

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

September 15, 2025
At Diamond Bar Center, Sycamore Room
1600 Grand Ave, Diamond Bar, CA 91765

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong
Theresa Lee

DIRECTORS ABSENT:

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
James Ning, Director of Finance
Reid Miller, Legal Counsel

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

Guests and others in attendance: WVWD employees Greg Galindo and Monique Fitchett. Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, David De Jesus and Jody Roberto, and Chief Operating Officer Steve Lang. Also present was Jordan Chriss of SiteLogIQ.

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 James Ning for his promotion to Finance Director. In addition, Jennifer Man was also congratulated for her title change to Financial Systems Analyst (Item 6)

Item 7: Special Recognition

- ◆ Ms. Shaw recognized the following staff for their accomplishments:
 - Jodi Johnson as the top safety driver for August with a safety score of 99 on 1,108 miles driven.

Item 8: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Special Board Meeting held August 7, 2025, Regular Board meeting held August 18, 2025, Special Board Meeting held August 21, 2025, Special Board Meeting held August 27, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E, F, G)

Motion No. 25-09-2210: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to approve the Consent Calendar, consisting of the minutes of the Special Board Meeting held August 7, 2025, Regular Board meeting held August 18, 2025, Special Board Meeting held August 21, 2025, Special Board Meeting held August 27, 2025 the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E, F, G)

President Kwong indicated Motion No. 25-09-2210 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

Item 9: 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 August 2025. (Item 9)

Motion No. 25-09-2211: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 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 August 2025. (Item 9)

President Kwong indicated Motion No. 25-09-2211 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

Committee Chair Reports

Item 10: Public Information/Community Relations/Legislative Action Committee – Director Tang

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

Item 11: Finance Committee- Director Lee

- ◆ As a matter of information only, the Board reviewed the Annual Identity Theft Program (Item 11-A)
- ◆ Mr. Ning reviewed the District's investment transaction report for the period ending August 31, 2025. The Board was then asked to receive, approve, and file the investment transaction report (Item 11-B)

Motion No. 25-09-2212: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to receive, approve, and file the investment transactions report for the period ending August 31, 2025. (Item 11-B)

President Kwong indicated Motion No. 25-09-2212 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

- ◆ As a matter of information only, the Board received Revenue Bond Funds Held in Trust Report. (Item 11-C)

Item 12: Engineering Committee – Director Woo

- ◆ The Board was asked to approve revisions to the District's Rules and Regulations to incorporate changes to the District's cross-connection control requirements. (Item 12-A)

Motion No. 25-09-2213: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to approve revisions to the District's Rules and Regulations to incorporate changes to the District's cross-connection control requirements. (Item 12-A)

President Kwong indicated Motion No. 25-09-2213 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

- ◆ The Board was asked to approve the amendment to the FY 2025-26 Capital Improvement Program (CIP) Budget. (Item 12-B)

Motion No. 25-09-2214: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and carried 3-0 to approve the amendment to the FY 2025-26 Capital Improvement Program (CIP) Budget. (Item 12-B)

President Kwong indicated Motion No. 25-09-2214 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

- ◆ Ms. Perez reviewed the Project Status Report included in the Board Packet. No action was taken by the Board. (Item 12-C)
- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 12-D)

Item 13: Personnel Committee – Director Kwong

- ◆ As a matter of information only, the Board received the ACWA JPIA medical, dental, and vision insurance premium rates for calendar year 2026.

Item 14: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD and MWD Board member David De Jesus and TVMWD Chief Operating Officer Steve Lang. (Item 14)

Item 15: The P-W-R Joint Water Line Commission

- ◆ There are no items to come to the Board this time. (Item 15)

Item 16: Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported that there was no meeting for PBWA and the next meeting will be October 2, 2025.

Item 17: Spadra Basin Groundwater Sustainability Agency

- ◆ The Groundwater Sustainability Plan (GSP) submitted to the Department of Water Resources was deemed incomplete due to a technical issue involving the delineation of the Spadra Basin boundary in relation to the Main San Gabriel Basin. Ms. Shaw clarified that the GSP did not sufficiently demonstrate how all non-adjudicated and fringe areas surrounding the Spadra Basin are being managed. Specifically, the boundary description lacked clarity on how these peripheral zones are incorporated into the overall sustainability strategy.

Item 18 General Manager's Report

- ◆ The Board received the District's activities calendar for October, November, and December 2025. (Item 18-A)
- ◆ Director Lee informed the Board that she will be absent at the November 10, 2025 Board Meeting due to a scheduling conflict.

Item 19 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 August 2025 was 21.44% lower than usage in August 2020 and 34.93% lower than usage in July 2013. (Item 19-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of August 27, 2025. (Item 19-B)

Item 20: 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 20)

- ◆ Director Hilden reported the following on his activities for August: Special Board Meeting, August 7; Public information Meeting, Finance Meeting, WVWD Board Meeting, Special Board Meeting, August 21; and Special Board Meeting, August 27.
- ◆ Director Kwong reported on the following activities for August: President's Duty, Special Board Meeting, August 7; WVWD Board Meeting, Special Board Meeting, August 21; and Special Board Meeting, August 27.
- ◆ Director Lee reported on the following activities for August: Building Ad Hoc Committee Meeting, PBWA Board Meeting, WVWD Special Board Meeting, August 7; WVWD Finance Meeting, Assembly member Lisa Calderon Wildfire Safety Information Session, IBC Helio Hydrant Demonstration, Diamond Bar Foundation & City of Diamond Bar Beer Fest & Restaurant Week, WVWD Board Meeting, WVWD Special Board Meeting, August 21; and WVWD Special Board Meeting, August 27.
- ◆ Director Tang was not in attendance to report on his activities for August, his expense report notes his attendance at the following meeting/events: WVWD Special Board Meeting, Public Information Meeting, Engineering Committee Meeting, Personnel Committee Meeting, Assembly member Lisa Calderon Wildfire Safety Information Session, WVWD IBC Heli Hydrant Demonstration, City of Diamond Bar Beerfest Event, WVWD Board Meeting, WVWD Special Board Meeting
- ◆ Director Woo was not in attendance to report on his activities for August, his expense report notes his attendance at the following meeting/events: Building Ad Hoc Committee Meeting, Special Board Meeting, Public Info Committee Meeting, Finance Committee Meeting,

Engineering Committee Meeting, WVWD Board Meeting, Anti-Harassment Training, Special Board Meeting, August 21 and Special Board Meeting, August 27.

Item 21: Legal Reports

- ◆ There were no legal reports to come before the Board at this time. (Item 21)

Item 22: Items for Future Discussion

- ◆ There was no request for future discussion items. (Item 22)

Item 23: Board of Directors Business

- ◆ The Board was asked to authorize the General Manager to execute a Letter of Agreement with SitelogIQ for the implementation of energy generation, electric, vehicle charging, and energy management services. (Item 23-A)
- ◆ By consensus, the Board agreed to table the item and defer consideration to the October 20, 2025, meeting.

Adjournment at 6:00 p.m.