

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

April 20, 2026

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

DIRECTORS PRESENT:

Edwin Hilden
Jerry Tang
Scarlett Kwong
Henry Woo

DIRECTORS ABSENT:

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

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 Mike Ti, Director Jody Roberto, Director David De Jesus and Chief Operations Officer Stephen Lang; WVWD staff Greg Galindo, and 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: Special Recognition & Team Milestones

- ◆ Ms. Shaw recognized the following employees
 - Fiona Tang for obtaining the CompTIA Network + certification (Item 6-A)
 - Matt Rosa was the top driver in March, receiving a safety score of 99 (Item 6-B)

Item 7: 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 March 16, 2026, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7 A-D)

Motion No. 26-04-2291: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Lee absent), to approve the Consent Calendar, consisting of the Regular Board meeting held on March 16, 2026, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 7 A-D)

**President Tang indicated Motion No. 26-04-2291 was approved by a 4-0
(with Director Lee absent) vote**

Item 8: 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 March 2026. (Item 8)

Motion No. 26-04-2292: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Lee 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 March 2026. (Item 8)

**President Tang indicated Motion No. 26-04-2292 was approved by a 4-0
(with Director Lee absent) vote**

Item 9: Treasurer's Reports

- ◆ Mr. Ning presented the Financial Dashboard as of February 28, 2026, the District Statement of Revenue, Expenses, and Change in Net Position as of February 28, 2026, the District Statement of Net Position as of February 28, 2026, and the Summary of Cash and Investments as of February 28, 2026. (Items 9 - A, B, C, D)

Motion No. 26-04-2293: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Lee absent), to receive, approve, and file the Financial Dashboard as of February 28, 2026, the District Statement of Revenue, Expenses, and Change in Net Position as of February 28, 2026, the District Statement of Net Position as of February 28, 2026, and the Summary of Cash and Investments as of February 28, 2026. (Items 9 - A, B, C, D)

President Tang indicated Motion No. 26-04-2293 was approved by a 4-0 (with Director Lee absent) vote

Committee Chair Reports**Item 10: Public Information/Community Relations/Legislative Action Committee – Director Kwong**

- ◆ The Board was asked to adopt a proclamation declaring May as “Water Awareness Month” (Item 10-A)

Motion No. 26-04-2294: Upon consideration thereof, it was moved by Director Tang, seconded by Director Woo, and carried 4-0 (with Director Lee absent), to adopt a proclamation declaring May as “Water Awareness Month” (Item 10-A)

President Tang indicated Motion No. 26-04-2294 was approved by a 4-0 (with Director Lee absent) vote

Item 11: Finance Committee – Director Lee

- ◆ Mr. Ning reviewed the District's investment transaction report for the period ending March 31, 2026. The Board was then asked to receive, approve, and file the investment transactions report. (Item 11-A)

Motion No. 26-04-2295: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and carried 4-0 (with Director Lee absent), to receive, approve, and file the investment transactions report as presented. (Item 11-A)

President Tang indicated Motion No. 26-04-2295 was approved by a 4-0 (with Director Lee absent) vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust – US Bank. (Item 11-B)

Item 12: Engineering Committee – Director Woo

- ◆ Ms. Perez presented the item regarding the relocation of a portion of the District's existing 12-inch recycled water main along Golden Springs Drive in connection with the 57/60 Freeway Interchange Improvement Project. She explained that freeway construction activities revealed insufficient cover over a portion of the recycled water main, requiring relocation to meet District standards.

The Board was asked to ratify a waiver of the formal bidding process; authorize the District's contractor to perform the work on a time-and-materials basis in an amount not to exceed \$76,000, with costs funded by SGVCOG; find the project exempt from CEQA pursuant to Public Resources Code Section 21080.21; and authorize staff to file a Notice of Exemption. (Item 12-A)

Motion No. 26-04-2296: Upon consideration thereof, it was moved by Director Woo, seconded by Director Tang, and carried 4-0 (with Director Lee absent), to ratify a waiver of the formal bidding process; authorize the District's contractor to perform the work on a time-and-materials basis in an amount not to exceed \$76,000; find the project exempt from CEQA pursuant to Public Resources Code Section 21080.21; and authorize staff to file a Notice of Exemption. (Item 12-A)

President Tang indicated Motion No. 26-04-2296 was approved by a 4-0 (with Director Lee absent) vote

- ◆ Mr. Macias presented the item regarding Additional Service Request (ASR) No. 13 with La Cañada Design Group, Inc. (LCDG) to prepare a site utility plan for a new fire water connection associated with the District's Operations and Maintenance (O&M) Building Remodel Project.

The Board was asked to approve ASR No. 13 with LCDG in an amount not-to-exceed \$4,570. (Item 12-B).

Motion No. 26-04-2297: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and carried 4-0 (with Director Lee absent), to approve ASR No. 13 with La Cañada Design Group, Inc. (LCDG) to prepare a site utility plan for a new fire water connection associated with the District's Operations and Maintenance (O&M) Building Remodel Project, in an amount not-to-exceed \$4,570. (Item 12-B)

President Tang indicated Motion No. 26-04-2297 was approved by a 4-0 (with Director Lee absent) vote

- ◆ Ms. Cazares presented the item regarding the disposal of fully depreciated furniture in accordance with District policy.

The Board was asked to declare the list of fully depreciated furniture listed in the packet as surplus property and dispose of the furniture in accordance with District policy. (Item 12-C).

Motion No. 26-04-2298: Upon consideration thereof, it was moved by Director Woo, seconded by Director Kwong, and carried 4-0 (with Director Lee absent), to declare the list of fully depreciated furniture listed in the packet as surplus property and dispose of the furniture in accordance with District policy. (Item 12-C)

President Tang indicated Motion No. 26-04-2298 was approved by a 4-0 (with Director Lee absent) vote

- ◆ Staff presented the item regarding the District Headquarters Access Improvements Project. The Board was asked to: authorize an additional appropriation of \$75,000 for the project from the Capital Improvement Reserve; amend the FY 2025–26 CIP Budget to include the project; and authorize the General Manager to utilize the District's existing On-Call Water System Repair and Construction Services Agreements with Doty Bros. Equipment Company for the project.
- ◆ During Board discussion, the motion was revised to proceed only with the stairs portion of the project, to be completed in phases with the stairs built first. (Item 12-D)

Motion No. 26-04-2299: Upon consideration thereof, it was moved by Director Woo, seconded by Director Hilden, and carried 4-0 (with Director Lee absent), to: 1) direct staff to proceed with the stairs component only of the District Headquarters Access Improvements Project, to be completed in stages, with the stairs constructed first; 2) authorize an additional appropriation of \$75,000 from the Capital Improvement Reserve for the stairs component of the project and amend the FY 2025–26 Capital Improvement Program Budget accordingly; and 3) authorize the General Manager to utilize the District's existing On-Call Water System Repair and Construction Services Agreement with Doty Bros. Equipment Company to implement the approved work for the stairs component of the project. (Item 12-D)

President Tang indicated Motion No. 26-04-2299 was approved by a 4-0 (with Director Lee absent) vote

- ◆ Ms. Perez reviewed the Project Status Report included in the Board Packet. No action was taken by the Board. (Item 12-E)
- ◆ Mr. Monk reviewed the Operations Report included in the Board Packets. No action was taken by the board. (Item 12-F)

Item 13: Personnel Committee – Director Tang

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

Item 14 : TVMWD/MWD

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD Chief Operations Officer Steve Lang. (Item 14)

Item 15: 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 months of January, February, and March 2026, noting that the January 2026 report had been updated. (Item 15)

Item 16: Puente Basin Water Agency (PBWA)

- ◆ Mr. Macias reported on the previous PBWA meeting held on Thursday April 2, 2026. (Item 16)

Item 17: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on the Annual reports submitted April 1st. (Item 17)

Item 18: General Manager's Report

- ◆ The Board received the District's activities calendars for May, June, and July 2026. (Item 18-A)
- ◆ The Board received information regarding the Underground Storage Tank Pollution Liability Program. (Item 18-B)

Item 19: 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 March 2026 was 10.45% lower than usage in March 2020 and 22.03% lower than usage in March 2013. (Item 19-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of March 22, 2026. (Item 19-B)

Item 20: 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 20)

- ◆ Director Hilden reported the following on his activities for March: TVMWD Board Meeting, Finance Committee, Special Board Meeting, Engineering Committee, Judge Poster Contest, Ron Woodruff's Farewell Luncheon, Miss Diamond Bar Scholarship Pageant, WVWD Board Meeting, WVWD Ribbon Cutting Ceremony, TVMWD Board Meeting
- ◆ Director Kwong reported the following on her activities for March: Miss Diamond Bar Scholarship Pageant, Board Meeting, Grand Opening Ceremony, Chinese American Elected Officials President's Circle Meeting, Art Contest Grading.
- ◆ Director Lee reported the following on her activities for March: SCCAEPGA Gala DB Center, Hilda Solis Lunar Reception at Hacienda Heights Community Center, WVWD Finance Committee, WVWD Executive Meeting, on Building Structure, WVWD Board Meeting, WVWD Grand Opening Ribbon Cutting Event, San Gabriel Valley Economic Forecast at Diamond Bar Center.
- ◆ Director Tang reported on the following activities for March: Spadra Basin Executive Committee Meeting, WVWD Public Information/Community Relations Committee Meeting, WVWD Special Board Meeting, Miss Diamond Bar Scholarship Pageant, WVWD Board Meeting, WVWD New HQ Open House and Ribbon Cutting, Judging for 2026 Student Art Contest.
- ◆ Director Woo's reported on the following activities for March: Finance Committee Meeting Engineering Committee, Personnel Committee Meeting, Diamond Valley Facility Tour, WVWD Board Meeting, WVWD Board Workshop, SGV Economic Forecast Event.

Item 21: Legal Reports

- ◆ Legal Counsel Ciampa reported that Senate Bill 1001, of which the District is a sponsor, had been passed by the Senate Public Safety and Emergency Management Committees and is now pending in the Senate Appropriations Committee. (Item 21).

Item 22: Items for Future Discussion

- ◆ President Tang inquired about the process for filling a Board vacancy in the event a Director vacates their seat. Mr. Ciampa reviewed the statutory requirements and timelines associated with filling a vacancy by appointment or special election, as well as the proposed noticing, application, and interview process related to a potential Board appointment to fill a vacancy. (Item 22)

Item 23: Board of Directors Business

- ◆ Mr. Monk presented the item regarding the pressure regulating valve (PRV) rehabilitation project located at Fountain Springs Road and Brea Canyon Road.

The Board was asked to authorize the General Manager to execute agreements for the PRV rehabilitation project in an amount not-to-exceed \$70,866, including the use of an on-call water system contractor, competitively procured materials, and specialized service providers. (Item 23-A)

Motion No. 26-04-2300:

Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Lee absent), to authorize the General Manager to execute agreements for the pressure regulating valve (PRV) rehabilitation project located at Fountain Springs Road and Brea Canyon Road, in an amount not-to-exceed \$70,866, including the use of an on-call water system contractor, competitively procured materials, and specialized service providers. (Item 23-A)

President Tang indicated Motion No. 26-04-2300 was approved by a 4-0 (with Director Lee absent) vote

- ◆ Mr. Ciampa reported on the ballot materials received for the Special District LAFCO Voting Member election for the term expiring in May 2030. (Item 23-B)

Motion No. 26-04-2301: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Lee absent), to select Robert Lewis, Board Member of Rowland Water District, and authorize the Presiding Officer to cast the District's ballot for the LAFCO Special District Voting Member position for Director Lewis. (Item 23-B)

President Tang indicated Motion No. 26-04-2301 was approved by a 4-0 (with Director Lee absent) vote

- ◆ The Board received and filed a letter regarding the appointment of TVMWD Director Jorge Marquez as the LAFCO Alternate Representative, effective May 4, 2026, as an information item only. (Item 23-C)
- ◆ Ms. Cazares presented the item regarding District Election Candidate Statements for Divisions II and III and WVWD Resolution No. 04-26-753 for the November 3, 2026, District election. Staff recommended continuing the District's past practice regarding candidate statement costs, maintaining the 400-word limitation for candidate statements, approving the District's pro rata share of election costs, and adopting WVWD Resolution No. 04-26-753. (Item 23-D)

Motion No. 26-04-2302: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong, and carried 4-0 (with Director Lee absent) by roll call vote noted below, to approve staff's recommendations regarding candidate statement costs and word limitations for the November 3, 2026, District election; approve the District's pro rata share of election costs; and adopt WVWD Resolution No. 04-26-753, as revised by legal counsel to reflect the upcoming Board vacancy. (Item 23-D)

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

President Tang indicated Motion No. 26-04-2302 was approved by a 4-0 (with Director Lee absent) roll call vote

Adjournment to closed session - 6:20 p.m.

- ◆ No public comment was received.

Item 24: 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 25)

Item 25: Reconvene in Open Session/ Report of Action Taken in Closed Session – 6:59 P.M.

- ◆ The Board reconvened in open session at 7:08 p.m.
- ◆ There was no reportable action taken in closed session.

Adjournment

- ◆ The meeting was adjourned at 7:09 p.m.