

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

**April 16, 2018  
At the Offices of the District**

**DIRECTORS PRESENT:**

Theodore L. Ebenkamp  
Edwin Hilden  
Scarlett Kwong  
Theresa Lee  
Allen Wu

**STAFF PRESENT:**

Erik Hitchman, General Manager/Chief Engineer  
Brian Teuber, Director of Finance  
Sandy Olson, Director of Administrative Services  
Joshua Byerrum, Accounting Manager  
Sherry Shaw, Engineering Manager and Production Superintendent  
Donna DiLaura, Executive Secretary  
Jim Ciampa, Legal Counsel

**DIRECTORS ABSENT:**

None

The meeting was called to order at 4:30 p.m. with President Ebenkamp presiding.

Guests and others in attendance: Three Valleys Municipal Water District Directors Joe Ruzicka and David DeJesus, and Three Valleys Municipal Water District Chief Financial Officer Mr. James Linthicum.

**Item 3: Public Comment**

- ◆ There were no requests. (Item 3)

**Item 4: Additions to the Agenda**

- ◆ There were no requests. (Item 4)

**Item 5: Reorder of Agenda**

- ◆ The Board deferred Item 6 until the arrival of Mr. Gladbach. (Item 5)

**Item 6: Presentation of Retrospective Rate Premium Adjustment Stabilization Fund Refund: Association of California Water Agencies Joint Powers Insurance Authority**

- ◆ Mr. Jerry Gladbach, Ms. Kathy Tiegs, and Mr. Andy Sells of ACWA/JPIA presented the District with a \$12,910 rebate check from the ACWA/JPIA Retrospective Premium Rate Adjustment Stabilization Fund. (Item 6-A)

**Item 7: Public Comment on Closed Session**

- ◆ There were no requests to comment on either open or closed session items. (Item 7)

**Item 8: Adjourn to Closed Session – 4:33 p.m. (Item 7)****Item 9: Closed Session**

- A. The Board met in closed session in accordance with Government Code [§54956.9(d)(4)] to discuss anticipated litigation matters with Legal Counsel – Four Potential Cases. (Item 9-A)
- B. The Board met in closed session in accordance with Government Code [§54957] to discuss a threat to public services or facilities. (Item 9-B)

**Item 10: Reconvene in Open Session/Report of Action Taken in Closed Session – 5:08 p.m.**

- A. The Board met in closed session in accordance with Government Code [§54956.9(d)(4)] to discuss four anticipated litigation matters with Legal Counsel. The Board was briefed on the facts and circumstances of those four matters and no reportable action under the Brown Act was taken on these matters. (Item 10-A)
- B. The Board met in closed session in accordance with Government Code [§54957] to discuss a threat to public services or facilities. The Board was briefed on the facts and circumstances of the matter and no reportable action under the Brown Act was taken on the matter. (Item 10-B)

**Item 11: Consider Approval of Consent Calendar**

- ◆ The Board was asked to approve the Consent Calendar, including: the minutes of the regular Board meeting held March 19, 2018, and the minutes of the special Board meeting held March 22, 2018, the check register, the WVWD Employee Expense Reimbursement Report, and the Community Outreach Update. (Items 11-1, 2, 3, 4, and 5)

**Motion No. 18-04-1218:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu and unanimously carried (5-0), to approve the Consent Calendar, including the minutes of the regular Board meeting held March 19, 2018, and special Board meeting held March 22, 2018, the check register, the WVWD Employee Expense Reimbursement Report, and the Community Outreach Update. (Items 11-1, 2, 3, 4 and 5)*

**President Ebenkamp indicated Motion No. 18-04-1218 was approved by a (5-0) vote**

**Item 12: 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 the individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during March 2018. (Item 12)

**Motion No. 18-04-1219:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong and unanimously carried (5-0), to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during the month of March 2018. (Item 12)*

**President Ebenkamp indicated Motion No. 18-04-1219 was approved by a (5-0) vote**

**Item 13: Treasurer's Report**

- ◆ Mr. Teuber then presented the District's Statement of Revenues, Expenses, and Change in Net Assets as of March 31, 2018; the District's Statement of Net Assets as of March 31, 2018; and the Summary of Cash and Investments as of March 31, 2018. (Items 13 A-C)

**Motion No. 18-04-1220:** *Upon consideration thereof, it was moved by Director Wu, seconded by Director Hilden and unanimously carried (5-0), to receive, approve, and file the District's Statement of Revenues, Expenses, and Change in Net Assets as of March 31, 2018, the District's Statement of Net Assets as of March 31, 2018, and the Summary of Cash and Investments as of March 31, 2018. (Item 13 A-C)*

**President Ebenkamp indicated Motion No. 18-04-1220 was approved by a (5-0) vote**

**Committee Chair Reports****Item 14: Engineering Committee – Director Lee**

- ◆ Director Lee reported that all is working impeccably, and there are no Engineering Committee items to come before the Board at this time. (Item 14-A)

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

- ◆ The Board was asked to consider adoption of District Election Services Resolution No. 04-18-649, requesting the Los Angeles County Board of Supervisors to permit the Registrar/County Clerk to render election services for the November 6, 2018 District election (Divisions II and III), approve District payment of its pro-rata share of the election, to continue to have candidates pay statement printing, handling, and mailing costs at the time of filing, maintain the maximum 400-word limitation for campaign statements, and also direct staff to complete the election questionnaire upon receipt. (Item 15-A)

**Motion No. 18-04-1221:** *Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried (5-0) to adopt Resolution No. 04-18-649 requesting the Los Angeles County Board of Supervisors to permit the Registrar/County Clerk to render election services for the November 6, 2018 District election (Divisions II and III), approve District payment of its pro-rata share of the election, to continue to have candidates pay statement printing, handling, and mailing costs at the time of filing, maintain the maximum 400-word limitation for campaign statements, and also direct staff to complete the election questionnaire upon receipt. (Item 15-A)*

*Yes: Ebenkamp, Hilden, Kwong, Lee and Wu*

*No: None*

*Absent: None*

*Abstain: None*

*Motion Passed (5-0)*

**President Ebenkamp indicated Motion No. 18-04-1221 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to consider approval of the revised salary chart to include ranges for the new Safety Sensitive (DOT Covered) Employees. Mr. Hitchman and Ms. Olson provided background information on this item and noted that the new employee category requirements and additional responsibilities warranted a review of the salary ranges for those positions (included in the Board packet). As a result, staff is recommending approval of the revised salary ranges effective January 1, 2018, as this is when the new requirements and responsibilities for Safety Sensitive (DOT) Employees went in to effect. (Items 15-B)

**Motion No. 18-04-1222:** *Following discussion, and upon consideration thereof, it was moved by Director Lee, seconded by Director Wu, and carried (3-2), with Directors Hilden and Kwong opposed, to approve the revised salary chart to include the new Safety Sensitive (DOT Covered) Employees effective April 1, 2018. Both Director Hilden and Director Kwong noted that they supported staff's recommendation of January 1, 2018. (Items 15-B)*

**President Ebenkamp indicated Motion No. 18-04-1222 was approved by a (3-2) vote**

**Item 16: Finance Committee – Director Wu**

- ◆ The Board was asked to consider adoption of Resolution No. 04-18-650 authorizing signers for the Local Agency Investment Fund. (Item 16-A)

**Motion No. 18-04-1223:** *Upon consideration thereof, it was moved by Director Wu, seconded by Director Lee, and unanimously carried (5-0) to adopt Resolution No. 04-18-650 authorizing signers for the Local Agency Investment Fund. (Item 16-A)*

*Yes: Ebenkamp, Hilden, Kwong, Lee and Wu*

*No: None*

*Absent: None*

*Abstain: None*

*Motion Passed (5-0)*

**President Ebenkamp indicated Motion No. 18-04-1223 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to consider adoption of Resolution No. 04-18-651 designating check signers for the District's East West Bank Accounts. (Item 16-B)

**Motion No. 18-04-1224:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu, and unanimously carried (5-0) to adopt Resolution No. 04-18-651 designating check signers for the District's East West Bank accounts. (Item 16-B)*

*Yes: Ebenkamp, Hilden, Kwong, Lee and Wu*

*No: None*

*Absent: None*

*Abstain: None*

*Motion Passed (5-0)*

**President Ebenkamp indicated Motion No. 18-04-1224 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to receive, approve, and file the March 2018 Consolidated Investment Transactions Report included in the Board packet. (Item 16-C)

**Motion No. 18-04-1225:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu and unanimously carried (5-0), to receive, approve, and file the District's Consolidated Investment Transactions Report for the period of March 1, 2018 through March 31, 2018. (Item 16-C)*

**President Ebenkamp indicated Motion No. 18-04-1225 was approved by a (5-0) vote**

- ◆ Mr. Teuber reviewed the Revenue Bond Funds Held in Trust and detailed disbursement of bond proceeds report through March 31, 2018. As this was an informational item only, Board action was not needed. (Item 16-D)

**Item 17: Public Information/Community Relations/Legislative Action Committee – Director Wu**

- ◆ The Board was asked to consider support for Proposition 68 (SB 5) Parks, Environment and Water Bond for the June 2018 Ballot. (Item 17-A)

**Motion No. 18-04-1226:** *Upon consideration thereof, it was moved by Director Wu, seconded by Director Lee and carried (3-2), with Directors Ebenkamp and Hilden opposed, to support Proposition 68 (SB 5) Parks, Environment and Water Bond for the June 2018 Ballot. (Item 17-A)*

**President Ebenkamp indicated Motion No. 18-04-1226 was approved by a (3-2) vote**

- ◆ The Board received an update on MS4/Stormwater. As this was an informational item only, Board action was not needed. (Item 17-B)
- ◆ The Board received an update on the California WaterFix. As this was an informational item only, Board action was not needed. (Item 17-C)

**Other Items****Item 18: TVMWD/MWD – Director Hilden**

- ◆ The Board received the TVMWD 'Action Line' reports for the Board meetings held on March 21, 2018, and April 4, 2018. (Item 18-A)
- ◆ Director Hilden noted that the next TVMWD Leadership Breakfast will be held on May 31, 2018. (Item 18-B)

**Item 19: The P-W-R Joint Water Line Commission**

- ◆ Mr. Hitchman reviewed the P-W-R Joint Water Line Commission water use reports for the month of March included in the Board packet. (Item 19)

**Item 20: Puente Basin Water Agency – Director Lee**

- ◆ The Board was asked to ratify the Puente Basin Water Agency FY 2018-19 Budget, as approved by the PBWA Commission at the April 5, 2018, Commission meeting. (Item 20)

**Motion No. 18-04-1227:** *Upon consideration thereof, it was moved by Director Lee, seconded by Director Wu and unanimously carried (5-0), to receive, approve, and file the Puente Basin Water Agency FY 2018-19 Budget. (Item 20)*

**President Ebenkamp indicated Motion No. 18-04-1227 was approved by a (5-0) vote**

**Item 21: General Manager’s Report**

- ◆ The Board received a follow-up report on prior Board actions. (Item 21-A)
- ◆ The Board received the District’s activities calendars for May, June and July 2018. (Item 21-B)
- ◆ Mr. Hitchman proposed that the Board establish a standing schedule for monthly Committee meetings. The Board agreed and directed staff to poll the Directors for preferred meeting dates. (Item 21-C)
- ◆ Ms. Olson reminded the Board that the City of Walnut will present the District with a Water Awareness Proclamation at its April 25, 2018 City Council meeting, and the City of Diamond Bar will do the same at its May 1, 2018 City Council meeting. (21-D)
- ◆ The Board congratulated Mr. Gladbach and Mr. Ruzicka on their re-election to LAFCO. (21-E)

**Item 22: Water Supply and Drought**

- ◆ The Board received a report on the District’s drought and water conservation outreach efforts. (Item 22-A)
- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, FY 2017-18 purchase water projections, conservation goal summary, 2017-18 climate summary, and 2018 monthly water consumption versus the 2013 baseline year. Staff made note that the District’s water usage for March 2018 was 34.73% lower than usage in March 2013. (Item 22-B)
- ◆ The Board viewed reports on California’s water supply and reservoir conditions as of April 10, 2018. (Item 22-C)

**Item 23: Directors’ Oral Reports**

(NOTE: Board meeting Minutes provide written reports of Board meeting activities and committee meeting reports are given during the course of regular Board meeting activities. Directors include reports of their participation in non-expense/per diem paid community events as a matter of information.) (Item 23)

- ◆ In addition to the District committee and Board meetings, Director Wu reported that he attended an event at the San Gabriel Basin Water Quality Authority, the Board sponsored District BBQ, MWD poster judging, and a webinar on a new Groundwater Recharge Assessment Tool.
- ◆ Director Hilden stated that, in addition to District committee and Board meetings previously reported, he attended the Salute to Heroes Prayer Breakfast, the Rotary Club of Walnut Valley’s Four-way Speech Contest, the Board sponsored District BBQ, two TVMWD Board meetings, an Ethics Training webinar, the Miss Diamond Bar Scholarship Pageant, the Grand Opening of Chipotle in Diamond Bar, and the City of Diamond Bar State of the City event.
- ◆ Director Kwong reported that she attended the Salute to Heroes Prayer Breakfast, a Chinese-American Elected Officials members briefing, the Board sponsored District BBQ, the Miss Diamond Bar Scholarship Pageant, MWD poster judging, an Ethics Training webinar, and the Grand Opening of Chipotle in Diamond Bar.
- ◆ In addition to attending District committee and Board meetings, Director Lee also attended the Salute to Heroes Prayer Breakfast, the Board sponsored District BBQ, the Miss Diamond Bar Scholarship Pageant, and the Walnut High School Baseball Team Sponsor Appreciation Day.
- ◆ Director Ebenkamp stated that, in addition to attending District committee and Board meetings, he also attended the Board sponsored District BBQ, two TVMWD Board meetings, and MWD poster judging.

**Item 24: Legal Reports**

- ◆ Mr. Ciampa thanked everyone for accommodating his limited availability for tonight’s meeting. He also provided an update on SB 998 relative to recent amendments addressing protocols for disconnection of water service. As this was an informational item only, Board action was not needed. (Item 24)

**Item 25: Items for Future Discussion**

- ◆ No requests were received. (Item 25)

**Item 26: Board of Directors Business**

- ◆ The Board was asked to consider revisions to Board appointments, replacing Michael Holmes with Erik Hitchman as Secretary, and replacing Erik Hitchman with Joshua Byerrum as Second Assistant Treasurer. (Item 26-A)

**Motion No. 18-04-1228:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (5-0), to approve revisions to Board appointments, replacing Michael Holmes with Erik Hitchman as Secretary, and replacing Erik Hitchman with Joshua Byerrum as Second Assistant Treasurer. (Item 26-A)*

**President Ebenkamp indicated Motion No. 18-04-1228 was approved by a (5-0) vote**

- ◆ The Board received an announcement from ACWA on the upcoming retirement of Timothy Quinn. As this was an informational item only, Board action was not needed. (Item 26-B)

**Adjournment at 6:17 p.m.**

**Motion No: 18-04-1229:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu and unanimously carried (5-0), to adjourn the meeting.*

**President Ebenkamp indicated Motion No. 18-04-1229 was approved by a (5-0) vote**