

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

January 20, 2026
At Diamond Bar Center, Sycamore Room
1600 Grand Ave, Diamond Bar, CA 91765

DIRECTORS PRESENT:

Edwin Hilden
Jerry Tang
Scarlett Kwong
Theresa Lee

STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Bertha Perez, Director of Engineering
Alanna Diaz, Director of Administrative Services
James Ning, Director of Finance
Lily Lopez, Director of External Affairs & Sustainability
Tom Monk, Director of Operations
Lucie Cazares, Executive Services Administrator
Jim Ciampa, Legal Counsel

DIRECTORS ABSENT:

Henry Woo

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

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Director Jody Roberto, Mike Ti, David De Jesus and Chief Operations Officer Stephen Lang and WVWD employees Monique Fitchett, and Fiona Tang.

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 Special Recognition

- ◆ Ms. Shaw recognized Greg Galindo and Dave Rudy for being selected as employees of the Quarter. (Item 6)

Item 7: WVWD Team Milestones and Achievements

- ◆ Ms. Shaw recognized the following employees
 - Alejandro Roque for his promotion to Utility Service lead (Item 7-A)
 - Steven Carcano for his promotion to Water Production Operator (Item 7-B)
 - Yesenia Escobar for completing the JPIA Supervisor and Human Resources Program (Item 7-C).
 - Trevor Hitchman for being the top driver in December with a safety score of 98. (Item 7-D)

Item 8: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held on December 15, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 A-D)

Motion No. 26-01-2255: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent), to approve the Consent Calendar, consisting of the Regular Board meeting held on December 15, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 A-D)

**President Tang indicated Motion No. 26-01-2255 was approved by a 4-0
(with Director Woo absent) vote**

Item 9: 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 December 2025. (Item 9)

Motion No. 26-01-2256: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) 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 December 2025. (Item 9)

President Tang indicated Motion No. 26-01-2256 was approved by a 4-0 (with Director Woo absent) vote

Item 10: Treasurer’s Reports

- ◆ Mr. Ning presented the Financial Dashboard as of November 30, 2025, the District Statement of Revenue, Expenses, and Change in Net Position as of November 30, 2025, the District Statement of Net Position as of November 30, 2025, and the Summary of Cash and Investments as of November 30, 2025. (Items 10 - A, B, C, D)

Motion No. 26-01-2257: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to receive, approve, and file the Financial Dashboard as of November 30, 2025, the District Statement of Revenue, Expenses, and Change in Net Position as of November 30, 2025, the District Statement of Net Position as of November 30, 2025, and the Summary of Cash and Investments as of November 30, 2025. (Items 10 - A, B, C, D)

President Tang indicated Motion No. 26-01-2257 was approved by a 4-0 (with Director Woo absent) vote

Committee Chair Reports

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

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

Item 12: Finance Committee – Director Lee

- ◆ As a matter of information only, the Board received the Budget Meeting Schedule. (Item 12-A)
- ◆ The Board was asked to receive, approve, and file the Pomona-Walnut-Rowland Joint Water Line Commission Audit Report, Puente Basin Water Agency Audit Report, and Spadra Basin GSA Audit Report for the Fiscal Year ending June 30, 2025. (Item 12-B)

Motion No. 26-01-2258: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and carried 4-0 (with Director Woo absent), to receive, approve, and file the Pomona-Walnut-Rowland Joint Water Line Commission Audit Report, Puente Basin Water Agency Audit Report, and Spadra Basin GSA Audit Report for Fiscal Year ending June 30, 2025. (Items 12-B)

President Tang indicated Motion No. 26-01-2258 was approved by a 4-0 (with Director Woo absent) vote

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

Motion No. 26-01-2259: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 4-0 (with Director Woo absent), to receive, approve, and file the investment transactions report. (Item 12-C)

President Tang indicated Motion No. 26-01-2259 was approved by a 4-0 (with Director Woo absent) vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust – US Bank. (Item 12-D)

Item 13: Engineering Committee – Director Woo

- ◆ The Board was asked to declare the list of fully depreciated furniture presented as surplus property and dispose of the furniture in accordance with District policy. (Item 13-A)

Motion No. 26-01-2260: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 4-0 (with Director Woo absent), to declare the list of fully depreciated furniture presented as surplus property and dispose of the furniture in accordance with District policy. (Item 13-A)

President Tang indicated Motion No. 26-01-2260 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to authorize the General Manager to approve the Chestnut Hill Motor Control Center (MCC) Replacement Project (PN 23-3803). (Item 13-B)

Motion No: 26-01-2261: Upon consideration thereof, it was moved by Director Lee, second by Director Kwong, and carried 4-0 (with Director Woo absent), to authorize the General Manager to approve the Chestnut Hill Motor Control Center Replacement Project (PN 23-3803). (Item 13-B)

President Tang indicated Motion No. 26-01-2261 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to authorize the General Manager to procure three 2026 Ford F-150 work trucks, including required upfitting and appurtenances, at a total cost not to exceed \$247,800, consistent with the FY 2025-26 Capital Improvement Program vehicle replacement budget. (Items 13-C)

Motion No: 26-01-2262: Upon consideration thereof, it was moved by Director Lee, second by Director Tang, and carried 4-0 (with Director Woo absent), to authorize the General Manger to procure three 2026 Ford F-150 work trucks, including required upfitting and appurtenances, at a total cost not to exceed \$247,800, consistent with the FY 2025-26 Capital Improvement Program vehicle replacement budget. (Item 13-C)

President Tang indicated Motion No. 26-01-2262 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to accept the Work and Notice of Completion for District Headquarters Facility Parking Lot Phase 1A (P.N. 19-3569-1) (Item 13-D)

Motion No: 26-01-2263: Upon consideration thereof, it was moved by Director Lee, second by Director Hilden, and carried 4-0 (with Director Woo absent), to accept the Work and Notice of Completion for District Headquarters Facility Parking Lot Phase 1A (P.N. 19-3569-1) (Item 13-D)

President Tang indicated Motion No. 26-01-2263 was approved by a 4-0 (with Director Woo absent) vote

- ◆ Ms. Perez reviewed the Project Status Report included in the Board Packet. No action was taken by the Board. (Item 13-E)
- ◆ Mr. Monk reviewed the Operations Report included in the Board Packets. No action was taken by the board. (Item 13-F)

Item 14: Personnel Committee – Director Tang

- ◆ The Board was asked to adopt the proposed Crime Victim Leave Policy amendment as drafted by District staff and reviewed by labor counsel, to comply with Assembly Bill 406, which expands definitions, leave provisions, and acceptable documentation for the Crime Victim Leave Policy. (Item 14-A)

Motion No:26-01-2264: Upon consideration thereof, it was moved by Director Kwong, second by Director Hilden, and carried 4-0 (with Director Woo absent), to adopt the proposed Crime Victim Leave Policy amendment as drafted by District staff and reviewed by labor counsel, to comply with Assembly Bill 406, which expands definitions, leave provisions, and acceptable documentation for the Crime Victim Leave Policy. (Item 14-A)

President Tang indicated Motion No. 26-01-2264 was approved by a 4-0 (with Director Woo absent) vote

Item 15: TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD Chief Operations Officer Stephen Lang. (Item 15)

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

- ◆ Mr. Monk reported on the P-W-R Joint Water Line Commission water use report for the month of November 2025. (Item 16)

Item 17 Puente Basin Water Agency (PBWA)

- ◆ There was no information to report to the Board. (Item 17)

Item 18: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported the Spadra Basin GSA Executive Committee held on January 5, 2026. (Item 18)

Item 19: General Manager's Report

- ◆ The Board received the District's activities calendars for February, March and April 2026. (Item 19-A)
- ◆ Mr. Ciampa provided information regarding the LAFCO Nomination of Candidates for Special District Voting Member (Item 19-B)
- ◆ Ms. Shaw provided the Board with an update on the 4/10 schedule. (Item 19-C)

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 December 2025 was 33.37% lower than usage in December 2020 and 34.04% lower than usage in December 2013. (Item 20-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of January 11, 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 December: Making Spirits Bright Toy Drive, Public Info Meeting, Finance Committee meeting, Engineering Committee meeting, Walnut Valley Educational Foundation Bear Tea Event, WVWD Board Meeting, and TVMWD Board Meeting.
- ◆ Director Kwong reported the following on her activities for December: Making Spirits Bright Toy Drive, Public Info Committee Meeting, Personnel Committee, Diamond Bar Evergreen Club Celebration, Walnut Valley Educational Foundation Bear Tea Event, WVWD Board Meeting, and Food Bank Volunteering Event.
- ◆ Director Lee reported the following on her activities for December: Finance Committee Meeting, Engineering Committee Meeting, Puente Basin Water Agency Board Meeting, Diamond Bar High Brahma Night Market, and Walnut Valley Educational Foundation Bear Tea Event.
- ◆ Director Tang reported on the following activities for December: ACWA Winter Conference, Heart of Hope Christmas Event, Public Info Committee Meeting, Engineering Committee Meeting, Walnut Valley Educational Foundation Bear Tea Event, and WVWD Board Meeting.
- ◆ Director Woo's written report disclosed the following activities for December: Military Toy Drive, Public Info Committee Meeting, Finance Committee Meeting, Engineering Committee Meeting, Puente Basin Water Agency Board Meeting, WVWD Board Meeting, Meeting with Tom Coleman on PBWA background, and Food Bank Volunteering Event.

Item 22: Legal Reports

- ◆ Mr. Ciampa stated he has been monitoring legislation thus far in the new legislative year and no significant bills of interest have been introduced. He then briefs the Board on the utility workers identification card legislation that the District is co-sponsoring along with several other water districts. (Item 22)

Item 23: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 23)

Item 24: Board of Directors Business

- ◆ Standing Committee positions were selected at the December 15, 2025 Board meeting on a “chain of command” basis in accordance with the Standing Committee Selection Process, with the first choice going to the Board President, second choice to the First Vice President, third choice to the Second Vice President, and so on down the line, repeating in the same order until all positions were filled as follows:

Committee	Chair	Member	Alternate
Public Info/Legislative	Director Kwong	Director Tang	Director Lee
Finance	Director Lee	Director Hilden	Director Woo
Engineering	Director Woo	Director Hilden	Director Lee
Personnel	Director Tang	Director Woo	Director Kwong

- ◆ Board members advised President Tang of their interest in serving as District representatives to various agencies and commissions for Calendar Year 2026, with the desire for those appointments to remain the same as in the previous year. The table below shows the District’s representatives for Calendar Year 2026 on various commissions, agencies and ad hoc committees, with the same appointments as in 2025:

Commission/Agency Assignments	
Position	Director
TVMWD Representative	Edwin Hilden
TVMWD Representative – Alternate	Henry Woo
JPIA Board Member	Theresa Lee
JPIA Board Member – Alternate	Edwin Hilden
JPIA Property Program Committee Member	Theresa Lee
ACWA Voting Delegate	Edwin Hilden
ACWA Voting Delegate – Alternate	Henry Woo
ACWA Region 8 Delegate	Theresa Lee
ACWA Region 8 Delegate – Alternate	Henry Woo
Regional Chamber Representative	Scarlett Kwong
Regional Chamber Representative – Alternate	Edwin Hilden

Ad Hoc Committee	
Succession Ad Hoc (established August 24, 2023)	Theresa Lee Jerry Tang
New Building Ad Hoc (established August 24, 2023)	Theresa Lee Henry Woo

- ◆ The Board, at the request of Director Tang, approved keeping the Standing Committee positions and Commission/Agency assignments unchanged for the 2026 calendar year, continuing the same assignments from 2025.

Motion No:26-01-2265: Upon consideration thereof, it was moved by Director Lee, second by Director Hilden, and carried 4-0 (with Director Woo absent), to approve the assignments of the Standing and Ad Hoc Committee positions and the Commission/Agency assignments to be unchanged for the 2026 calendar year, continuing the same assignments from 2025.

President Tang indicated Motion No. 26-01-2265 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to adopt Resolution No. 01-26-750 to appoint the District's representatives to serve on the Pomona-Walnut-Rowland Joint Water Line Commission, with Scarlett P. Kwong to serve as the primary Representative and Edwin Hilden as the Alternate Representative. (Item 24-B)

Motion No. 26-01-2266: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried 4-0 by roll call vote (with Director Woo absent) noted below, to adopt Resolution No. 01-26-750, appointing Scarlett P. Kwong as primary Representative to serve on the Pomona-Walnut-Rowland Joint Water Line Commission and Edwin Hilden to serve as the Alternate Representative. (Item 24-B)

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

President Tang indicated Motion No. 26-01-2266 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to adopt Resolution No. 01-26-751, appointing Theresa Lee and Henry Woo as Representatives to serve on the Puente Basin Water Agency Commission, and Scarlett Kwong as the Alternate Representative. (Item 24-C)

Motion No. 26-01-2267: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and unanimously carried 4-0 by roll call vote (with Director Woo absent) noted below, to adopt Resolution No. 01-26-751, appointing Theresa Lee and Henry Woo as Representatives to serve on the Puente Basin Water Agency Commission, and Scarlett Kwong to serve as the Alternate Representative. (Item 24-C)

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

President Tang indicated Motion No. 26-01-2267 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to adopt Resolution No. 01-26-752, appointing Jerry Tang as Representative to serve on the Executive Committee of the Spadra Basin Groundwater Sustainability Agency, and Theresa Lee to serve as the Alternate Representative. (Item 24-D)

Motion No. 26-01-2268: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Woo, and unanimously carried 4-0 (with Director Woo absent) by roll call vote noted below, to adopt Resolution No. 01-26-752, appointing Jerry Tang as Representative to serve on the Executive Committee of the Spadra Basin Groundwater Sustainability Agency, and Theresa Lee to serve as the Alternate Representative. (Item 24-D)

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

President Tang indicated Motion No. 26-01-2268 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to authorize the General Manger to utilize the District's existing On-Call Water System Repair and Construction Services agreements for the Pressure Reducing Valves (PRVs) PRV 1 and PRV 2 Rehabilitation Projects. (Item 24-E)

Motion No. 26-01-2269: Upon consideration thereof, it was moved by Director Kwong, second by Director Lee, and unanimously carried 4-0 (with Director Woo absent) to authorize the General Manger to utilize the District's existing On-Call Water System Repair and Construction Services agreements to engage Doty Bros. Construction to complete the work for the Pressure Reducing Valves (PRVs) PRV 1 and PRV 2 Rehabilitation Projects and to approve an appropriate CEQA exemption relating to that work.

President Tang indicated Motion No. 26-01-2269 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to review the General Employees Unit Terms and Conditions of Employment - Article 18 - Sick Leave Provisions Revision and Mid-Management Terms and Conditions of Employment Section 5 Sick Leave Provision Revision. (Item 24-F)

Motion No 26-01-2270: Upon consideration thereof, it was moved by Director Lee, second by Director Kwong and unanimously carried 4-0 (with Director Woo absent) to approve the changes, as presented, to the General Employees Unit Terms and Conditions of Employment - Article 18 - Sick Leave Provisions and Mid-Management Terms and Conditions of Employment Section 5 Sick Leave Provisions. (Item 24-F)

President Tang indicated Motion No. 26-01-2270 was approved by a 4-0 (with Director Woo absent) vote

- ◆ The Board was asked to approve the Judicial Leave Policy Revision as drafted by District staff and reviewed by labor counsel.

Motion No 26-01-2271: Upon consideration thereof, it was moved by Director Lee, second by Director Kwong and unanimously carried 4-0 (with Director Woo absent) to approve the Judicial Leave Policy Revision as drafted by District staff and reviewed by labor counsel.

President Tang indicated Motion No. 26-01-2271 was approved by a 4-0 (with Director Woo absent) vote

Adjournment to closed session - 5:59 p.m.