

WALNUT VALLEY WATER DISTRICT

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SPECIAL BOARD MEETING THURSDAY, FEBRUARY 20, 2025 4:00 P.M.

Agenda materials are available for public review at <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at 271 S. Brea Canyon Road, Walnut, CA.

1. Flag Salute
2. Roll Call: Mr. Hilden_____ Ms. Kwong_____ Ms. Lee_____ Mr. Tang_____ Mr. Woo_____
3. Public Comment President Kwong

The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.

A. Agenda Items - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.

B. Non-Agenda Items - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.

4. [Approval of 4/10 Work Schedule](#) Ms. Shaw
 - A. Discussion
 - B. Action Taken
5. [Brown Act PowerPoint Presentation](#) (Information Only) Mr. Ciampa

Adjournment

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting may request such modification or accommodation from the District's General Manager's Office at (909) 595-1268 Ext. 201.

I, Lucie Cazares, CMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>

Date Posted: February 19, 2025

Lucie Cazares, CMC, Board Clerk
WVWD Special Board Meeting- February 20, 2025 Pg. 1

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
DATE: February 20, 2025
SUBJECT: Approval of 4/10 Work Schedule

☒ **Action/Discussion**

☐ **Fiscal Impact**

☐ **Resolution**

☐ **Information Only**

Recommendation

Staff is recommending that the Board of Directors approve the proposal to transition from the current 9/80 work schedule to a 4/10 work schedule. This change aims to improve operational efficiency, employee satisfaction, and service delivery to the community.

Background Information

Currently, the District operates under a 9/80 work schedule, where employees work eight 9-hour days and one 8-hour day over a two-week period, with one day off every other week. While this schedule offers some benefits, there are areas where improvements could be made, particularly in aligning operational hours with community needs, reducing overhead costs, and enhancing employee work-life balance.

Service Delivery

- **Improved Customer Access:** Extending daily service hours with a 4/10 schedule allows customers greater flexibility in accessing District services with an additional hour each day in comparison to the 9/80 schedule, particularly for those unable to visit during traditional business hours. This change can lead to increased customer satisfaction and a stronger relationship between the District and the community.
- **Emergency Response:** A 4/10 schedule can also improve the District's ability to respond to emergencies, as staff is available for longer periods each day. This ensures that critical issues can be addressed promptly, without the need for after-hours interventions.

Operational Efficiency

- **Extended Coverage:** The 4/10 schedule provides four 10-hour workdays, which aligns better with the District's peak service hours. This schedule allows the District to extend service hours (considering 7am-6pm) by an hour per day without incurring overtime costs. It ensures that staff is available during critical times, improving response times and customer service.
- **Reduced Downtime:** The current 9/80 schedule creates an inconsistent work pattern, leading to potential downtime on the Fridays that have consistently fewer counter visits than the other days. Since the Pandemic, counter visits have significantly dropped due to customers learning to embrace the District's Portal to handle most of their needs. A 4/10 schedule standardizes the workweek, minimizing downtime and enhancing productivity.

Cost Savings

- **Energy, Facility and Administrative Costs:** By reducing the number of days the facility is open from five to four days per week, the District can achieve significant savings in fleet fuel, energy consumption and facility maintenance. Lower operating costs for utilities and reduced wear and tear on the District's fleet will contribute to overall budget efficiency. In addition, the 4/10 schedule can reduce administrative overhead. For instance, fewer workdays translate to fewer days requiring custodial services and other operational support, potentially lowering contract costs.

Employee Satisfaction and Retention

- **Work-Life Balance:** A 4/10 schedule offers employees an additional day off each week, which can improve morale and reduce burnout. With longer weekends, employees may experience better work-life balance, leading to higher job satisfaction and reduced turnover rates. In addition, this attracts new talent to the District. Many applicants for District positions have asked if this schedule will be added in the near future.
- A recent anonymous poll was conducted to determine if a large majority of the employees were in favor of switching to a 4/10 schedule. The results are attached and showed an overwhelming 93% in favor.
- **Commute Reduction:** Employees commuting fewer days each week will benefit from reduced transportation costs, lower stress, and increased personal time, which can enhance overall well-being. In addition, the Remote Work Policy would be temporarily suspended, providing a more personal face-to-face interaction during all work hours.

Staff recommends that the Board of Directors consider the transition from a 9/80 to a 4/10 work schedule. Should the Board approve this recommendation, staff will develop an implementation plan, including timelines, communication strategies, and any necessary adjustments to policies and procedures to ensure a smooth transition. In addition, if the 4/10 schedule concept is approved, the next action staff will take is preparation of the necessary amendments to the current 2023-26 Terms and Conditions. Those amendments would then be subject to Board approval at the March Board of Directors' meeting.

Attachments

Agencies Surveyed	
City of Diamond Bar	Limited- 9/80 schedule for everyone except maintenance staff are on a 4/10
City of La Verne	Yes- (4/9-hour days = 36 hours/week).
City of Pomona	Yes
City of Walnut	Yes
City of West Covina	Yes
Cucamonga Valley Water District	Yes
East Valley Water District	No - 9/80 Schedule
Elsinore Valley Municipal Water District/ WESA	Limited - 9/80 work schedule for most employees (5/40 & 4/10 schedules are available upon request)
Jurupa Community Services District	Limited- 9/80 schedule for everyone except treatment operators are on a 4/10
Laguna Beach County Water District	Yes - M- Th 6:45am to 5:15pm
Main San Gabriel Basin Watermaster	No-9/80
Mesa Water District	No - 9/80 Schedule
Monte Vista Water District	Yes
Moulton Nigel Water District	Yes
Palmdale Water District	Yes, except for the waste treatment operators
Rowland Water District	No- 9/80 schedule. Full office closure every other Friday.
Santa Margarita Water District	Limited - 9/80 work schedule for most employees (4/10 schedules are available upon request)
South Coast Water District	Yes - M-Th 7am-5:30pm
Three Valleys Municipal Water District	Yes
West Valley Water District	Yes- 4/10 (Ops, Eng, HR, Admin- with staggered coverage), 5/40 (5 staff members) and 9/80 (Finance) schedule

Responses Overview Active

Responses

55



Average Time

00:19



Duration

11 Days



1. In an effort to provide our Board of Directors with additional information, please vote if you are in favor of switching to a 4-10 schedule. Please provide an answer by January 10th. Thank you!

■ Yes 51
■ No 4



WALNUT VALLEY WATER DISTRICT

BROWN ACT REFRESHER

February 20, 2025

Presented by: James Ciampa

Conduct Public Business Openly

The Brown Act

- *“The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”*

*(Cal. Gov. Sec.
54950)*

Public Records Act

- *“The people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny. “*

*(Cal. Const. Art.
I, Sec. 3)*

Conduct Public Business Openly

1. The Brown Act

To whom does the act apply?

- Local agencies – Special Districts (also cities and counties)
- Legislative bodies
- Meetings
- Persons elected to legislative bodies, even prior to assuming office
- Does not apply to staff
 - But staff can cause a violation by acting as an intermediary

Conduct Public Business Openly

- What is a legislative body?
 - Governing body of the agency
 - Standing committees comprised of less than a quorum
 - Advisory committee created by governing body
 - But not temporary committees comprised of less than a quorum

Conduct Public Business Openly

1. The Brown Act – Meetings

When does the Brown Act apply?

- What is a meeting?
 - In person gatherings
 - Communication through intermediary
 - Emails, Facebook, Twitter
- When is a gathering not a Brown Act “meeting”?

Conduct Public Business Openly

1. The Brown Act – Serial Meetings

Expressly
prohibited

A series of
communications

“Collective
consensus” on
an issue

Be careful with
e-mail and other
social media



Conduct Public Business Openly

1. The Brown Act – Types of Meetings

- Regular meeting
- Special or emergency meetings
- Adjourned meetings



General Rules on Meetings

- Public's right to comment
- Agenda – 24 hours vs. 72 hours ; special rule to add item to agenda
- Location – generally within service area
- Special rules for teleconferencing
- Announcement of votes taken

Teleconferencing – AB 2449, etc.

The Brown Act – Rules Governing Meetings

- Teleconferencing
- Existing rules: list remote location address on agenda; post agenda at remote location; remote location open to public
- AB 2449 (follow on to AB 361 – COVID) – effective Jan. 1, 2023 to sunset Jan. 1, 2026 (AB 259 now pending – TVMWD sponsor):
 - just cause (4 alternatives) – limited to 2x each calendar year – no personal vacation;
 - emergency circumstance – medical-related
 - Audio and visual requirement

Removal of Disruptive Person – SB 1100

- Authorizes the presiding officer to remove or cause the removal of an individual for disrupting the meeting
- Before removal, a warning must be given that states that the person's behavior is disrupting the meeting and the person will be removed if their behavior does not cease
- "Disrupting" means engaging in behavior during a meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:
 - (A) A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.
 - (B) Engaging in behavior that constitutes use of force or a true threat of force.

Pre-meeting writings – AB 2647

The Brown Act – Rules Governing Meetings

- Pre-Meeting Writings – AB 2647
- Origin = Shasta County case
- Applies to writings provided to Board after agenda posted
- O.k. to post documents to website
- Make copies available to public during regular business hours at least 24 hours before meeting

Closed Sessions



- Must be expressly authorized
- Must be briefly described in agenda
 - Use safe harbor agenda descriptions
- Must verbally announce items
- If action is taken, may need to report to the public

Common Closed Sessions

- Personnel Issues
- Labor Negotiations
- Pending Litigation & Liability claims
- Real Property Transactions/Negotiations
 - No general “contract” negotiation exemption
- Threats to Public Security - cybersecurity
- State Audit Reports

E-Mail, etc.

- DO NOT REPLY TO ALL!
- E-mail Board for info only
- Take caution
- Other social media as well – AB 992
- Public vs. private devices



Conduct Public Business Openly

1. The Brown Act – Ramifications

- Violations may be prevented/stopped by court order
- Action not in compliance may be invalidated
- Court costs & attorney fees are recoverable
- Person violating the Brown Act may be guilty of a misdemeanor
- Disclosure of confidential closed session information is prohibited