

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

August 21, 2025
At Diamond Bar Center, Maple Room
1600 Grand Ave, Diamond Bar, CA 91765

DIRECTORS PRESENT:

Edwin Hilden
Scarlett Kwong (Via Zoom)
Theresa Lee
Jerry Tang
Henry Woo

STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Thomas Monk, Director of Operations
Lily Lopez, Director of External Affairs & Sustainability
Lucie Cazares, Executive Services Administrator
Jim Ciampa, Legal Counsel

DIRECTORS ABSENT:

None

Legal Counsel Ciampa announced the Board of Directors received a request from President Kwong to attend and participate in the Board Meeting remotely for a just cause. Mr. Ciampa indicated that AB 2449 allows a Board Member to attend and participate in a Board meeting remotely for emergency circumstances or just cause reasons. President Kwong stated that she is participating remotely due to a family caregiving obligation and confirmed that no person over the age of 18 was in the room where she was.

The meeting was called to order at 4:00 p.m. with President Kwong presiding.

Guests and others in attendance: WVWD employees Monique Fitchett, and James Ning

Item 3: Public Comment

- ◆ There were no requests. (Item 3)

Item 4: District Headquarters FF&E- Phase 1 Project (P.N. 19-3569-1)

- ◆ The Board was asked to allocate the budgeted amount of \$550,000 for the furniture, fixtures and equipment (FF&E) for the new District headquarters and to authorize the General Manager to execute any related documents without competitive bidding in a form acceptable to General Counsel.

Motion No. 25-08-2204: Upon consideration thereof, it was moved by President Kwong, seconded by Director Hilden, and carried (5-0) to allocate the budgeted amount of \$550,000 for the FF&E for the new District headquarters and to authorize the General Manager to execute any related documents without competitive bidding in a form acceptable to General Counsel. (Item 4)

President Kwong indicated Motion No. 25-08-2204 was approved by a 5-0 vote

Item 5: District Headquarters Remodel Phase 1 (P.N. 19-3569-1)- Change Order No 6 for DPR Construction

- ◆ The Board was asked to approve Change Order No .6 with DPR Construction in the amount of \$225,538.00 for the subject project.
- ◆ After discussion, the Board requested to table the item for a week to have legal counsel review the contract with DPR Construction. (Item 5)

Motion No. 25-08-2205: Upon consideration thereof, it was moved by Director Woo, seconded by Director Lee, and carried (4-1), with the votes specified below, to table the discussion on the District’s Headquarters Remodel Phase 1-Change Order No. 6 for DPR Construction for one week to have legal counsel review the contract with DPR Construction. (Item 5)

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

President Kwong indicated Motion No. 25-08-2205 was approved by a 4-1 vote, with Director Hilden opposed

Item 6: Approve Amended Agreement with DSK Landscape Architects for the District Headquarters Project (P.N. 19-3569LA)

- ◆ The Board was asked to approve the Amended Agreement with DSK Landscape Architects, in the amount of \$13,350.00, and authorize the General Manager to execute the agreement and any related documents on behalf of the District. (Item 6)

Motion No. 25-08-2206: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and carried (5-0) to approve the Amended Agreement with DSK Landscape Architects, in the amount of \$13,350.00, and authorize the General Manager to execute the agreement and any related documents on behalf of the District (Item 6)

President Kwong indicated Motion No. 25-08-2206 was approved by a 5-0 vote

Item 7: Approve Additional Service Requests with La Cañada Design Group for the District Headquarters Projects Phases 1 and 2 (P.N. 19-3569-0 and 19-3569-2)

- ◆ The Board was asked to ratify Additional Service Requests Nos. 7-11 with La Canada Design Group, Inc. for various additional architectural design services related to the District’s Administrative Building Phase 1 and Operations and Maintenance Building Phase 2 Project for an amount not-to-exceed \$212,923.

Motion No. 25-08-2207: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and carried (5-0) to ratify Additional Service Requests Nos. 7-11 with La Canada Design Group, Inc. for various additional architectural design services related to the District’s Administrative Building Phase 1 and Operations and Maintenance Building Phase 2 Project for an amount not-to-exceed \$212,923. (Item 7)

President Kwong indicated Motion No. 25-08-2207 was approved by a 5-0 vote

Item 8: Approval of Amendments to the Professional Engineering Services Agreement with Civiltec Engineering, Inc for the District Headquarters Projects (P.N. 19-3569-1)

- ◆ The Board was asked to ratify the approval of Amendments to the Professional Engineering Services Agreement with Civiltec Engineering, Inc related to the District Headquarters project, and authorize the General Manager to execute any related documents and contracts in a form acceptable to General Counsel.

Motion No. 25-08-2208: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and carried (4-1), with the votes specified below, to ratify the approval of Amendments to the Professional Engineering Services Agreement with Civiltec Engineering, Inc related to the District Headquarters project, and authorize the General Manager to execute any related documents and contracts in a form acceptable to General Counsel. (Item 8)

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

President Kwong indicated Motion No. 25-08-2208 was approved by a 4-1 vote, with Director Lee opposed

Adjournment at 5:27pm