

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

**March 14, 2017
At the Offices of the District**

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

None

STAFF PRESENT:

Erik Hitchman, Assistant General Manager/Chief Engineer
Brian Teuber, Director of Finance
Sandy Olson, Director of Administrative Services
Donna DiLaura, Executive Secretary
Thomas Monk, Production Manager
Alice Nahani, Senior Community Outreach Assistant
Adrian Rodriguez, Service Worker 1
Jim Ciampa, Legal Counsel

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

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Director Joe Ruzicka, and Chief Financial Officer Mr. James Linthicum.

Item 3: Public Comment –President Wu

- ◆ No comments were offered. (Item 3)

Item 4: Special Recognition – President Wu

- ◆ Ms. Olson introduced Mr. Thomas Monk, Production Manager, and announced that Mr. Monk has completed the JPIA Supervisors Basic Certification Program. The Board commended Mr. Monk on his hard work and congratulated him on completing the program. Additionally, the Board presented him with a plaque from JPIA.
- ◆ The Board presented the Water Drop Award to Ms. Alice Nahani, on the occasion of her retirement from the District.
- ◆ Ms. Olson introduced Mr. Adrian Rodriguez, Service Worker 1, on the occasion of his completing the probation period for new employees.

(Item 4)

Item 5: Additions to the Agenda –President Wu

- ◆ There were no requests. (Item 5)

Item 6: Reorder of Agenda –President Wu

- ◆ There were no requests. (Item 6)

Item 7: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, including: the minutes of the regular Board meeting held February 21, 2017, the minutes of the special Board meeting held February 28, 2017, the check register, and the Community Outreach Update. (Items 7-1, 2, 3, and 4)

Motion No. 17-03-1049: Upon consideration thereof, it was moved by Director Ebenkamp seconded by Director Hilden and unanimously carried (5-0), to approve the Consent Calendar, including the minutes of the regular Board meeting held February 21, 2017, the minutes of the special Board meeting held February 28, 2017, the check register, and the Community Outreach Update. (Items 7-1, 2, 3, and 4)

President Wu indicated Motion No. 17-03-1049 was approved by a (5-0) 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 the individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during February 2017. (Item 8)

Motion No. 17-03-1050: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Ebenkamp 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 February 2017. (Item 8)

President Wu indicated Motion No. 17-03-1050 was approved by a (5-0) vote

Item 9: Treasurer's Report

- ◆ Mr. Teuber reviewed the District Statement of Revenues, Expenses, and Change in Net Assets as of February 28, 2017; the District's Statement of Net Assets as of February 28, 2017; and the Summary of Cash Investments as of February 28, 2017. (Items 9 A-C)

Motion No. 17-03-1051: Upon consideration thereof, it was moved by Director Ebenkamp, 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 February 28, 2017, the District Statement of Net Assets as of February 28, 2017, and the Summary of Cash and Investments as of February 28, 2017. (Item 9 A-C)

President Wu indicated Motion No. 17-03-1051 was approved by a (5-0) vote

Committee Chair Reports

Item 10: Engineering & Special Projects Committee – Director Ebenkamp

- ◆ The Board was asked to authorize the General Manager to execute contracts for labor and materials per the bid results listed below for Relocation of Water Facilities – Grand Avenue Off-Ramp (Phase 2) (P.N. 15-3411); to find the project is exempt pursuant to CEQA Guidelines Categorical Exemption Section 15282; and to authorize staff to file a Notice of Exemption for the subject project with the Office of the Los Angeles County Registrar-Recorder/County Clerk. (Item 10-A)

<u>Bid</u>	<u>Supplier</u>	<u>Price</u>	<u>Delivery</u>
Labor	T.E. Roberts, Inc.	\$ 45,000.00	N/A
Ductile Iron Pipe Fittings/Misc. Matls.	D'Angelo Co., Inc.	3,298.68	15-20 Days
Resilient Wedge Gate Valves	Western Water Works	623.61	1-2 Days
Ductile Iron Pipe	D'Angelo Co., Inc.	599.88	7-10 Days
Polyvinyl Chloride (PVC) Pipe	Western Water Works	227.07	10-15 Days

Motion No. 17-03-1052: Upon consideration thereof, it was moved by Director Ebenkamp, seconded by Director Hilden and unanimously carried (4-0), with President Wu abstaining, to authorize the General Manager to execute contracts for labor and materials per the bid results listed below for Relocation of Water Facilities – Grand Avenue Off-Ramp (Phase 2) (P.N. 15-3411); to find the project is exempt pursuant to CEQA Guidelines Categorical Exemption Section 15282; and to authorize staff to file a Notice of Exemption for the subject project with the Office of the Los Angeles County Registrar-Recorder/County Clerk. (Item 10-A)

<u>Bid</u>	<u>Supplier</u>	<u>Price</u>	<u>Delivery</u>
Labor	T.E. Roberts, Inc.	\$ 45,000.00	N/A
Ductile Iron Pipe Fittings/Misc. Matls.	D'Angelo Co., Inc.	3,298.68	15-20 Days
Resilient Wedge Gate Valves	Western Water Works	623.61	1-2 Days
Ductile Iron Pipe	D'Angelo Co., Inc.	599.88	7-10 Days
Polyvinyl Chloride (PVC) Pipe	Western Water Works	227.07	10-15 Days

(Item 10-A)

President Wu indicated Motion No. 17-03-1052 was approved by a (4-0) vote, with President Wu abstaining

Item 11: Personnel Committee – Director Hilden

- ◆ The Board received an update on Employee Negotiations. As this was an informational item only, Board action was not needed. (Item 11-A)

Item 12: Finance Committee – President Wu

- ◆ The Board was asked to receive, approve, and file the February 2017 Consolidated Investments Transaction Report included in the Board packet. (Item 12-A)

Motion No. 17-03-1053: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Ebenkamp and unanimously carried (5-0), to receive, approve, and file the District's Consolidated Investment Transactions Report for the period of February 1, 2017, through February 28, 2017. (Item 12-A)

President Wu indicated Motion No. 17-03-1053 was approved by a (5-0) vote

- ◆ Mr. Teuber reviewed the stored water investment transactions, and provided a summary of water purchases made by the District from June 30, 2009 through December 31, 2016. At President Wu's request, staff will provide a stored water report quarterly and when transactions occur.
- ◆ Mr. Teuber reviewed the Revenue Bond Funds Held in Trust and detailed disbursement of bond proceeds report through February 2017. As this was an informational item, Board action was not needed. (Item 12-C)

Item 13: Public Information/Community Relations/Legislative Action Committee

- ◆ The Board received a report on the District's participation in a Commercial, Industrial, Institutional (CII) landscape water audit program to identify potential cost-saving measures to reduce landscaping costs. As this was an informational item only, Board action was not needed. (Item 13-A)
- ◆ Additionally, the Board received a report on the District's updated online customer portal launched last week. Mr. Teuber reported that District customers can now sign-up for service and request shut-offs online. Mr. Teuber added that a number of customers have already done so. Director Ebenkamp stated

that he particularly likes the bill inserts encouraging continued water conservation. Ms. Olson noted that both the online presence and the bill inserts continue to be great outreach tools.

- ◆ The Board received an update on state legislative matters. As this was an informational item only, Board action was not needed. (Item 13-B)

Other Items

Item 14: TVMWD/MWD – Director Hilden

- ◆ The Board received the Three Valleys Municipal Water District (TVMWD) ‘Action Line’ report for the Board meeting held on February 15, 2017. (Item 14-A)
- ◆ The Board received a general report on the TVMWD Board meeting held on March 1, 2017. (Item 14-B)

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

- ◆ Mr. Hitchman reviewed the P-W-R Joint Water Line Commission water use report included in the Board packet, and provided an update on a valve repair on the P-W-R Joint Water Line. (Item 15)

Item 16: Puente Basin Water Agency –Director Ebenkamp

- ◆ The Board received a verbal report on the March 7, 2017 strategic planning meeting. (Item 16)

Item 17: General Manager’s Report

- ◆ The Board received a follow-up report on prior Board actions. (Item 17-A)
- ◆ The Board reviewed the District Committee and Board meeting dates for May and June 2017, and received the District’s activities calendars for April and May 2017. As a follow-up to the discussion, staff will present for approval revised Committee and Board meeting dates for May and June 2017, at the April Board meeting. (Item 17-B)

Item 18: Water Supply and Drought

- ◆ The Board received a report on the District’s drought and water conservation outreach efforts. (Item 18-A)
- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, FY 2016-17 purchase water projections, 2016-17 climate summary, and 2017 monthly water consumption versus the 2013 baseline year. Staff made note that the District’s water usage for February 2017 was 29.43% lower than usage in February 2013 (the state’s “benchmark” year for current conservation analysis), and was 25.48% lower than in February 2016. (Item 18-B)
- ◆ The Board viewed reports on California’s water supply and reservoir conditions as of March 7, 2017. (Item 18-C)
- ◆ The Board received an update on the State Water Resources Control Board Emergency Regulations: *Implementing Executive Order B-37-16*. (Item 18-D)

Item 19: 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 19)

- ◆ In addition to the District committee and Board meetings previously reported, Director Kwong noted that she attended the Diamond Bar Chinese American Association Chinese (DBCAA) New Year Celebration (certificate & basket presentation), the Chinese Elected Officials (CEO) Chinese Lunar New Year Reception, the Southern California Chinese American Environmental Protection Association (SCCAEPA) Annual Convention, the TVMWD Leadership Breakfast, the US Wenzhou Association’s Installation & Chinese New Year Celebration (certificate & basket presentation), a WWD Board Sponsored BBQ, the San Gabriel Valley Regional Chamber Breakfast Honoring First Responders, and the 2016 Employee of the Year Luncheon.
- ◆ In addition to District committee and Board meetings previously reported, Director Hilden stated that he also attended a Stormwater Collection Workshop, the Chinese Elected Officials (CEO) Chinese Lunar New Year Reception, a TVMWD Leadership Breakfast, Miss Diamond Bar Fashion Show and Luncheon, and the San Gabriel Valley Regional Chamber Breakfast Honoring First Responders.
- ◆ In addition to the District committee and Board meetings previously reported, President Wu noted that he had attended a Public Outreach: DBCAA Event, President’s Duty, and a Public Outreach: SCCAEPA Event.
- ◆ In addition to District committee and Board meetings previously reported, Director Ebenkamp noted his attendance at the CEO Chinese Lunar New Year Reception, San Gabriel Valley Regional Chamber Government Affairs Committee Meeting, a TVMWD Board Meeting, a TVMWD Leadership Breakfast, and the San Gabriel Valley Regional Chamber Breakfast Honoring First Responders.
- ◆ In addition to attending District committee and Board meetings previously reported, Director Lee stated that she also attended the DBCAA Lunar Year Celebration, the PBWA Board Meeting at Rowland Water District, the CEO Chinese Lunar New Year Reception at the Huntington Library, the Diamond Bear Breakfast Lions Club – Drumming for Kids, honoring Jack & Wanda Tanaka, and a TVMWD Leadership Breakfast.

Item 20: Legal Reports

- ◆ Mr. Ciampa reported briefly on the California Supreme Court’s recent decision in the City of San Jose v. Superior Court case, in which the court held that records concerning public agency business that are transmitted by personal electronic devices or personal e-mail accounts are subject to disclosure under

the Public Records Act. Mr. Ciampa stated he was in the process of developing a policy to comply with this new decision, and that policy will incorporate the guidance actions the court included in its opinion. (Item 20)

Item 21: Items for Future Discussion

- ◆ One request was made for additional information on the Public Records Act; specifically, relating to Mr. Ciampa's report. (Item 21)

Item 22: Board of Directors Business

- ◆ The Board was asked to consider adoption of a Water Awareness Month Proclamation to designate May as Water Awareness Month. (Item 22)

Motion No: 17-032-1054: *Upon consideration thereof, it was moved by Director Wu, seconded by Director Ebenkamp and unanimously carried (5-0), to adopt a proclamation declaring May as "Water Awareness" Month. (Item 22)*

President Wu indicated Motion No. 17-03-1054, was approved by a (5-0) vote

Item 23: Public Comment on Closed Session

- ◆ There were no requests to comment on either open or closed session items. (Item 23)

Item 24: Adjourn to Closed Session – 6:18 p.m.

Item 25: 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 – Three Potential Cases. (Item 25-A)

Item 26: Reconvene in Open Session/Report of Action Taken in Closed Session –6:50 p.m.

- A. The Board met in closed session in accordance with Government Code §54956.9(d)(4) to discuss three anticipated litigation matters with Legal Counsel. The Board was briefed on the facts and circumstances of those three matters and no reportable action under the Brown Act was taken on these matters. (Item 26-A)

Motion No: 17-03-1055: *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden and unanimously carried (5-0), to adjourn the meeting.*

President Wu indicated Motion No. 17-03-1055 was approved by a (5-0) vote

Adjournment at 6:51 p.m.