

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

June 23, 2025
At the Office of the District
271 South Brea Canyon Road, Walnut, CA 91789

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong (Via Zoom)
Theresa Lee
Jerry Tang
Henry Woo

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
Lucie Cazares, Executive Services Administrator
Jim Ciampa, Legal Counsel

Legal Counsel Mr. Jim Ciampa announced that the Board of Directors received a request from Board Member Kwong to attend and participate in the Board Meeting remotely. Mr. Ciampa indicated that AB 2449 allows a Board Member to attend and participate remotely for emergency circumstances or just cause reasons. The Board Member must provide a brief general description of the circumstances relating to their need to appear remotely.

Board Member Kwong stated that she is participating remotely due to child care obligation.

The meeting was called to order at 5:00 p.m. with President Kwong presiding.

Guests and others in attendance: WVWD employees Monique Fitchett, James Ning, Greg Galindo, Chason Snyder, Jodi Johnson, Donna DiLaura, and Stephanie Fu. Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, Judy Roberto, and General Manager Matt Litchfield. Also in attendance were Kathy May, Daniella Vargas, and Alfredo Vargas.

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: Public Hearing: Consideration of Annual Approval of the WVWD Standby Charge Report

- ◆ President Kwong opened the public hearing to receive comments regarding the adoption of the WVWD Water Standby Charge, as referenced in the report prepared by Willdan Financial. (Item 6-A)

Motion No. 25-06-2170: 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 open the public hearing to receive comments regarding the adoption of the WVWD Water Standby Charge, as referenced in the report prepared by Willdan Financial. (Item 6-A)

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

President Kwong indicated Motion No. 25-06-2170 was approved by a (5-0) roll call vote

- ♦ Mr. Ning reviewed the report, noting staff is recommending no change in the current assessment. Ms. Michelle Laase, representative of Willdan Finance, was present to respond to public comments. No public comments were received. (Items 6-B)
- ♦ There were no public comments. (Item 6-C)

Motion No. 25-06-2171: *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 close the public hearing regarding the adoption of the WVWD Water Standby Charge, as referenced in the report prepared by Willdan Financial. (Item 6-D)*

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

President Kwong indicated Motion No. 25-06-2171 was approved by a (5-0) roll call vote

- ♦ The Board was asked to approve the continuation of the District's Standby Charge at the current rate and to receive, approve, and file the Water Standby Charge Report prepared by Willdan Financial. (Item 6-E, F)

Motion No. 25-06-2172: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0) by the roll call vote noted below, to continue the District's Standby Charge at the current rate and to receive, approve, and file the Water Standby Charge Report Prepared by Willdan Financial. (Item 6-E, F)*

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

President Kwong indicated Motion No. 25-06-2172 was approved by a (5-0) roll call vote

Item 7: Public Hearing Pursuant to AB 2561- Job Vacancies, Recruitment, and Retention

- ♦ President Kwong opened the public hearing to receive comments regarding the AB 2561- Job Vacancies, Recruitment, and Retention Report. (Item 7-A)

Motion No. 25-06-2172: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Woo, and unanimously carried (5-0) by the roll call vote noted below, to open the public hearing to receive comments regarding the AB 2561- Job Vacancies, Recruitment, and Retention Report. (Item 7-A)*

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

President Kwong indicated Motion No. 25-06-2172 was approved by a (5-0) roll call vote

- ♦ Ms. Diaz explained the District currently has four job vacancies out of fifty-seven full-time positions. These vacancies include: (1) Director of Finance, (1) Water Production Operator I, (1) Utility Service Worker I and (1) Utility Service Worker II. The recruitment efforts for the Director of Finance and Water Production Operator I position have been paused to review and determine each department's priorities. The District is actively recruiting for the Utility Service Worker I/II positions. No public comments were received. (Items 7-B)
- ♦ There being no public comments, the public hearing was closed (Item 7-D)

Motion No. 25-06-2173: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried (5-0) by the roll call vote noted below, to close the public hearing regarding AB 2561- Job Vacancies, Recruitment, and Retention Report (Item 7-D)*

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

President Kwong indicated Motion No. 25-06-2173 was approved by a (5-0) roll call vote

- ◆ The Board was asked to receive, approve and file the AB 2561- Job Vacancies, Recruitment, and Retention Report (Item 7-E)

Motion No. 25-06-2174: *Upon Consideration thereof, it was moved by Director Tang, seconded by Director Lee, and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file AB 2561- Job Vacancies, Recruitment, and Retention Report (Item 7-E)*

Ayes: Hilden, Kwong, Lee, Tang, Woo

Noes: None

Absent: None

Abstain: None

President Kwong indicated Motion No. 25-06-2174 was approved by a (5-0) roll call vote

Item 8: WVWD Team Milestones & Achievements

- ◆ Ms. Shaw recognized Pablo Martinez and Gabe Gaytan for attaining their Class A license.

Item 9: Special Recognition

- ◆ Ms. Shaw recognized Jodi Johnson for being awarded the H.R. LaBounty Safety Award.

Item 10: Meter Hero Presentation and Certificates of Recognition

- ◆ The Board Received a Meter Hero presentation from Daniella Vargas, student from Kathy May's AP Environmental Science class at Walnut High School. (Item 10)
- ◆ The Board presented certificates of recognition to Daniella for her commitment and participation in the Meter Hero Program (Item 10)
- ◆ The Board presented a certificate to Kathy May for her exceptional leadership and dedication in guiding her students and promoting water sustainability initiatives within Walnut High School. (Item 10)

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 May 19, 2025, the minutes of Special Board meeting held May 22, 2025, the minutes of Special Board meeting held June 5, 2025 at 3:30 p.m., and the Minutes of Special Board meeting held June 5, 2025 at 4:00 p.m., the check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 11, A-F)

Motion No. 25-06-2175: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, 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 May 19, 2025, the minutes of Special Board meeting held June 5, 2025 at 3:30 p.m., and the minutes of Special Board meeting held June 5, 2025 at 4:00 p.m., the check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 11, A-G)*

President Kwong indicated Motion No. 25-06-2175 was approved by a (5-0) roll call 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 May 2025 (Item 12)

Motion No. 25-06-2176: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, 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 May 2025. (Item 12)*

President Kwong indicated Motion No. 25-06-2176 was approved by a (5-0) roll call vote

Item 13: Treasurer's Report

- ◆ Mr. Ning presented the Financial Dashboard as of April 30, 2025, the District Statement of Revenue, Expenses, and Change in Net Positions as of April 30, 2025, the District Statement of Net Positions as of April 30, 2025, and Summary of Cash and Investments as of April 30, 2025. (Items 13-A,B,C,D)

Motion No. 25-06-2177: 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 April 30, 2025 the District Statement of Revenue, Expenses, and Change in Net Positions as of April 30, 2025, the District Statement of Net Positions as of April 30, 2025, and Summary of Cash and Investments as of April 30, 2025. (Items 13-A,B,C,D)

President Kwong indicated Motion No. 25-06-2177 was approved by a (5-0) roll call 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

- ◆ Mr. Ning reviewed the District's investment transaction report for the period ending May 31, 2025. The Board was then asked to receive, approve, and file the investment transaction report (Item 15-A)

Motion No. 25-06-2178: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0 to receive, approve, and file the investment transactions report for the period ended May 31, 2025. (Item 15-A)

President Kwong indicated Motion No. 25-06-2178 was approved by a (5-0) roll call vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (Item 15-B)

Item 16: Engineering and Special Projects

- ◆ The Board was asked to schedule a public hearing at the July 21, 2025 Board meeting to receive and respond to comments regarding the District's 2022 - 2024 Public Health Goals (PHG) report and, following the public hearing, consider receiving, approving, and filing the report. (Item 16-A)

Motion No. 25-06-2179: Upon consideration thereof, it was moved by Director Lee, seconded by Director Woo, and unanimously carried 5-0, to schedule a public hearing for the Public Health Goals Report, to be held on July 21, 2025 at 5:00 p.m. (Item 16-A)

President Kwong indicated Motion No. 25-06-2179 was approved by a (5-0) roll call vote

- ◆ Ms. Shaw presented the monthly progress report for the Operations & Maintenance Site Improvement Phase 1 and the Integrated Potable and Recycled Water Master Plan. (Item 16-B)
- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 16-C)

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 General Manager Matt Litchfield. (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 for the month of April 2025. (Item 19)

Item 20 Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported on the June 5, 2025 PBWA meeting. (Item 20)

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 21)

Item 22: General Manager's Report

- ◆ The Board received the District's activities calendars for July, August, and September 2025. (Item 22-A)
- ◆ General Manager Shaw also informed the Board of changes made to Appendix B of the District's Rules and Regulations to reflect the change in District business hours made in connection with implementation of the new 4-10 work schedule. (Item 22-B)

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 May 2025 was 19.97% lower than usage in May 2020 and 34.69% lower than usage in May 2013. (Item 23-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of June 4, 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 May: Special Board Meeting, Community & Public Safety Appreciation Luncheon, Student Recognition Awards Ceremony, TVMWD Board Meeting, Chinese-American Gala Event, WVWD Board Meeting, TVMWD Board Meeting, and Board Workshop.
- ◆ Director Kwong reported the following on her activities for May: Special Workshop, Community & Public Safety Appreciation Luncheon, Student Art Award Ceremony, Rowland Unified School District Water Month Proclamation, ACWA Spring Conference, Board Meeting, and Board Workshop.
- ◆ Director Lee reported the following on her activities for May: Walnut Mayor Prayers Breakfast, WVWD Special Board Meeting, Spadra Executive Committee Meeting, WVWD Engineering Committee Meeting, WVWD Finance Committee Meeting, WVWD Community Public Safety Appreciation Luncheon, Student Art & Media Contest Award & Scholarship Ceremony, Rowland Unified School District Water Awareness Proclamation, UAAA Assessment Award Ceremony, DBCAA Annual Gala, and WVWD Board Meeting.
- ◆ Director Tang reported the following on her activities for May: WVWD Special Board Meeting, Spadra Basin Executive Committee Meeting, WVWD Engineering Committee Meeting, WVWD Public Safety Luncheon, WVWD Student Art Award, United Abacus Arithmetic Association Award, ACWA Conference, WVWD Board Meeting, and WVWD Board Workshop.
- ◆ Director Woo reported the following on her activities for May: Engineering Committee, Finance Committee Meeting, Community Public Safety Lunch, RUSD Proclamation of Water Awareness month, WVWD regular Board Meeting, and TVMWD Board meeting.

Item 25: Legal Reports:

- ◆ Mr. Ciampa stated he had followed up on the First Hydrogen JPA membership discussed at the May Board meeting and did not receive a response from the JPA's attorney. He will continue to follow up on that item. (Item 25)

Item 26: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 26)

Item 27: Board of Directors Business

- ◆ The Board was asked to consider the adoption of the FY 2025-26 Budget consisting of \$47,757,263 in Revenues, \$46,714,895 in Expenses, \$1,042,368 in Reserve Funding, the District Chart of Positions, the District Organizational Chart, the Employee Salary Ranges, and the Capital Investment Program Budget (Item 27)

Motion No. 25-06-2180: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and unanimously carried 5-0 to adopt the FY 2025-26 Budget consisting of \$47,757,263 in Revenues, \$46,714,895 in Expenses, \$1,042,368 in Reserve Funding, the District Chart of Positions, the District Organizational Chart, the Employee Salary Ranges, and the Capital Investment Program Budget. (Item 23-A)

President Kwong indicated Motion No. 25-06-2180 was approved by a (5-0) roll call vote

Adjournment to closed session- 6:04 p.m.

Item 28: Closed Session

- ♦ The Board met in closed session in accordance with Government Code (§54956.8) to confer with real property negotiators. (Item 28)

Item 29: Reconvene in Open Session/ Report of Action Taken in Closed Session

- ♦ Mr. Ciampa reported the Board met in closed session in accordance with Government Code (§54956.8) to confer with real property negotiators regarding purchase of water well property- L.A. County Assessor's Parcel No. 8760-029-048. (Item 29)

Motion No. 25-06-2181: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden and unanimously carried (5-0), to authorize Ms. Shaw to reject the offer letter received from the property owner and to respond with the District's desire to proceed in obtaining an easement for the water well property at L.A. County Assessor's Parcel No. 8760-029-048. (Item 29)

Ayes: Hilden, Kwong, Lee, Tang, Woo

Noes: None

Absent: None

Abstain: None

President Kwong indicated Motion No. 25-06-2181 was approved by a (5-0) roll call vote

Adjournment at 6:14 p.m.