

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

**Revision to Minutes  
Item 19 - minor  
correction**

**July 21, 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  
Jared Macias, Assistant General Manager  
Alanna Diaz, Director of Administrative Services  
Tom Monk, Director of Operations  
Lucie Cazares, Executive Services Administrator  
Bertha Perez, Director of Engineering  
Reid Miller, Legal Counsel

**DIRECTORS ABSENT:**

None

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, and Donna DiLaura. Three Valleys Municipal Water District (TVMWD) Director Jody Roberto, Director Mike Ti, and Chief Operating Officer Steve Lang.

**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: 2022-2024 Public Health Goals Report**

- ◆ President Kwong opened the public hearing to receive comments regarding the 2022-2024 Public Health Goals Report. (Item 6-A)

***Motion No. 25-07-2184: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried 5-0 to open the public hearing to receive comments regarding the 2022-2024 Public Health Goals Report. (Item 6-A)***

***Ayes: Hilden, Kwong, Lee, Tang, Woo***

***Noes: None***

***Absent: None***

***Abstain: None***

**President Kwong indicated Motion No. 25-07-2184 was approved by a (5-0) vote**

- ◆ Ms. Shaw reviewed the reports, noting the Public Health Goals report shows that the District's water system complies with all health-based drinking water standards and also noting the public hearing is scheduled to receive and respond to comments regarding the District's 2022-2024 Public Health Goals report and, following the public hearing, consider receiving, approving, and filing the report. (Item 6-B)
- ◆ There were no public comments. (Item 6-C)
- ◆ President Kwong called for a motion to formally close the public hearing. (Item 6-D)

***Motion No. 25-07-2185: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Tang, and unanimously carried (5-0) to close the public hearing regarding the 2022-2024 Public Health Goals Report. (Item 6-D)***

***Ayes: Hilden, Kwong, Lee, Tang, Woo***

***Noes: None***

***Absent: None***

***Abstain: None***

**President Kwong indicated Motion No. 25-07-2185 was approved by a (5-0) vote**

- ◆ The Board was asked to receive, accept, and file the District's 2022-2024 Public Health Goals Report (Item 6-E)

**Motion No. 25-07-2186: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and unanimously carried (5-0) to receive, approve, and file the 2022-2024 Public Health Goals Report. (Item 6-E)**

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

**President Kwong indicated Motion No. 25-07-2186 was approved by a (5-0) vote**

#### **Item 7: WVWD Team Milestones & Achievements**

- ◆ Ms. Shaw recognized the following team members. (Item 7)
  - Congratulations to Jazmin Noble for her promotion to Customer Service Representative II.
  - Congratulations Christian Patton for his promotion to Water Production Operator II.
  - Congratulations Fiona Tang for promoting to Information Technology Specialist.
  - Congratulations to Bertha Perez for her promotion to Director of Engineering.

#### **Item 8: Special Recognition**

- ◆ Ms. Shaw congratulated the following staff members. (Item 8)
  - Lito Garcia for being last month's Safe Driver with 100% safety score.
  - Stephanie Fu, Sherry Shaw, Manny Rodriguez, and James Ning for graduation from Breaking the Chain Leadership Academy.
  - Sam Hernandez for graduating from Cal Poly Pomona, receiving a Master of Science in Engineering.
  - John Shute, for graduating from Columbia Southern University, receiving an Associate's Degree.
  - Alejandro Roque, for receiving his T1 Certification.

#### **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 June 23, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9, A-D)

**Motion No. 25-07-2187: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, and unanimously carried (5-0) to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held June 23, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9, A-D)**

**President Kwong indicated Motion No. 25-07-2187 was approved by a (5-0) vote**

#### **Item 10: 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 June 2025. (Item 10)

**Motion No. 25-07-2188: 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 June 2025. (Item 10)**

**President Kwong indicated Motion No. 25-07-2188 was approved by a (5-0) vote**

#### **Item 11: Treasurer's Report**

- ◆ Mr. Ning presented the Financial Dashboard as of May 31, 2025, the District Statement of Revenue, Expenses, and Change in Net Positions as of May 31, 2025, the District Statement of Net Positions as of May 31, 2025, and Summary of Cash and Investments as of May 31, 2025. (Items 11-A,B,C,D)

***Motion No. 25-07-2189: Upon consideration thereof, it was moved by Director Lee, seconded by Director Woo and unanimously carried (5-0) to receive, approve, and file the Financial Dashboard as of May 31, 2025 the District Statement of Revenue, Expenses, and Change in Net Positions as of May 31, 2025, the District Statement of Net Positions as of May 31, 2025, and Summary of Cash and Investments as of May 31, 2025. (Items 11-A,B,C,D)***

**President Kwong indicated Motion No. 25-07-2189 was approved by a (5-0) vote**

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

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

#### **Item 13: Finance Committee - Director Lee**

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

#### **Item 14: Engineering and Special Projects - Director Woo**

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

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

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

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

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

#### **Item 17: 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 May 2025. (Item 17)

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

- ◆ There are no items to come to the Board at this time. (Item 18)

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

- ◆ Director Tang reported that the Annual Report was submitted to the Department of Water Resources but was deemed incomplete due to a technical issue relating to the Basin's boundary in relation to the Main San Gabriel Basin's boundary. Ms. Shaw explained that the incompleteness was regarding the overall Groundwater Sustainability Plan (GSP), not the Annual Report, and further explained this was because the stated boundary does not show how all non-adjudicated areas of the Basin are managed; it will be clarified and resubmitted. (Item 19)

#### **Item 20: General Manager's Report**

- ◆ The Board received the District's activities calendars for August, September, and October (Item 20-A)
- ◆ Ms. Shaw noted that the PBWA meetings through the end of 2025 will be held at Rowland, and PWR meetings will be held in Pomona. (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 June 2025 was 13.29% lower than usage in June 2020 and 31.70% lower than usage in June 2013. (Item 21-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of June 30, 2025. (Item 21-B)

## **Item 22: 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 22)

- ◆ Director Hilden reported the following on his activities for June: TVMWD Board Meetings, WVWD Special Board Meeting, P-W-R Meeting, Engineering Committee, Personnel Committee, WVWD Board Meeting and TVMWD Leadership Breakfast.
- ◆ Director Kwong reported the following on her activities for June: New Building Tour, WVWD Special Board Meeting, Public Info/ Legislative Action Committee, Personnel Committee, Board Meeting, TVMWD Leadership Breakfast, Rowland Heights Community Coordinating Council (RHCCC) Summer Picnic.
- ◆ Director Lee reported the following on her activities for June: PBWA Board Meeting, New Building Tour, WVWD Special Board Meeting, CEO 2025 Award Dinner, 2025 Water Resiliency Summit by Supervisor Lindsey P. Horvath at LA County Public Works Alhambra, WVWD Finance Committee Meeting, WVWD Engineering Committee Meeting, SGVCOC Juneteenth Board Installation Dinner, WVWD Board Meeting, WVWD Building Ad Hoc Committee Meeting, Three Valleys Leadership Breakfast, and Rowland Heights Community Coordinating Council (RHCCC) Summer Picnic.
- ◆ Director Tang reported the following on her activities for June: New Building Tour, WVWD Special Board Meeting, Rowland Heights Coordinating Community Council-Windstorm/Wildlife Presentation, WVWD Engineering Committee Meeting, San Gabriel Valley Chamber of Commerce Dinner, WVWD Board Meeting, TVMWD Leadership Breakfast, Rowland Heights Community Coordinating Council (RHCCC) Summer Picnic.
- ◆ Director Woo reported the following on her activities for June: TVMWD Board Meeting, New Building Tour, Special Board Meeting, Rowland Heights Coordinating Community Council-Windstorm/Wildlife Presentation, Engineering Committee Meeting, San Gabriel Valley Chamber of Commerce Dinner, WVWD Board Meeting, Special Board Meeting, TVMWD Leadership Breakfast, Special Board Meeting, and Rowland Heights Community Coordinating Council (RHCCC) Summer Picnic.

## **Item 23: 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 authorize the General Manager to execute an amendment to the Professional Consultant Agreement with Searock and Stafford Construction Management for construction management services related to the O&M Building Phase II Project for an additional amount not-to-exceed \$305,200 for services to be rendered through March 31, 2026. (Item 25-A)
- ◆ Following discussion, it was recommended to table the topic until next month to allow the contractor and District staff time to further negotiate the amount of the amendment. (Item 25-A)

***Motion No. 25-07-2190: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0 to table the proposed amendment to the agreement with Searock and Stafford Construction Management for construction management services related to the O&M Building Phase II Project until next month's (August's) Board Meeting. (Item 25-A)***

**President Kwong indicated Motion No. 25-07-2190 was approved by a (5-0) vote**

- ◆ The Board was asked to approve the Water Supply Assessment (WSA) for the proposed Diamond Bar Town Center Project. (Item 25-B)

***Motion No. 25-07-2191: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0 to approve the Water Supply Assessment for the proposed Diamond Bar Town Center Project. (Item 25-B)***

**President Kwong indicated Motion No. 25-07-2191 was approved by a (5-0) vote**

- ◆ The Board was asked to adopt Resolution 07-25-746, authorizing the temporary relocation of all regular and special Board of Directors meetings to the Diamond Bar Center effective August 1, 2025 and authorizing the General Manager to oversee related logistics. Meetings will resume at the District's headquarters upon completion of that project. (Item 25-C)

**Motion No. 25-07-2192: Upon consideration thereof, it was moved by Director Lee, seconded by Director Woo, and unanimously carried 5-0 by roll call vote to approve the relocation of all regular and special Board of Directors meetings, commencing August 1, 2025 and until further specified, to the Diamond Bar Center. (Item 25-C)**

**President Kwong indicated Motion No. 25-07-2192 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to receive, approve, and file the investment Transactions Reports for the month Ending June 30, 2025. (Item 25-D)

**Motion No. 25-07-2193: 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 Transaction Reports for the month ending June 30, 2025 (Item 25-D)**

**President Kwong indicated Motion No. 25-07-2193 was approved by a (5-0) vote**

- ◆ As a matter of information only, Mr. Ning presented the Board the Revenue Bond Funds Held in Trust report for the month of June. (Item 25-E)
- ◆ As a matter of information only, Ms. Perez presented the Project Status Report for the O&M Site improvements. (Item 25-F)
- ◆ As a matter of information only, Mr. Monk presented the June 2025 Operations Report. (Item 25-G)

**Adjournment at 5:45 p.m.**