

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

February 17, 2026

At Walnut Valley Water District New Headquarters  
235 South Brea Canyon Road, Walnut, CA 91789

## **DIRECTORS PRESENT:**

Edwin Hilden  
Jerry Tang  
Scarlett Kwong  
Theresa Lee  
Henry Woo

## **DIRECTORS ABSENT:**

None

## **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  
Reid Miller, Legal Counsel

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) Directors Jody Roberto and Mike Ti, and General Manager Matt Litchfield; WVWD staff Katrina Lumague, Sue Suriati, Greg Galindo, Trevor Hitchman, Fiona Tang, and Donna DiLaura; Pearl Hilden; Mt. San Antonio College students Bryan Sandoval and Addison Vanvliet; Jose Martinez, General Manager of Valley County Water District; Tom Coleman, General Manager of Rowland Water District; and John Baboyan, Avidex Resource Computer Solutions, Inc.

### **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**

- ◆ Director Tang presented a certificate to Jeremy Han in recognition of his artwork being selected for the "Being Water Wise" calendar. (Item 6)

### **Item 7: Special Recognition & Team Milestones**

- ◆ Ms. Shaw recognized the following employees
  - Cesar Quezada for earning January's Safe Driver Award (Item 7-A)
  - Introduction to Sue Suriati, Accounting Manager (Item 7-B)
  - Introduction to Trevor Hitchman, Utility Service Worker I for completing the probation period (Item 7-C).

### **Item 8: Review of District Investment Activities by Mr. Karl Meng, Representative of Chandler Asset Management**

- ◆ Mr. Meng of Chandler Asset Management reviewed current economic conditions and provided an update on the firm's investment activities on behalf of the District. The Board was asked to receive and file the report on the District's Investment Activities (Item 8).

***Motion No. 26-02-2272: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 5-0 to receive and file the report on District Investment Activities. (Item 8)***

**President Tang indicated Motion No. 26-02-2272 was approved by a 5-0**

**Item 9: 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 January 20, 2026, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 A-D)

**Motion No. 26-02-2273: Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and carried 5-0 to approve the Consent Calendar, consisting of the Regular Board meeting held on January 20, 2026, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 9 A-D)**

**President Tang indicated Motion No. 26-02-2273 was approved by a 5-0**

**Item 10: 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 January 2026. (Item 10)

**Motion No. 26-01-2274: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and 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 January 2026. (Item 10)**

**President Tang indicated Motion No. 26-02-2274 was approved by a 5-0**

**Item 11: Treasurer’s Reports**

- ◆ Mr. Ning presented the Financial Dashboard as of December 31, 2025, the District Statement of Revenue, Expenses, and Change in Net Position as of December 31, 2025, the District Statement of Net Position as of December 31, 2025, and the Summary of Cash and Investments as of December 31, 2025. (Items 11 - A, B, C, D)

**Motion No. 26-02-2275: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and carried 5-0 to receive, approve, and file the Financial Dashboard as of December 31, 2025, the District Statement of Revenue, Expenses, and Change in Net Position as of December 31, 2025, the District Statement of Net Position as of December 31, 2025, and the Summary of Cash and Investments as of December 31, 2025. (Items 11 - A, B, C, D)**

**President Tang indicated Motion No. 26-02-2275 was approved by a 5-0**

**Committee Chair Reports**

**Item 12: Public Information/Community Relations/Legislative Action Committee – Director Kwong**

- ◆ There are no items to come to the Board at this time. (Item 12)

**Item 13: Finance Committee – Director Lee**

- ◆ Mr. Ning reviewed the District’s investment transaction report for the period ending January 31, 2026. The Board was then asked to receive, approve, and file the investment transactions report. (Item 13-A)

**Motion No. 26-02-2276: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 5-0, to receive, approve, and file the investment transactions report. (Item 13-A)**

**President Tang indicated Motion No. 26-02-2276 was approved by a 5-0**

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust – US Bank. (Item 13-B)

**Item 14: Engineering Committee – Director Woo**

- ◆ The Board was asked to accept the work and authorize the filing of a Notice of Completion for the District Headquarters Facility project. The contractor, DPR Construction, completed the project in accordance with the contract documents. The Notice of Completion, including the vicinity map, was provided for the Board’s review. (Item 14-A)

***Motion No. 26-02-2277: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and carried 5-0, to accept the work and authorize the filing of a Notice of Completion for the District Headquarters Facility project. (Item 14-A)***

**President Tang indicated Motion No. 26-02-2277 was approved by a 5-0**

- ◆ The Board was asked to authorize the appropriation of \$211,000.00 from the General Fund and authorize the General Manager to execute contracts for labor and materials for the Diamond Bar Blvd Street Improvement Project, which requires the relocation and adjustment of certain District facilities within the City of Diamond Bar’s project area. (Item 14-B)

***Motion No: 26-02-2278: Upon consideration thereof, it was moved by Director Woo, second by Director Tang, and carried 5-0, to approve the appropriation of \$211,000.00 from the General Fund and authorize the General Manager to execute contracts for labor and materials for the Diamond Bar Blvd Street Improvement Project. (Item 14-B)***

**President Tang indicated Motion No. 26-02-2278 was approved by a 5-0**

- ◆ The Board was asked to authorize the General Manager to execute a Professional Engineering Services Agreement with Lee & Ro, Inc. to provide engineering services to prepare the preliminary design for Spadra Recycled Water Reservoir Project. (Items 14-C)

***Motion No: 26-02-2279: Upon consideration thereof, it was moved by Director Woo, second by Director Kwong, and carried 5-0, to authorize the General Manger to execute a Professional Engineering Services Agreement with Lee & Ro, Inc. to provide engineering services to prepare the preliminary design for Spadra Recycled Water Reservoir Project. (Items 14-C)***

**President Tang indicated Motion No. 26-02-2279 was approved by a 5-0**

- ◆ The Board was asked to authorize staff to coordinate with the San Gabriel Valley Council of Governments (SGVCOG) to relocate a portion of the District’s 12-inch recycled water main along Golden Springs Drive, approve the use of SGVCOG’s contractor to perform the relocation work in accordance with District standards, and ratify a waiver of the bidding process in accordance with the District’s Purchasing and Procurement Policy. (Item 14-D)

***Motion No: 26-02-2280: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 5-0, to authorize staff to coordinate with the San Gabriel Valley Council of Governments (SGVCOG) to relocate a portion of the District’s 12-inch recycled water main along Golden Springs Drive, approve the use of SGVCOG’s contractor, and ratify a waiver of the bidding process in accordance with the District’s Purchasing and Procurement Policy. (Item 14-D)***

**President Tang indicated Motion No. 26-02-2280 was approved by a 5-0**

- ◆ The Board was asked to authorize the General Manager to approve the purchase of a mini excavator and transport trailer, at a cost not to exceed \$110,000, to support customer water line repair operations and improve excavation efficiency and site safety. (Item 14-E)

***Motion No: 26-02-2281: Upon consideration thereof, it was moved by Director Lee, second by Director Hilden, and carried 5-0, to authorize the General Manager to approve the purchase of a mini excavator and transport trailer, at a cost not to exceed \$110,000, to support customer water line repair operations and improve excavation efficiency and site safety. (Item 14-E)***

**President Tang indicated Motion No. 26-02-2281 was approved by a 5-0**

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

**Item 15: Personnel Committee – Director Tang**

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

**Item 16: TVMWD/MWD**

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD General Manager Matt Litchfield. (Item 16)

**Item 17: 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 December 2025. (Item 17)

**Item 18 Puente Basin Water Agency (PBWA)**

- ◆ Director Lee reported on the PBWA meeting held on February 5, 2026. (Item 18)

**Item 19: Spadra Basin Groundwater Sustainability Agency**

- ◆ Director Tang reported the next Spadra Basin GSA Executive Committee will be held on March 2, 2026. (Item 19)

**Item 20: General Manager's Report**

- ◆ The Board received the District's activities calendars for March, April, & May 2026. (Item 20)

**Item 21: Water Supply and Conservation**

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2026 purchased water estimate, conservation goal summary, climate summary, and 2026 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District's water usage for January 2026 was 13.60% lower than usage in December 2020 and 24.13% lower than usage in January 2013. (Item 21-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of February 9, 2026. (Item 21-B)

**Item 22: 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 22)

- ◆ Director Hilden reported the following on his activities for January: Public Info Committee Meeting, Finance Committee, Engineering Committee, Abacus Global Competition Ceremony, WVWD Board Meeting, and TVMWD Board Meeting.
- ◆ Director Kwong reported the following on her activities for January: UAAA Global Cup Competition Award Ceremony, Board Meeting, and DBHS CAPA Engineering Seminar.
- ◆ Director Lee reported the following on her activities for January: WVWD Finance Committee Meeting, UAAA Global Cup Competition Award Ceremony, WVWD Board Meeting, Diamond Bar High School CAPA Engineering Career Seminar.
- ◆ Director Tang reported on the following activities for January: Spadra Basin Executive Committee Meeting, WVWD Public Information Committee Meeting, WVWD Personnel Committee, UAAA Award Ceremony, WVWD Board Meeting, ACWA Live Webinar, Engineering Career Seminar by DBHS CAPA.
- ◆ Director Woo's reported on the following activities for January: Public Info Committee Meeting, Finance Committee Meeting, Engineering Committee Meeting, Personnel Committee Meeting, TVMWD Board Meeting, and CAPA Engineering Seminar at DBHS.

**Item 23: Legal Reports**

- ◆ There were no items to report at this time. (Item 23)

**Item 24: Items for Future Discussion**

- ◆ There were no requests for future discussion items. (Item 24)

**Item 25: Board of Directors Business**

- ◆ There are no items to report. (Item 25)

**Item 26: Discussion and Public Comments regarding General Manager Compensation**

1. Jose Martinez, General Manager of Valley County Water District, congratulated the Board on the new facility and recognized Ms. Shaw for her role in bringing the project to completion.
2. Matt Litchfield, P.E., General Manager of Three Valleys Municipal Water District, congratulated the Board on the new facility and acknowledged Ms. Shaw's leadership and responsibilities, noting the importance of appropriate compensation.
3. Tom Coleman, General Manager of Rowland Water District, congratulated the Board on the new building. Mr. Coleman spoke about an agency's greatest assets being its employees and noted his experience working with three WWD General Managers, citing strong professional relationships and successful collaboration on various projects.
4. Jody Roberto, Director of Three Valleys Municipal Water District, congratulated the Board on the new building and commented that Ms. Shaw is a significant asset to the organization. She noted Ms. Shaw's leadership in overseeing numerous efforts, including completion of the new facility, and stated that Ms. Shaw is the lowest paid General Manager in the area. Ms. Roberto encouraged the Board to recognize the value of her work.
5. Mike Ti, Director of Three Valleys Municipal Water District, expressed support for Ms. Shaw's contributions and emphasized the importance of appropriate compensation.

**Adjournment to closed session - 6:34 p.m.**

**Item 27: Closed Session**

- ◆ The Board met in closed session in accordance with Government Code §54957.6 to conduct a labor negotiation session with the General Manager as an unrepresented employee. (Item 27)

**Item 28: Reconvene in Open Session/ Report of Action Taken in Closed Session – 7:52 P.M.**

- ◆ The Board met in closed session in accordance with Government Code (§54957) to conduct a labor negotiation with the General Manager, as an unrepresented employee. (Item 28-A)

The Board then discussed in the reconvened open session the adjustment of the General Manager's compensation.

***Motion No. 26-02-2282: It was moved and seconded and upon consideration thereof, and by the roll call vote noted below, the Board by a 3-2 vote approved a 5% merit increase for the General Manager, along with the 4% Cost of Living Adjustment provided to all District employees as stipulated in the Terms and Conditions of Employment, effective January 1, 2026.***

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

**President Tang indicated Motion No. 26-02-2282 was approved by a 3-2**

- ◆ The Board next considered the extension of the General Manager's employment contract through June 30, 2026. (Item 28-B)

***Motion No. 26-02-2283: It was moved and seconded and upon consideration thereof, and by the roll call vote noted below, the Board by a 4-1 vote approved an extension of the General Manager's employment contract through June 30, 2026. (Item 28-B)***

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

**President Tang indicated Motion No. 26-02-2283 was approved by a 4-1**

**Adjournment at 7:54 p.m.**