

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

**November 13, 2018  
At the Offices of the District**

**DIRECTORS PRESENT:**

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

**DIRECTORS ABSENT:**

All present

**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  
Jillian Keller, Community Outreach Specialist  
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 David DeJesus and Joe Ruzicka, and TVMWD Chief Financial Officer James Linthicum. Also present were Miss Karrie Chu, poster winner, Chaparral Middle School, her parents Teresa Wang and Gordon Chu, and her sister Candice. Ms. Sherry Robertson, Carrie's former teacher, and Dr. Robert Taylor, Superintendent of Walnut Valley Unified School District also attended.

**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**

- ◆ Director Kwong requested that Closed Session discussions be held by 6:00 p.m. because she needs to exit the meeting by 6:30 p.m. (Item 5)

**Item 6: Special Recognition**

- ◆ MWD Calendar Contest Award Presentation: The Board awarded special recognition to District poster contest winner Ms. Karrie Chu, whose artwork was selected to appear in the MWD 2019 "Water is Life" calendar. (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 October 15, 2018, the minutes of the special Board meeting held October 18, 2018, the Check Register, Employee Expense Reimbursement Report and the Community Outreach Update. (Items 7-1, 2, 3, 4 and 5)

***Motion No. 18-11-1302: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Lee and unanimously carried (5-0), to approve the Consent Calendar, including the minutes of the regular Board meeting held October 15, 2018, the minutes of the special Board meeting held October 18, 2018, the check register, Employee Expense Reimbursement Report and the Community Outreach Update. (Items 7-1, 2, 3, 4 and 5)***

**President Ebenkamp indicated Motion No. 18-11-1302 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 October 2018. (Item 8)

***Motion No. 18-11-1303: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee 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 October 2018. (Item 8)***

**President Ebenkamp indicated Motion No. 18-11-1303 was approved by a (5-0) vote**

**Item 9: Treasurer's Report**

- ◆ Mr. Teuber reported that District financials will be presented at the December meeting. (Item 9)

## Committee Chair Reports

### Item 10: 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 10)

### Item 11: Personnel Committee – Director Hilden

- ◆ Director Hilden reported that there were no Personnel Committee items to come before the Board at this time.

### Item 12: Finance Committee – Director Wu

- ◆ The Board was asked to receive, approve, and file the October 2018 Consolidated Investment Transactions Report included in the Board packet. (Item 12-A)

***Motion No. 18-11-1304: 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 Consolidated Investment Transactions Report for the period of October 1, 2018 through October 31, 2018. (Item 12-A)***

**President Ebenkamp indicated Motion No. 18-11-1304 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 October 31, 2018. As this was an informational item only, Board action was not needed. (Item 12-B)

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

- ◆ The Board received a copy of a news release from the Association of California Water Agencies (ACWA) announcing the appointment of Mr. Dave Eggerton as ACWA's new Executive Director Designate. As this was an informational item only, Board action was not needed. (Item 13-A)

### Item 14: TVMWD/MWD – Director Hilden

- ◆ The Board received copies of the TVMWD "Action Lines" for the meetings held on October 17, 2018 and November 7, 2018. (Item 14-A)
- ◆ The Board received cancellation notices from TVMWD for its meetings originally scheduled for November 21, 2018 and December 19, 2018. TVMWD Director DeJesus stated that he expects the January 2, 2019 meeting to be cancelled.
- ◆ TVMWD Director DeJesus reported that fellow Directors Bowcock and Ruzicka ran unopposed and will serve another term, and Director Goytia won the election for his seat and will serve another term. Lastly, Director DeJesus reported that General Manager Mr. Hansen is retiring effective December 28, 2018, and Mr. Matt Litchfield has been appointed as the next General Manager.

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

- ◆ Mr. Hitchman reported that the P-W-R Joint Water Line Commission water use reports for the months of October and November will be provided at the December Board meeting. (Item 15)

### Item 16: Puente Basin Water Agency (PBWA) – Director Lee

- ◆ The Board received an update on PBWA related activities. (Item 16)

### Item 17: General Manager's Report

- ◆ The Board received a follow-up report on prior Board actions. (Item 17-A)
- ◆ The Board received the District's activities calendars for December 2018, and January and February 2019. Mr. Hitchman noted that the December committee meetings will be held on December 5 and 6, 2018. He also noted that the committee dates listed on the January and February calendars are tentative pending Board reorganization and new committee assignments. (Item 17-B)

### Item 18: Water Supply and Drought

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2018 purchase water projections, conservation goal summary, climate summary, and 2018 monthly water consumption versus the 2013 baseline year. Staff made note that the District's water usage for October 2018 was 21.04% lower than usage in October 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of November 4, 2018. (Item 18-B)

**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 District committee and Board meetings previously reported, Director Wu attended a Spadra Basin GSA meeting, the Diamond Bar Multicultural Festival, the Walnut Family Festival and Parade, and a meeting with the General Manager.
- ◆ Director Hilden stated that, in addition to District committee and Board meetings previously reported, he attended two TVMWD Board meetings, the Diamond Bar Multicultural Festival, the CIE-SOCAL Annual Convention, the FORUS Foundation Third Annual State of the Schools Breakfast, and a TVMWD Leadership Breakfast.
- ◆ In addition to District committee and Board meetings previously reported, Director Lee indicated that she attended a PBWA meeting, the Walnut Family Festival and Parade, the FORUS Foundation Third Annual State of the Schools Breakfast, and the Diamond Bar Multicultural Festival Appreciation Party.
- ◆ In addition to District committee and Board meetings previously reported, Director Kwong attended the Chinese-American Elected Officials (CEO) Candidate Forum, the Diamond Bar Multicultural Festival, the Monterey Park Mayor Installation, the CIE SOCAL Annual Convention, the FORUS Foundation Third Annual State of the Schools Breakfast, a PWR-JWL Commission meeting, and the TVMWD Leadership Breakfast.
- ◆ Director Ebenkamp stated that, in addition to attending District committee and Board meetings, he attended a Spadra Basin GSA meeting, two TVMWD Board meetings, a PBWA meeting, a Regional Chamber of Commerce Government Affairs Committee meeting, the State of the County Breakfast (Janice Hahn), the CIE SOCAL Annual Convention, a Fourth District Consolidated Oversight Board meeting, a Public Safety Appreciation BBQ, and the FORUS Foundation Third Annual State of the Schools Breakfast.

**Item 20: Legal Reports**

- ◆ No report. (Item 20)

**Item 21: Items for Future Discussion**

- ◆ No requests were made. (Item 21)

**Item 22: Board of Directors Business**

- ◆ There were no items to report. (Item 22)

**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 – 5:45 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)
- B. The Board met in closed session in accordance with Government Code §54957 to conduct the annual performance evaluation for the General Manager. (Item 25-B)

**Item 26: Reconvene in Open Session/Report of Action Taken in Closed Session – 5:55 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) In addition, the Board conducted the General Manager's annual performance evaluation in Closed Session. (Item 26-B).
- B. The Board then discussed a possible compensation adjustment for the General Manager.

**Motion No. 18-11-1305: Upon consideration thereof, it was moved by Director Lee, seconded by Director Wu and unanimously carried (5-0), to provide the General Manager a total salary increase of 8%, consisting of a 7% merit increase and a 1% cost of living increase, as provided to all District employees, to be effective January 1, 2019. (Item 26-B)**

**President Ebenkamp indicated Motion No. 18-11-1305 was approved by a (5-0) vote**

**Adjournment at 6:02 p.m.**

**Motion No. 18-11-1306: Upon consideration thereof, it was moved by Director Wu, seconded by Director Hilden and unanimously carried (5-0), to adjourn the meeting in memory of Mr. Ben D. Bollinger, father-in-law of Assistant General Manager Brian Teuber.**

**President Ebenkamp indicated Motion No. 18-11-1306 was approved by a (5-0) vote**