

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

**June 18, 2018  
At the Offices of the District**

**DIRECTORS PRESENT:**

Theodore L. Ebenkamp  
Edwin Hilden  
Scarlett Kwong  
Theresa Lee

**DIRECTORS ABSENT:**

Allen Wu

**STAFF PRESENT:**

Erik Hitchman, General Manager/Chief Engineer  
Brian Teuber, Assistant General Manager  
Sandy Olson, Director of Administrative Services  
Sherry Shaw, Director of Engineering  
Dave Johnson, Director of Operations  
Joshua Byerrum, Accounting Manager  
Donna DiLaura, Executive Secretary  
Pablo Martinez, Utility Service Worker I  
Ramiro Renteria, Utility Service Worker I  
Jim Ciampa, Legal Counsel

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

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Joe Ruzicka and David DeJesus, TVMWD Assistant General Manager Matthew Litchfield, and 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**

- ◆ There were no requests. (Item 5)

**Item 6: Special Recognition**

- ◆ Ms. Olson introduced Mr. Pablo Martinez, Utility Service Worker I, on the occasion of his completing the probationary period for new employees.
- ◆ Ms. Olson introduced Mr. Ramiro Renteria, Utility Service Worker I, on the occasion of his completing the probationary period for new employees.

**Item 7: Public Hearing**

- ◆ President Ebenkamp opened the public hearing to receive comments regarding the Water Standby Charge Report prepared by Willdan Financial Services. Mr. Teuber reviewed the report, noting staff is recommending no change in the current assessment. A representative from Willdan Financial Services was present to answer questions; however, there were none. There were no requests to make public comment. President Ebenkamp then closed the public hearing. (Items 7-A, B, C, D)
- ◆ The Board was then asked to approve staff's recommendation to continue its Standby Charge at the current rate. (Item 7-E)

**Motion No. 18-06-1244: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee, and unanimously carried (4-0), to approve continuation of the District Standby Charge at its current rate. (Item 7-E)**

**President Ebenkamp indicated Motion No.18-06-1244 was approved by a (4-0) vote**

- ◆ The Board was then asked to receive, approve, and file the Water Standby Charge Report prepared by Willdan Financial Services. It was noted that the Board would consider adoption of a Resolution Establishing Water Standby Charges at the July 16, 2018 WVWD Board meeting. (Item 7-F)

**Motion No. 18-06-1245: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and unanimously carried (4-0), to receive, approve, and file the Water Standby Charge Report prepared by Willdan Financial Services. (Item 7-F)**

**President Ebenkamp indicated Motion No. 18-06-1245 was approved by a (4-0) vote**

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

- ◆ The Board was asked to approve the Consent Calendar, including: the minutes of the regular Board meeting held May 21, 2018, and the minutes of the special Board meeting held May 24, 2018, the check register, the WVWD Employee Expense Reimbursement Report, and the Community Outreach Update. (Items 8-1, 2, 3, 4, and 5)

**Motion No. 18-06-1246: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong and unanimously carried (4-0), to approve the Consent Calendar, including the minutes of the regular Board meeting held May 21, 2018, as corrected, and special Board meeting held May 24, 2018, the check register, the WVWD Employee Expense Reimbursement Report, and the Community Outreach Update. (Items 8 -1, 2, 3, 4 and 5)**

**President Ebenkamp indicated Motion No. 18-06-1246 was approved by a (4-0) 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 the individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during May 2018. (Item 9)

**Motion No. 18-06-1247: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden and unanimously carried (4-0), 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 May 2018. (Item 9)**

**President Ebenkamp indicated Motion No. 18-06-1247 was approved by a (4-0) vote**

**Item 10: Treasurer's Report**

- ◆ Mr. Teuber then presented the District's Statement of Revenues, Expenses, and Change in Net Assets as of May 31, 2018; the District's Statement of Net Assets as of May 31, 2018; and the Summary of Cash and Investments as of May 31, 2018. (Items 10 A-C)

**Motion No. 18-06-1248: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (4-0), to receive, approve, and file the District's Statement of Revenues, Expenses, and Change in Net Assets as of May 31, 2018, the District's Statement of Net Assets as of May 31, 2018, and the Summary of Cash and Investments as of May 31, 2018. (Item 10 A-C)**

**President Ebenkamp indicated Motion No. 18-06-1248 was approved by a (4-0) vote**

**Committee Chair Reports**

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

- ◆ Director Lee referenced the Operations Report included in the Board packet. As this was an informational item only, Board action was not needed. (Item 11)

**Item 12: Personnel Committee – Director Hilden**

- ◆ The Board was asked to review and adopt proposed personnel policy amendments as drafted by District staff and reviewed by labor counsel. The proposed amendments are to the following policies:
  - Attendance and Punctuality Policy
  - Cellular Telephone and Other Similar Personal Electronic Devices
  - Policy and Complaint Procedure Against Harassment, Discrimination and Retaliation (Item 12)
- ◆ **Motion No. 18-06-1249: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (4-0), to approve the proposed personnel policy amendments as presented. (Item 12)**

**President Ebenkamp indicated Motion No. 18-06-1249 was approved by a (4-0) vote**

**Item 13: Finance Committee – Mr. Teuber reported on behalf of Director Wu**

- ◆ The Board was asked to receive, approve, and file the May 2018 Consolidated Investment Transactions Report included in the Board packet. (Item 13-A)

**Motion No. 18-06-1250: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong and unanimously carried (4-0), to receive, approve, and file the District's Consolidated Investment Transactions Report for the period of May 1, 2018 through May 31, 2018. (Item 13-A)**

**President Ebenkamp indicated Motion No. 18-06-1250 was approved by a (4-0) vote**

- ◆ Mr. Teuber reviewed the Revenue Bond Funds Held in Trust and detailed disbursement of bond proceeds report through May 31, 2018. As this was an informational item only, Board action was not needed. (Item 13-B)

**Item 14: Public Information/Community Relations/Legislative Action Committee – Director Hilden reported on behalf of Director Wu**

- ◆ The Board received an update on long-term water conservation bills Assembly Bill (AB) 1668 and Senate Bill (SB) 606. As this was an informational item only, Board action was not needed. (Item 14-A)
- ◆ The Board was asked to consider adopting an oppose position to SB 998 (Dodd): Water Service Shut-Off, and authorize staff to prepare a letter to local legislators stating the District's opposition to that bill. (Item 14-B)

***Motion No. 18-06-1251: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden and unanimously carried (4-0), to adopt an oppose position on SB 998, and authorize the Board President to sign a letter of opposition. (Item 14-B)***

**President Ebenkamp indicated Motion No. 18-06-1251 was approved by a (4-0) vote**

- ◆ The Board received an update on the Budget Trailer Bill: Safe and Affordable Drinking Water Act (based on SB 623, Monning, "Public Goods Charge"). As this was an informational item only, Board action was not needed. (Item 14-C)
- ◆ The Board received information on the District engaging the services of Reeb Government Relations, LLC. As this was an informational item only, Board action was not needed. (Item 14-A)

**Other Items**

**Item 15: TVMWD/MWD – Director Hilden**

- ◆ The Board received a TVMWD 'Action Line' report for the meeting held on May 16, 2018. TVMWD Director DeJesus reported that the June 20, 2018 meeting will include a public hearing for the TVMWD's standby charge, and consideration of taking a summer hiatus. (Item 15)

**Item 16: 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 May included in the Board packet. The General Manager noted that the next Commission meeting will be held on June 21, 2018, at 4:00 p.m., in the WVWD District Conference Room. (Item 16)

**Item 17: Puente Basin Water Agency (PBWA) – Director Lee**

- ◆ The Board received a brief update on recent PBWA related discussions and activities. (Item 17)

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

- ◆ The Board received a follow-up report on prior Board actions. (Item 18-A)
- ◆ The Board received the District's activities calendars for July, August and September 2018. Ms. Olson highlighted the District hosted Public Safety Appreciation BBQ and the Diamond Bar Concerts in the Park, both on June 27. (Item 18-B)
- ◆ The Board received a copy of the Puente Basin Watermaster 2018-19 Final Operating Safe Yield. As this was an informational item only, Board action was not needed. (Item 18-C)
- ◆ The General Manager provided an update on Spadra Basin GSA activities. As this was an informational item only, Board action was not needed. (Item 18-D)

**Item 19: Water Supply and Drought**

- ◆ 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 May 2018 was 21.19% lower than usage in May 2013. (Item 19-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of June 4 9, 2018. (Item 19-B)

**Item 20: 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 20)

- ◆ Director Hilden stated that, in addition to District committee and Board meetings previously reported, he attended a TVMWD Board meeting, the Water Awareness Month BBQ and

Retirement luncheon, the Celebration of Life service for Dr. David Hall, Mt. SAC Board member, a Lincoln Club Breakfast meeting, and a TVMWD leadership Breakfast.

- ◆ In addition to District committee and Board meetings previously reported, Director Kwong reported that she attended a Diamond Bar City Council meeting to receive a Water Awareness Month proclamation on behalf of the District, the MWD Water is Life Poster/Essay contest Awards Ceremony, the Water Awareness Month BBQ and Retirement luncheon, and the ACWA/JPIA Conference.
- ◆ In addition to attending District committee and Board meetings, Director Lee also attended a Diamond Bar City Council meeting to receive a Water Awareness Month proclamation on behalf of the District, the MWD Water is Life Poster/Essay contest Awards Ceremony, the Water Awareness Month BBQ and Retirement luncheon, the ACWA/JPIA Conference, the United Abacus Arithmetic Association Assessment Awards Ceremony, and a TVMWD Leadership Breakfast.
- ◆ Director Ebenkamp stated that, in addition to attending District committee and Board meetings, he also attended the Water Awareness Month BBQ and Retirement luncheon, a TVMWD Board meeting, and a TVMWD Leadership Breakfast.
- ◆ As noted on his expense report, Director Wu attended the MWD Water is Life Poster/Essay contest Awards Ceremony, the Water Awareness Month BBQ and Retirement luncheon, and the Water Research Foundation Conference.

#### **Item 21: Legal Reports**

- ◆ No report. (Item 21)

#### **Item 22: Items for Future Discussion**

- ◆ There were no requests made for future items of discussion. (Item 22)

#### **Item 23: Board of Directors Business**

- ◆ The Board was asked to consider approval of the District's FY 2018-19 proposed Budget consisting of an estimated: \$38,567,377 in Revenues, \$34,874,341 in Expenses, \$4,133,536 in Reserve Funding, \$11,688,737 in the Capital Investment Program, the District Chart of Positions, District Organizational Chart, and Employee Salary Ranges. (Item 23-B)

***Motion No. 18-06-1252: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (4-0) to approve the District's FY 2018-19 Budget, consisting of an estimated: \$38,567,377 in Revenues, \$34,874,341 in Expenses, \$4,133,536 in Reserve Funding, \$11,688,737 in the Capital Investment Program, the District Chart of Positions, District Organizational Chart, and Employee Salary Ranges. (Item 23-B)***

**President Ebenkamp indicated Motion No. 18-06-1252 was approved by a (4-0) vote**

#### **Item 24: Public Comment on Closed Session**

- ◆ There were no requests to comment on either open or closed session items. (Item 24)

#### **Item 25: Adjourn to Closed Session – 5:47 p.m.**

#### **Item 26: 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 26)

#### **Item 27: Reconvene in Open Session/Report of Action Taken in Closed Session – 6:14 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 27)

#### **Adjournment at 6:14 p.m.**

***Motion No. 18-06-1253: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (4-0), to adjourn the meeting***

**President Ebenkamp indicated Motion No. 18-06-1253 was approved by a (4-0) vote**