

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

August 17, 2026  
Walnut Valley Water District Board Room  
235 South Brea Canyon Road, Walnut, CA 91789

## DIRECTORS PRESENT:

Edwin Hilden  
Theresa Lee  
Michael Lin  
Jerry Tang  
Henry Woo

## STAFF PRESENT:

Jared Macias, Interim General Manager  
Bertha Perez, Director of Engineering  
James Ning, Director of Finance  
Lily Lopez, Director of External Affairs & Sustainability  
Alanna Diaz, Director of Administrative Services  
Lucie Cazares, Executive Services Administrator  
Reid Miller, Legal Counsel

## DIRECTORS ABSENT:

None

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, General Manager Matt Litchfield; WVWD staff Manny Rodriguez, Greg Galindo, Michael Sparling and Dave Rudy. Member of the public, Dennis Yang.

### **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**

- ◆ Mr. Macias recognized the following team members. (Item 6 A-C)
  - Fiona Tang for completing the ACWA JPIA Professional Development Program.
  - Introduction of Mr. Cesar Quezada, Water Production Operator I, for completing probationary period.
  - Introduction of Mr. Michael Sparling, Cross Connection Technician II, for completing probationary period.

### **Item 7: 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 7).

***Motion No. 26-08-2343: Upon consideration thereof, it was approved by Director Lee, second by Director Woo, and carried 5-0 to receive and file the report on District Investment activities. (Item 7)***

**President Tang indicated Motion No. 26-08-2343 was approved by a 5-0 vote**

### **Item 8: Consider Approval of Consent Calendar**

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of Regular Board meeting held July 20, 2026, the Check Register, the Employee Expense Reimbursement Report, the Community Outreach Report, and the District Calendars for September, October, & November 2026. (Item 8, A-E)

***Motion No. 26-08-2344: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 5-0, to approve the Consent Calendar, consisting of the minutes of Regular Board meeting held July 20, 2026, the Check Register, the Employee Expense Reimbursement Report, the Community Outreach Report, and the District Calendars for September, October, & November 2026. (Item 8, A-E)***

**President Tang indicated Motion No. 26-08-2344 was approved by a 5-0 vote**

**Item 9: Consider Approval of 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 July 2026. (Item 9)

**Motion No. 26-08-2345: Upon consideration thereof, it was moved by Director Lee, 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 July 2026. (Item 9)**

President Tang indicated Motion No. 26-08-2345 was approved by a 5-0 vote

**Committee Chair Reports**

**Item 10: Public Information/Community Relations/Legislative Action Committee – Director Tang**

- ◆ The Board received information regarding the Water Resources Leadership Program. Informational only, no action was taken. (Item 10-A)
- ◆ The Board was asked to approve a Master Service Agreement with EcoTech Services, Inc. for Leak Assessment Program through June 30, 2027. (Item 10-B)

**Motion No. 26-08-2346: Upon consideration thereof, it was moved by Director Tang, second by Director Lee, and carried 5-0 to approve a Master Service Agreement with EcoTech Services, Inc. for Leak Assessment Program through June 30, 2027. (Item 10-B)**

President Tang indicated Motion No. 26-08-2346 was approved by a 5-0 vote

- ◆ The Board was asked to adopt Resolution No. 08-26-759, honoring Kirk Howie upon his retirement from Three Valleys Municipal Water District. (Item 10-C)

**Motion No. 26-08-2347: Upon consideration thereof, it was moved by Director Lee, second by Director Lin, and carried 5-0 by a roll call vote noted below to adopt Resolution No. 08-26-759, honoring Kirk Howie upon his retirement from Three Valleys Municipal Water District. (Item 10-C)**

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

President Tang indicated Motion No. 26-08-2347 was approved by a 5-0 vote

**Item 11: Finance Committee – Director Lee**

- ◆ The Board was asked to approve the Walnut Valley Affordable Rate Program including maintaining the current fixed monthly discounts for existing participants until their next biennial renewal; establishing a fixed monthly discount of \$15.00 for new applicants and existing participants upon renewal; and authorizing the use of \$18,053.53 in property tax revenue to supplement the FY 2026–27 Affordable Rate Program fund. (Item 11-A)

**Motion No. 26-08-2348: Upon consideration thereof, it was moved by Director Lee, second by Director Lin, and carried 5-0, to approve the proposed modifications to the Walnut Valley Affordable Rate Program, including the revised monthly discount and supplemental funding for FY 2026–27. (Item 11-A)**

President Tang indicated Motion No. 26-08-2348 was approved by a 5-0 vote

- ◆ The Board was asked to approve Resolution No. 08-26-760 (replacing Resolution No. 08-25-747), establishing the Walnut Valley Water Investment Policy. (Item 11-B)

***Motion No. 26-08-2349: Upon consideration thereof, it was moved by Director Lee, second by Director Lin, and carried 5-0, by a roll call vote noted below to approve Resolution No. 08-26-760 (replacing Resolution No. 08-25-747), establishing the Walnut Valley Water Investment Policy. (Item 11-B)***

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

**President Tang indicated Motion No. 26-08-2349 was approved by a 5-0 vote**

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

***Motion No. 26-08-2350: Upon consideration thereof, it was moved by Director Lee, second by Director Hilden, and carried 5-0 to receive, approve, and file the investment transactions report. (Item 11-C)***

**President Tang indicated Motion No. 26-08-2350 was approved by a 5-0 vote**

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

#### **Item 12: Engineering and Special Projects**

- ◆ The Board was asked to accept the Work and Notice of Completion for PRV 1 Rehabilitation Project (P.N. 26-3893) (Item 12-A)

***Motion No. 26-08-2351: Upon consideration thereof, it was moved by Director Woo, second by Director Lin, and carried 5-0 to accept the Work and Notice of Completion for PRV 1 Rehabilitation Project (P.N. 26-3893) (Item 12-A)***

**President Tang indicated Motion No. 26-08-2351 was approved by a 5-0 vote**

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

#### **Item 13: Personnel Committee- Director Tang**

- ◆ There are no items to come to the Board at this time. (Item 13)

#### **Item 14: TVMWD/MWD**

- ◆ Updates on TVMWD/MWD business matters were provided by TVMWD General Manager Matt Litchfield. (Item 14)

#### **Item 15: The P-W-R Joint Water Line Commission**

- ◆ Mr. Macias indicated that the P-W-R Joint Water Line Commission water use report for the month of July 2026 will be presented at the September Board Meeting. (Item 15)

#### **Item 16: Puente Basin Water Agency (PBWA)**

- ◆ Director Lee reported on the previous PBWA meeting held on Thursday August 6, 2026 (Item 16).

#### **Item 17: Spadra Basin Groundwater Sustainability Agency**

- ◆ Director Tang reported the next Spadra Basin GSA Executive Committee meeting will be held on September 8, 2026. (Item 17).

#### **Item 18: General Manager's Report**

- ◆ Mr. Macias informed the board of the following:
  - O&M Update, an RFP will be released soon with potential award in October.
  - The contractor on the District's Headquarters Project, DPR, was recognized as 2026 California Regional Best Project winner by ENR West magazine.
  - Cyber Security Update was provided.

### **Item 19: Director's 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 19)

- ◆ Director Hilden reported the following on his activities for July: Board member interviews, TVMWD Board Meeting, WVWD Board Meeting, Diamond Bar City Council- Recy Water Presentation.
- ◆ Director Lee reported the following on her activities for July: Board Candidate Interview and Appointment, Spadra Basin GSA Executive Committee, WVWD Board Meeting, WVWD Celebrate 40 Years of Recycling Water.
- ◆ Director Lin reported the following on his activities for July: Board Member Oath of Office & Introductory District Overview, New Board Member Orientation & Executive Staff Introductions, Board Member Orientation & Executive Staff Introductions, Board Member Photo Session, Brown Act Training, WVWD Regular Board Meeting, Diamond Bar City Council Presentation, Benefits & Board Member Policy Training, City of Walnut's City Council Meeting and Reorganization.
- ◆ Director Tang reported the following on his activities for July: Meeting with WVWD Interim GM, WVWD Board Member Interview, City of Walnut July 4<sup>th</sup> Celebration, Spadra Basin GSA Executive Committee Meeting, Division V Board Member Take Oath of Office, Communication with a Local Contractor Regarding Backflow Meter Installation, WVWD Board Meeting, Diamond Bar City Council Meeting, Walnut City Council Meeting.
- ◆ Director Woo reported the following on his activities for July: Special Board Meeting-Candidate interview and appointment.

### **Item 20: Legal Reports**

- ◆ Mr. Miller did not have a legal report. (Item 20)

### **Item 21: Future Agenda Items**

- ◆ There were no requests for future discussion items. (Item 21)

### **Item 22: Board of Directors Business:**

- ◆ The Board was asked to approve Additional Service Request No. 14 with La Cañada Design Group, Inc. to revise the electrical design for the site improvements associated with the District's Operations and Maintenance Building Remodel Project, in an amount not-to-exceed \$10,800. (Item 22)

***Motion No. 26-08-2352: Upon consideration thereof, it was moved by Director Woo, seconded by Director Lin and unanimously carried (5-0), to approve Additional Service Request No. 14 with La Cañada Design Group, Inc. to revise the electrical design for the site improvements associated with the District's Operations and Maintenance Building in an amount not-to-exceed \$10,800.***

**President Tang indicated Motion No. 26-08-2352 was approved by a 5-0 vote**

### **Adjournment to Closed Session - 6:16 p.m.**

### **Item 23: Closed Session**

- ◆ The Board met in closed session in accordance with Government Code (§54956.9 (d)(4) (1) potential case). (Item 23-A).
- ◆ The Board met in closed session in accordance with Government Code section 54957: PUBLIC EMPLOYMENT  
Title: General Manager (Item 23-B).

### **Item 24: Reconvene in Open Session/ Report of Action Taken in Closed Session – 6:56 P.M.**

Mr. Miller reported that the Board met in closed session in accordance with Government Code (§54956.9 (d)(4) (1 potential case) there was no reportable action. (Item 24-A).

Mr. Miller reported that the Board met in closed session in accordance with Government Code section 54957. Direction was provided to staff, and there was no reportable action. (Item 24-B).

### **Adjournment**

- ◆ The meeting was adjourned at 6:57 p.m.