

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

**March 17, 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
Josh Byerrum, Director of Finance
Alanna Diaz, Director of Administrative Services
Tom Monk, Director of Operations
Lucie Cazares, Executive Services Administrator
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: Three Valleys Municipal Water District (TVMWD) General Manager/Chief Engineer Matt Litchfield, Board Members Mike Ti, Jody Roberto, and David De Jesus, and WVWD employees Bertha Perez, Greg Galindo, Pablo Martinez, Gabe Gaytan, Christian Patton, Sara Rodriguez, Marco Tovar, Katrina Lumague, Alexandra Cortez, Jodi Johnson, Jennifer Man, David Lias, Jason Babashoff, Matt Rosa, Alejandro Roque, Lito Garcia, Steven Carcano, Juan Gamboa, Sean Evans, Sam Hernandez, John Shute, 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: Public Hearing: Consideration of Adoption of Ordinance No. 03-25-01 to Prohibit Potable Water from Being Used to Irrigate Certain Areas of Non-functional Turn in Compliance with AB 1572

- ◆ President Kwong opened the public hearing to receive comments regarding adoption of Ordinance No. 03-25-01 to Prohibit Potable Water from Being Used to Irrigate Certain Areas of Non-functional Turn in Compliance with AB 1572. (Item 6-A)
- ◆ The Board was asked to approve staff's recommendation to adopt Ordinance No. 03-25-01 to prohibit potable water from being used to irrigate certain areas of non-functional turf in compliance with Assembly Bill 1572, which was passed by the California legislature in 2023. (Item 6-B)
- ◆ Staff was present to respond to public comments; however, none were received. (Item 6-C)
- ◆ President Kwong then closed the public hearing. (Item 6-D)

Motion No. 25-03-2139: 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 to receive public input and feedback regarding adoption of Ordinance No. 03-25-01 to Prohibit Potable Water from Being Used to Irrigate Certain Areas of Non-functional Turn in Compliance with AB 1572 (Item 6-E)

Ayes: Hilden, Lee, Kwong, Tang, Woo

Noes: None

Absent: None

Abstain: None

President Kwong indicated Motion No. 25-03-2139 was approved by a 5-0 vote

Item 7: WVWD Team Milestones & Achievements

- ◆ ACWA/JPIA Professional Development Program - Special recognition given to Alexandra Cortez for completion of the JPIA Human Resources and Supervisor Basics Certification Program
- ◆ Ms. Shaw recognized the following employees: Katrina Lumague, Lily Lopez, and Jennifer Man for 5 years of service; Marco Tovar, for 10 years of service; Jodi Johnson for 20 years of service and Lito Garcia for 30 years of service.
- ◆ Ms. Shaw also recognized Ms. Jodi Johnson and Ms. Jazmin Noble for being selected as employee of the year. Their hard work, professionalism, and commitment to excellence have not gone unnoticed, and we are honored to celebrate their achievements. Congratulations to Ms. Johnson and Ms. Noble on this well-deserved recognition!

Item 8: Special Recognition

- ◆ Congratulations to the Production Team for completing the Annual Lab Proficiency Testing required by the Environmental Lab Accreditation Program (ELAP).
- ◆ Resolution of the Board of Directors of Rubio Cañon Land and Water Association for promptly assisting the Rubio Cañon Land and Water Association during the Eaton Fire Disaster.

Item 9: Approval of 4/10 Work Schedule

- ◆ The Board was asked to approve the transitioning from the current 9/80 work schedule to a 4/10 work schedule, with implementation set for later in 2025. This change will improve operational efficiency, employee satisfaction, and service to the community. (Item 9)

At the February 20, 2025 Special Board Meeting, one Board member had to leave the meeting before the final vote on this item. Therefore, it is being brought to the March 17, 2025 Regular Board Meeting to obtain a full member vote.

Following a presentation by Ms. Shaw and staff members' comments, the Board of Directors inquired about the potential impacts of the proposed change on employee productivity, operational efficiency, and service delivery. The Board sought clarification on various aspects of the proposal, including implementation timelines, cost implications and potential impacts on service delivery.

Director Lee expressed concerns regarding the implementation of the 4/10 work schedule. These concerns included the perception that the schedule provides an additional benefit to employees, perceived lack of clarity around customer service coverage, potential increases in overtime expenses for emergency response situations, risks related to employee fatigue and overall safety, and possible disruptions to service delivery. Director Tang expressed similar reservations regarding the proposed schedule.

Motion No. 25-03-2140: 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 transitioning from the current 9/80 work schedule to a 4/10 work schedule, with implementation set for later in 2025. (Item 9)

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

President Kwong indicated Motion No. 25-03-2140 was approved by a 3-2 vote, with Directors Lee and Tang opposed

Item 10: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held February 18, 2025, Special Board meeting held February 20, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items A-E)

Motion No. 25-03-2141: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, 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 February 18, 2025, Special Board meeting held February 20, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items A-E)

President Kwong indicated Motion No. 25-03-2141 was approved by a 5-0 vote

Item 11: 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 February 2025. (Item 11)

Motion No. 25-03-2142: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, 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 February 2025. (Item 11)

President Kwong indicated Motion No. 25-03-2142 was approved by a 5-0 vote

Item 12: Treasurer's Report

- ◆ Mr. Byerrum presented the Financial Dashboard as of January 31, 2025 the District Statement of Revenue, Expenses, and Change in Net Positions as of January 31, 2025, the District Statement of Net Positions as of January 31, 2025, and Summary of Cash and Investments as of January 31, 2025. (Items 10-A, B, C, D)

Motion No. 25-03-2143: Upon consideration thereof, it was moved by Director Kwong, 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 January 31, 2025, the District Statement of Revenue, Expenses, and Change in Net Positions as of January 31, 2025, the District Statement of Net Positions as of January 31, 2025, and Summary of Cash and Investments as of January 31, 2025. (Items 12-A, B, C, D)

President Kwong indicated Motion No. 25-03-2143 was approved by a 5-0 vote

Committee Chair Reports**Item 13: Public Information/Community Relations/Legislative Action Committee – Director Tang**

- ◆ There are no items to come to the Board at this time. (Item 13)

Item 14: Finance Committee – Director Lee

- ◆ Mr. Byerrum reviewed the District's investment transaction report for the period ending February 28, 2025. The Board was then asked to receive, approve, and file the investment transactions report. (Item 14-A)

Motion No. 25-03-2144: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried 5-0, to receive, approve, and file the investment transactions report for the period ending February 28, 2025. (Item 15-A)

President Kwong indicated Motion No. 25-03-2144 was approved by a 5-0 vote

- ◆ As a matter of information only, the Board reviewed the Revenue Bond Funds Held in Trust – US Bank. (Item 15-B)

Item 15: Engineering Committee – Director Woo

- ◆ The Board was asked to authorize the General Manager to purchase two 2025 Ford F-150 work trucks and one 2025 Ford F-250 work truck, including outfitting and appurtenances, at a total cost not-to-exceed \$236,000. (Item 15-A)

Motion No. 25-03-2145: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang and unanimously carried 5-0, to authorize the General Manager to purchase two 2025 Ford F-150 work trucks and one 2025 Ford F-250 work truck, including outfitting and appurtenances, at a total cost not-to-exceed \$236,000. (Item 14-A)

President Kwong indicated Motion No. 25-03-2145 was approved by a 5-0 vote

- ◆ The Board was asked to authorize the General Manager to award the upfitting of the District's new 2024 F-650 Gang Truck to Specialty Equipment Company, at a cost not-to-exceed \$249,400; and to transfer an additional \$75,000 from the capital project Leak Detection Program FY 2024-25 into Project No. 23-3794. (Item 15-B)

Motion No. 25-03-2146: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong and unanimously carried 5-0, to authorize the General Manager to Award the upfit of the District's new 2024 F-650 Gang Truck to Specialty Equipment Company, at a cost not-to-exceed \$249,400; and to transfer an additional \$75,000 from the capital project Leak Detection Program FY 2024-25 into Project No. 23-3794. (Item 15-B)

President Kwong indicated Motion No. 25-02-2146 was approved by a 5-0 vote

- ◆ The Board was asked to adopt a resolution to nominate the General Manager to the Puente Basin Watermaster Board under the Puente Basin Judgment. (Item 15-C)

Motion No. 25-03-2147: Upon consideration thereof, it was moved by Director Woo, seconded by Director Lee and unanimously carried 5-0, to adopt a resolution to nominate the General Manager to the Puente Basin Watermaster Board under the Puente Basin Judgment. (Item 15-C)

President Kwong indicated Motion No. 25-03-2147 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 15-D)

Item 16: Personnel Committee – Director Kwong

- ◆ The Board was asked to review and approve the proposed records management program update as drafted by District staff and reviewed by labor counsel, in the form presented to the Board. (Item 16-A)

Motion No. 25-03-2148: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 5-0 to approve the proposed records management program update as drafted by District staff and reviewed by labor counsel, in the form presented to the Board. (Item 16-A)

President Kwong indicated Motion No. 25-02-2148 was approved by a 5-0 vote

Item 17: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD General Manager/Chief Engineer, Matthew Litchfield, and Board Member David De Jesus. (Item 17)

Item 18 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 January 2025. That report will be presented at the April 21, 2025 Board meeting. (Item 18)

Item 19 Puente Basin Water Agency (PBWA)

- ◆ Director Lee reported the next PBWA meeting is scheduled for Thursday, April 3, 2025.

Item 20: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on the March 3, 2025 Spadra Basin GSA Executive Committee meeting. (Item 20)

Item 21: General Manager's Report

- ◆ The Board received the District's activities calendars for April, May, and June 2025. (Item 21-A)

Item 22: 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 February 2025 was 31% lower than usage in February 2020 and 27.05% lower than usage in February 2013. (Item 22-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of March 11, 2025. (Item 22-B)

Item 23: 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 23)

- ◆ Director Hilden reported the following on his activities for February: TVMWD Board meetings, Diamond Bar Evergreen Seniors Lunar New Year Event, Personnel Committee meeting, Ms. Diamond Bar Scholarship Pageant Fashion Show, the District's Regular Board meeting, Special Board Workshop meeting, Employee Recognition Banquet, Diamond Bar Community Foundation Winter Ball, Ethics Training and Three Valleys Leadership Breakfast.
- ◆ Director Kwong reported the following on her activities for February: Anti-Harassment Training, Diamond Bar Evergreen Seniors Lunar New Year Event, New District Credit Card Training, Public Information Committee meeting, Personnel Committee meeting, Walnut City Council meeting, the District's Regular Board meeting, Special Board Workshop meeting, CEO Presidents Circle Meeting, and Employee Recognition Banquet.
- ◆ Director Lee reported the following on her activities for February: PBWA Board meeting, Diamond Bar Evergreen Seniors Lunar New Year Event , Diamond Bar Chinese American Association Lunar New Year Festival, Finance Committee meeting, New District Credit Card Training, Engineering Committee meeting, Walnut City Council Meeting, Ms. Diamond Bar Scholarship Pageant Fashion Show, SCCAEP A Annual Convention, the District's Regular Board meeting, the District's Special Board Workshop meeting, Employee Recognition Banquet, Diamond Bar Community Foundation Winter Ball and Three Valleys Leadership Breakfast.
- ◆ Director Tang reported on the following activities for February: Diamond Bar Chinese American Association Lunar New Year Festival, Walnut City Lunar New Year Event, Public Information Committee meeting, Engineering Committee meeting, Walnut City Council meeting, the District's Regular Board meeting, Special Board Workshop meeting, Employee Recognition Banquet, and Three Valleys Leadership Breakfast.
- ◆ Director Woo reported on the following activities for February: PBWA Board meeting, , Diamond Bar Chinese American Association Lunar New Year Festival, Rowland Heights Chinese Association Lunar New Year Concert for the Youth, Public Information Committee meeting, Finance Committee meeting, Engineering Committee meeting, the District's Regular Board meeting, Special Board Workshop meeting, Ethics Training and Three Valleys Leadership Breakfast.

Item 24: Legal Reports

- ◆ Mr. Miller did not have a legal report. (Item 24)

Item 25: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 25)

Adjournment at 6:14 p.m.