

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

August 18, 2025
At Diamond Bar Center, Sycamore Room
1600 Grand Ave, Diamond Bar, CA 91765

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
Lily Lopez, Director of External Affairs & Sustainability
Tom Monk, Director of Operations
Lucie Cazares, Executive Services Administrator
Bertha Perez, Director of Engineering
Jim Ciampa, 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 James Ning, Greg Galindo, Mathew Rosa, and Amy Leung. Three Valleys Municipal Water District (TVMWD) Director Mike Ti, General Manager Matthew Litchfield and Karl Meng of Chandler Asset Management.

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 Steven Carcano for his promotion to Utility Service Worker II and for passing the D3 Certification exam. In addition, Juan Gamboa was also congratulated for attaining his Class A license (Item 6)

Item 7: Special Recognition

- ◆ Ms. Shaw recognized the following staff for their accomplishments:
 - Mathew Rosa, Utility Service Worker II for completing the probationary period for new employees, and for being last month's Safe Driver with a 100% safety score.
 - Amy Leung, Accounting Technician I, for completing the probationary period for new employees.
 - Ms. Shaw congratulated the accounting team for helping the District attain the Government Finance Officers Association (GFOA) Award of Financial Reporting Achievement. The District's annual comprehensive financial report for the fiscal year ended June 30, 2024 qualified for the award. This certificate of achievement is the highest form of recognition in governmental accounting and financial reporting.

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

- ◆ Mr. 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 the District Investment Activities. (Item 8)

Motion No. 25-08-2196: 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. 25-08-2196 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 Special Board Meeting held July 17, 2025, Regular Board meeting held July 21, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 – A, B, C, D, E)

Motion No. 25-08-2197: Upon consideration thereof, it was moved by Director Tang, seconded by Director Lee, and carried 5-0 to approve the Consent Calendar, consisting of the minutes of the Special Board meeting held July 17, 2025, minutes of the Regular Board meeting held July 21, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 9- A, B, C, D, E)

President Kwong indicated Motion No. 25-08-2197 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 July 2025. (Item 10)

Motion No. 25-08-2198: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and carried 5-0 to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during July 2025. (Item 10)

President Kwong indicated Motion No. 25-08-2198 was approved by a 5-0 vote

Committee Chair Reports

Item 11: Public Information/Community Relations/Legislative Action Committee – Director Tang

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

Item 12: Finance Committee- Director Lee

- ◆ The Board was asked to adopt WVWD Resolution No. 08-25-747 (replacing Resolution No. 08-24-735), establishing the Walnut Valley Water District Investment Policy. (Item 12-A)

Motion No. 25-08-2199: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and carried 5-0 by roll call vote noted below to adopt WVWD Resolution No. 08-25-747 (replacing Resolution No. 08-24-735), establishing the Walnut Valley Water District Investment Policy. (Item 12-A)

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

President Kwong indicated Motion No. 25-08-2199, adopting Resolution No. 08-25-747, was approved by a 5-0 roll call vote

- ◆ Mr. Ning reviewed the District’s investment transaction report for the period ending July 31, 2025. The Board was then asked to receive, approve, and file the investment transaction report (Item 12-B)

Motion No. 25-08-2200: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 5-0 to receive, approve, and file the investment transactions report for the period ending July 31, 2025. (Item 12-B)

President Kwong indicated Motion No. 25-08-2200 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 12-C)

Item 13: Engineering Committee – Director Woo

- ◆ As a matter of information only, the Board received a Project Status report. (Item 13-A)
- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 13-B)

Item 14: Personnel Committee – Director Kwong

- ◆ The Board was asked to review and approve the addition of a part-time Engineering Intern, the reclassification of the Accounting Supervisor to Financial Systems Analyst, and modification to the salary ranges, District Official Chart of Positions and Organizational Chart.

Motion No. 25-08-2201: Upon consideration thereof, it was moved by Director Woo, seconded by Director Lee, and carried 5-0 to receive, and approve the addition of a part-time Engineering Intern, the reclassification of the Accounting Supervisor to Financial Systems Analyst, and modification to the salary ranges, District Official Chart of Positions and Organizational Chart (Item 14)

President Kwong indicated Motion No. 25-08-2201 was approved by a 5-0 vote

Item 15: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD General Manager/Chief Engineer, Matthew Litchfield (Item 15)

Item 16: The P-W-R Joint Water Line Commission

- ◆ Mr. Monk reported on the June 2025 Water Use Distribution & Billing Report. (Item 16-A)

Item 17: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported that all PBWA meetings are to be held at RWD until the completion of the new WVWD Headquarter building.
- ◆ Director Lee reported that at the last PBWA Commission meeting an Addendum to Reeb Government Relations Legislative Lobbying Contract for 2025-2026 was approved to add Pico Water District as a party to the agreement and to adjust the pricing with that new participant; to result in lower proportionate costs for the other parties. (Item 17)

Item 18: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported that the next Spadra meeting will be on September 2, 2025.
- ◆ 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 Spadra Basin's boundary in relation to the Main San Gabriel Basin's boundary. Ms. Shaw explained and clarified 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; the GSP will be clarified and resubmitted.

Item 19 General Manager's Report

- ◆ The Board received the District's activities calendars for September, October, and November 2025. (Item 19-A)
- ◆ Ms. Shaw provided an update regarding the Public Water Agencies Group (PWAG) Interns, noting that they are considered WVWD employees. She further explained that the positions are temporary, part-time (six-month) appointments, with a 3% administrative fee applied to cover District expenses. All costs associated with the interns are paid by the PWAG member agencies participating in the Emergency Management Program. (Item 19-B)

Item 20 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 July 2025 was 22.11% lower than usage in July 2020 and 32.80% lower than usage in July 2013. (Item 20-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of August 3, 2025. (Item 20-B)

Item 21: 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 21)

- ◆ Director Hilden reported the following on his activities for July: The District's Special meeting, Regular Board Meeting, DBFOL Wine Soiree, SVG Chamber of Commerce "State of the Nation".
- ◆ Director Kwong reported on the following activities for July: President's Duty, Summer BBQ by Assemblywoman Michelle Rodriguez, The District's Special Board meeting, Regular Board meeting, President's Duty, State of the Nation by Congresswoman Linda Sanchez.

- ◆ Director Lee reported on the following activities for July: Spadra Executive Committee meeting, WVWD Special Board meeting, Regular Board meeting, and DBFOL Wine Soiree.
- ◆ Director Tang reported on the following activities for July: ESRI User Conference, WVWD Special Board meeting, Regular Board meeting, and State of the Nation Luncheon by Congresswoman Linda Sanchez.
- ◆ Director Woo reported on the following activities for July: BBQ Event by Assembly member Michelle Rodriguez, The District's Special Board Meeting, Regular Board meeting, Diamond Bar National Night Out & Concert in the Park, State of the Nation Congresswoman Linda Sanchez.

Item 22: Legal Reports

- ◆ Mr. Ciampa reported the State Legislature has returned from its summer recess and will be considering bills in the respective Appropriations Committees. He also informed the Board of issues relating to the presence of Golden Mussels in the State Water Project.

Item 23: Items for Future Discussion

- ◆ There was no request for future discussion items. (Item 23)

Item 24: Board of Directors Business

- ◆ The Board was asked to authorize the General Manager to execute a Professional Consultant Services Agreement with Searock and Stafford Construction Management for construction management services related to the O&M Building Phase II Project for an amount not-to-exceed \$305,200. (Item 24-A)

Motion No. 25-08-2202: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and carried 3-2, with the votes specified below, to authorize the General Manager to execute a Professional Consultant Services Agreement with Searock and Stafford Construction Management for construction management services related to the O&M Building Phase II Project for an amount not-to-exceed \$305,200. (Item 24-A)

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

President Kwong indicated Motion No. 25-08-2202 was approved by a (3-2) vote, with Directors Lee and Tang opposed

- ◆ The Board reviewed and discussed the ACWA 2026-27 combined election process for officer or regional board positions and considered authorizing the General Manager to submit the District's ballot.

Motion No. 25-08-2203: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0 to authorize the General Manager, or designated representative, to submit the District's ballot for the ACWA 2026-27 Combined election process for officer or regional board positions. (Item 24-B)

President Kwong indicated Motion No. 25-08-2203 was approved by a (5-0) roll call vote

Adjournment to closed session- 6:43 p.m.

Item 25: Closed Session

- ◆ The Board met in closed session in accordance with Government Code (§54956.9(d)(4)) to confer with Legal Counsel on an item on which the District would consider initiating litigation. (Item 25)

Item 26: Reconvene in Open Session/ Report of Action Taken in Closed Session

- ◆ The Board met in closed session in accordance with Government Code (§54956.9(d)(4)) to discuss possibly initiating litigation. (Item 25-A)
- ◆ Following discussion, Mr. Ciampa reported the District unanimously voted to initiate litigation with several other agencies and to contribute \$10,000 for legal expenses. (Item 26).

Adjournment at 6:56 p.m.