

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

May 19, 2025
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong
Theresa Lee
Henry Woo
Jerry Tang

DIRECTORS ABSENT:

None

STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Lily Lopez, Director of External Affairs & Sustainability
Alanna Diaz, Director of Administrative Services
Tom Monk, Director of Operations
Carmen Fleming, Senior Executive Assistant
Jim Ciampa, Legal Counsel

The meeting was called to order at 5:06 p.m. with President Kwong presiding.

Guests and others in attendance: WVWD employees Monique Fitchett, Bertha Perez, James Ning and Greg Galindo, Three Valleys Municipal Water District Board members Jody Roberto, and David De Jesus, Three Valleys Municipal Water District Chief Operations Officer Steve Lang, Karl Meng of Chandler Asset Management and area resident 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: WVWD Team Milestones & Achievements

- ◆ Ms. Shaw recognized the following team members. (Item 6)
 - Darnell Meyers & Alyssa Banzil for being selected as Employees of the Quarter.
 - Congratulations to Juan Gamboa, for being promoted from Utility Services Worker I to Water Production Operator I.
 - Congratulations to Jason Babashoff, for being promoted from Utility Services Worker I to Utility Services Worker II.
 - Congratulations to Alexandra Cortez for completing the T2 Certification.

Item 7: Special Recognition

- ◆ Ms. Shaw recognized Dillon Stayner for completing the ACWA/JPIA Professional Development Program and receiving the JPIA Professional Development Operations Certificate. (Item 7-A)
- ◆ Ms. Shaw recognized Lily Lopez for completing the Water Innovation and Leadership Certification from Duke University. (Item 7-B)

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

- ♦ 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. 25-05-2157: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried 5-0 to receive and file the report on District Investment Activities. (Item 8)

President Kwong indicated Motion No. 25-05-2157 was approved by a (5-0) vote

Item 9: Review Proposed Revisions to the Terms and Conditions of Employment effective 2023-2027, for the General Employees Unit, Mid-Management, and Executive Staff.

- ♦ Ms. Diaz explained the proposed revisions to the Terms and Conditions of employment for 2023-2027, for the General Employees Unit, Mid-Management, and Executive Staff in relation to the changes in transitioning from a 9-hour and 8-hour workday (9/80 schedule) to a 10-hour workday (4/10 schedule). Various provisions in those Terms and Conditions were revised based on attorney recommended language changes to address the change in work schedule:
 - Pay Period
 - Workweek
 - Holidays
 - Personal Leave Provisions
 - Standby Pay

Once adopted by the Board of Directors, the amended Terms and Conditions will be revised and distributed to all employees.

Motion No. 25-05-2158: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 3-2, with the votes specified below, to approve the revisions to the Terms and Conditions of Employment Effective for 2023-2027. (Item 9)

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

President Kwong indicated Motion No. 25-05-2158 was approved by a (3-2) vote, with Directors Lee and Tang opposed

Item 10: Proposed 4/10 Work Schedule Policy.

- ♦ The Board of Directors were asked to adopt and approve the proposed 4/10 Work Schedule Policy which further defines the policy provisions to conform to the change to the 4/10 schedule. At the March 17, 2025 board meeting, the board approved the transitioning from the current 9/80 work schedule to a 4/10 work schedule, with implementation set for later in 2025. Under that new work schedule, the District offices will be open to the public from 7:00 a.m. - 6:00 p.m., Monday through Thursday with the exception of District holidays.

Motion No. 25-05-2159: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, and carried 3-2, with the votes specified below, to approve the 4/10 Work Schedule Policy. (Item 10)

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

President Kwong indicated Motion No. 25-05-2159 was approved by a (3-2) vote, with Directors Lee and Tang opposed

Item 11: Consider Approval of Consent Calendar

- ♦ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held April 21, 2025, the minutes of Special Board meeting held April 24, 2025, the minutes of Special Board meeting held May 1, 2025 the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 11, A-F)

Motion No. 25-04-2160: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee, and unanimously carried (5-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held April 21, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 11, A-F)

President Kwong indicated Motion No. 25-04-2160 was approved by a 5-0 vote

Item 12: Consider Approval of 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 April 2025. (Item 12)

Motion No. 25-05-2161: 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 April 2025. (Item 12)

President Kwong indicated Motion No. 25-05-2161 was approved by a 5-0 vote

Item 13: Treasurer's Report

- ♦ Mr. Ning presented the Financial Dashboard as of March 31, 2025, the District Statement of Revenue, Expenses, and Change in Net Positions as of March 31, 2025, the District Statement of Net Positions as of March 31, 2025, and Summary of Cash and Investments as of March 31, 2025. (Items 13-A, B, C, D)

Motion No. 25-05-2162: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the Financial Dashboard as of March 31, 2025 the District Statement of Revenue, Expenses, and Change in Net Positions as of March 31, 2025, the District Statement of Net Positions as of March 31, 2025, and Summary of Cash and Investments as of March 31, 2025. (Items 13-A, B, C, D)

President Kwong indicated Motion No. 25-05-2162 was approved by a 5-0 vote

Item 14: Public Information/Community Relations/Legislative Action Committee – Director Tang

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

Item 15: Finance Committee – Director Lee

- ◆ The Board was asked to schedule a public hearing to be held during the regular June 23, 2025 Board meeting, to receive comments regarding the District's Standby Charge Assessment. (Item 15-A)

Motion No. 25-05-2163: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried 5-0, to schedule a public hearing to be held during the regular June 23, 2025 Board meeting, to receive comments regarding District's Standby Charge Assessment. (Item 15-A)

President Kwong indicated Motion No. 25-05-2163 was approved by a 5-0 vote

- ◆ Mr. Ning reviewed the District's investment transaction report for the period ending April 30, 2025. The Board was then asked to receive, approve, and file the investment transaction report (Item 15-B)

Motion No. 25-05-2164: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0 to receive, approve, and file the investment transactions report for the period ended April 30, 2025. (Item 15-B)

President Kwong indicated Motion No. 25-05-2164 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 15-C)

Item 16: Engineering and Special Projects

- ◆ The Board was asked to authorize the General Manager to award the contract for installation of a new Above Ground Storage Tank to Fuel Pros, at a cost not-to-exceed \$450,000. (Item 16-A)

Motion No. 25-05-2165: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and unanimously carried 5-0, to authorize the General Manager to award the contract for installation of a new Above Ground Storage Tank to Fuel Pros, at a cost not-to-exceed \$450,000. (Item 16-A)

President Kwong indicated Motion No. 25-05-2165 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 16-B)

Item 17: Personnel Committee- Director Kwong

- ◆ There are no items to come to the Board at this time. (Item 17)

Item 18: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD Board Member David De Jesus. (Item 18)

Item 19: The P-W-R Joint Water Line Commission

- ◆ Mr. Monk reported the P-W-R Joint Water Line Commission water use report was not yet received for the month of April 2025. That report will be presented at the June 23, 2025 Board meeting. (Item 19)

Item 20: Puente Basin Water Agency (PBWA)

- ◆ The Board was asked to ratify the Puente Basin Water Agency FY 2025-26 Budget, as approved by the PBWA Commission at the April 3, 2025 Commission meeting. (Item 20)

Motion No. 25-05-2166: Upon consideration thereof, it was moved by Director Woo, seconded by Director Lee, and unanimously carried 5-0, to ratify the Puente Basin Water Agency FY 2025-26 Budget. (Item 20)

President Kwong indicated Motion No. 25-05-2166 was approved by a 5-0 vote

Item 21: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang advised the next Spadra Basin GSA Executive Committee meeting will be held on July 7, 2025.

Item 22: General Manager's Report

- ◆ The Board received the District's activities calendars for June, July, and August 2025. (Item 22-A)

Item 23: 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 April 2025 was 4.76% higher than usage in April 2020 and 34.08% lower than usage in April 2013. (Item 23-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of May 12, 2025. (Item 23-B)

Item 24: Director's 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 24)

- ◆ Director Hilden reported the following on his activities for April: TVMWD Board Meeting, CSDA Legislator of the Year' Assemblywoman Blanca Rubio, SGVCOC Government Affairs Council Zoom Meeting, TVMWD Board Meeting, WVWD Board Meeting, Board Workshop, and Diamond Bar Mayor's Prayer Luncheon.
- ◆ Director Kwong reported the following on her activities for April: WVUSD Water Awareness Month Proclamation, PBWA meeting, Public Info/Legislative Action Committee, Diamond Bar City Water Awareness Month Proclamation, Board Meeting, Board Workshop, and Diamond Bar Mayor's Prayer Luncheon.
- ◆ Director Lee reported the following on her activities for April: WVWD Finance Committee Meeting, WVWD Engineering Committee Meeting, Diamond Bar City Council Meeting Proclamation Water Awareness Month, WVWD Board Workshop, UAAA Assessment Test Volunteer at Diamond Bar Center, Institute of Knowledge STEAM Night, and Diamond Bar Mayor's Prayer Luncheon.
- ◆ Director Tang reported the following on his activities for April: City of Walnut Water Awareness Month Proclamation, Walnut Valley Unified School District Water Awareness Month Proclamation, WVWD Board Workshop, Institute of Knowledge STEAM Night, Diamond Bar Mayor's Prayer Luncheon.
- ◆ Director Woo reported the following on his activities for April: Three Valley MWD Board Meeting, PBWA Board Meeting, CSDA Legislator of the Year Event, Public Info/Legislative Committee Meeting, Regular Board Meeting, TVMWD Board Meeting, Special Board Meeting, Diamond Bar Mayor's Prayer's Luncheon.

Item 25: Legal Reports:

- ◆ Legal counsel Ciampa explained that no action will be taken on Item 27 under Board of Directors Business, as he wants to ensure the District may properly participate in the First Public Hydrogen Authority JPA in light of a problem he experienced with another client's participation in a JPA with city members. That problem relates to the fact that cities have broader statutory powers than water districts and therefore the requirement for members of a joint powers authority to have common powers may not be met in all situations. He has raised that issue with First Public Hydrogen Authority's attorney, who is looking into the issue.

Item 26: Board members and staff will be given an opportunity to request and suggest subjects for discussion at future meeting:

- ◆ Director Lee suggested follow up for filing of the Forms 700.

Item 27: Board of Directors Business:

- ◆ Consider Walnut Valley Water District to Approve Membership in the First Public Hydrogen Authority (FPH2).
- ◆ No action was taken, this item will be discussed at the next Board meeting held on June 23, 2025. (Item 27-A)

Adjournment at 6:34 p.m.