, to award a Professional Engineering Services Agreement to West Yost for the Integrated Potable and Recycled Water Master Plan (IWMP) (P.N. 24-3813) to evaluate the Walnut Valley Water District's potable and recycled water systems, identify existing infrastructure deficiencies, and recommend mitigating Capital Improvement Program (CIP) projects. (Item 14-A)***

**President Kwong indicated Motion No. 25-02-2134 was approved by a 5-0 vote**

- ◆ The Board was asked to authorize the General Manager to execute the ArcGIS Enterprise Software renewal under the Small Utility Enterprise Agreement (SUEA) program for \$90,600.00 through our GIS provider, Environmental Systems Research Institute, Inc. (ESRI), for a three-year term from February 17, 2025 to February 16, 2028. (Item 14-B)

***Motion No. 25-02-2135: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang and unanimously carried 5-0, to authorize the General Manager to execute the ArcGIS Enterprise Software renewal under the Small Utility Enterprise Agreement (SUEA) program for \$90,600.00 through our GIS provider, Environmental Systems Research Institute, Inc. (ESRI), for a three-year term from February 17, 2025 to February 16, 2028. (Item 14-B)***

**President Kwong indicated Motion No. 25-02-2135 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 14-C)

#### **Item 15: Personnel Committee – Director Kwong**

- ◆ The Board was asked to adopt the proposed Crime Victim Leave Policy amendments as drafted by District staff and reviewed by labor counsel, in the form presented to the Board. (Item 15-A)

***Motion No. 25-02-2136: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 5-0 to adopt the proposed Crime Victim Leave Policy amendments as drafted by District staff and reviewed by labor counsel, in the form presented to the Board. (Item 15-A)***

**President Kwong indicated Motion No. 25-02-2136 was approved by a 5-0 vote**

#### **Item 16: TVMWD/MWD**

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD Chief Operating Officer, Steve Lang, and Board Member David De Jesus. (Item 16)

#### **Item 17 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 December 2024. (Item 17)

#### **Item 18 Puente Basin Water Agency (PBWA)**

- ◆ Director Lee provided an update on PBWA meeting held on Thursday, February 6, 2025. (Item 18)

#### **Item 19: Spadra Basin Groundwater Sustainability Agency**

- ◆ Director Tang reported the next Spadra Basin GSA Executive Committee will be on March 3, 2025. (Item 19)

**Item 20: General Manager’s Report**

- ◆ The Board received the District’s activities calendars for March, April and May 2025. (Item 20-A)
- ◆ Director Lee requested the Rowland Heights Community Coordinating Council meetings be added to the District’s activity calendar. (Item 20-B)

**Item 21: Water Supply and Conservation**

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2025 purchased water estimate, conservation goal summary, climate summary, and 2025 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District’s water usage for January 2025 was 16.28% higher than usage in January 2020 and 2.1% higher than usage in January 2013. (Item 21-A)
- ◆ The Board viewed reports on California’s water supply and reservoir conditions as of February 11, 2025. (Item 21-B)

**Item 22: 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 22)

- ◆ Director Hilden reported the following on his activities for January: Finance Committee meeting, TVMWD Board Meeting, the District’s Regular Board meeting, and Special Board Workshop meeting.
- ◆ Director Kwong reported the following on her activities for January: Public Information Committee meeting, United Abacus Arithmetic Association Global Competition, the District’s Regular Board meeting, and Special Board Workshop meeting.
- ◆ Director Lee reported the following on her activities for January: SPADRA Executive Committee meeting, Finance Committee meeting, Engineering Committee meeting, the District’s Regular Board meeting, City of Diamond Bar City Council Meeting, and the District’s Special Board Workshop meeting.
- ◆ Director Tang reported on the following activities for January: SPADRA Executive Committee meeting, Public Information Committee meeting, Engineering Committee meeting, Suzanne CAPA Board Meeting, United Abacus Arithmetic Association Global Competition, the District’s Regular Board meeting, and Special Board Workshop meeting.
- ◆ Director Woo reported on the following activities for January: Engineering Committee meeting, TVMWD Board meeting, the District’s Regular Board meeting, and Special Board Workshop meeting.

**Item23: Legal Reports**

- ◆ Mr. Miller did not have a legal report. (Item 23)

**Item 24: Items for Future Discussion**

- ◆ There were no requests for future discussion items. (Item 24)

**Item 25: Board of Directors Business**

- ◆ The Board was asked to adopt Resolution No. 02-25-741, concurring in nomination of Ms. Melody McDonald of the San Bernardino Valley Water Conservation District to the Executive Committee of the ACWA Joint Powers Insurance Authority. (Item 25-A)
- ◆ ***Motion No. 25-02-2137: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0) by roll call vote noted below, to adopt Resolution No. 02-25-741, concurring in nomination of Ms. Melody McDonald of the San Bernardino Valley Water Conservation District to the Executive Committee of the ACWA Joint Powers Insurance Authority. (Item 25-A)***

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

**President Kwong indicated Motion No. 25-02-2137, adopting Resolution No. 02-25-741 was approved by a 5-0 roll call vote**

**Adjournment at 6:07 p.m.**