

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

**September 16, 2019
At the Offices of the District**

DIRECTORS PRESENT:

Edwin Hilden
Theodore L. Ebenkamp
Scarlett Kwong
Theresa Lee
Jerry Tang

DIRECTORS ABSENT:

None

STAFF PRESENT:

Erik Hitchman, General Manager/Chief Engineer
Brian Teuber, Assistant General Manager
Sherry Shaw, Director of Engineering
Lily Lopez, Director of External Affairs
Thomas Monk, Director of Operations
Josh Byerrum, Finance Manager
Alanna Diaz, HR/Risk/Safety Manager
Gabriela Sanchez, Executive Secretary
Jim Ciampa, Legal Counsel

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

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors David De Jesus, Denise Jackman and Joe Ruzicka, TVMWD General Manager/Chief Engineer Matthew Litchfield, P.E.; Ms. Victoria Hahn; Sara Rodriguez, Stella Ybarra-Rodriguez, and Jillian Keller of Walnut Valley Water District.

Item 3: Public Comment

- ◆ There were no requests. (Item 3)

Item 4: Additions to the Agenda

- ◆ There were no requests for additions to the agenda. (Item 4)

Item 5: Reorder of Agenda

- ◆ There were no requests. (Item 5)

Item 6: Special Recognition

- ◆ Special recognition was given to Ms. Jillian Keller on the occasion of her completion of the ACWA/JPIA Supervisor's Basics and Human Resources Professional Development Program. (Item 6)

Item 7: Special Recognition

- ◆ Ms. Lily Lopez, hired on August 26, 2019 as Director of External Affairs, was introduced to the Board. (Item 7)

Item 8: Special Recognition

- ◆ Ms. Sara Rodriguez, Customer Service Manager, presented a Water Drop award to Mrs. Stella Ybarra-Rodriguez on the occasion of her upcoming retirement from the District. (Item 8)

Item 9: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar consisting of the minutes of the Regular Board meeting held August 19, 2019, minutes of the Special Board meeting held August 22, 2019, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Update. (Item 9-1, 2, 3, 4, and 5)

Motion No. 19-09-1418: Upon consideration thereof, it was moved by Director Ebenkamp, seconded by Director Kwong, and unanimously carried (5-0), to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held August 19, 2019, minutes of the Special Board meeting held August 22, 2019, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 9-1, 2, 3, 4, 5)

President Hilden indicated Motion No. 19-09-1418 was approved by a (5-0) vote

Item 10: 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 the month of August 2019. (Item 10)

Motion No. 19-09-1419: Upon consideration thereof, it was moved by Director Ebenkamp, 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 August 2019. (Item 10)

President Hilden indicated Motion No. 19-09-1419 was approved by a (5-0) vote

Item 11: Treasurer's Report

- ◆ Mr. Teuber reported that, due to fiscal year-end, the District financials will be presented at the October Board Meeting. (Item 11)

Committee Chair Reports**Item 12: Engineering Committee – Director Lee**

- ◆ Mr. Thomas Monk reviewed the Operations Report included in the Board packet. As this was an informational item only, Board action was not needed. (Item 12)

Item 13: Personnel Committee – Director Hilden

- ◆ Ms. Diaz referenced the revised 2020 ACWA/JPIA Medical, Dental, Vision, Coverage Plan Renewal Updates staff report distributed to the Board and guests in attendance.
- ◆ She then reported on the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) medical, dental, and vision plan premium increases that are effective January 1, 2020. Per the approved 2017-2020 WVWD Terms and Conditions of Employment, medical, dental, and vision coverage premiums for employees are paid from the employee health benefit allotment established at \$1,800 per month per employee, or payment of the lowest premium for family coverage. The Board was advised that due to the medical premium increases going into effect January 1, 2020, the total financial impact to the District for the remainder of the fiscal year for the combined medical, dental, and vision premiums are estimated to increase approximately \$3,536 per month, or a total of \$21,213. As this was an informational item only, Board action was not needed. (Item 13-A)
- ◆ The Board was advised that the premium for the ACWA/JPIA offered Employee Assistance Plan will increase to \$2.57 per month/per employee effective January 1, 2020. As this was an informational item only, Board action was not needed. (Item 13-B)
- ◆ The Board was asked to approve the reorganization of the Finance Department, the proposed modification to the District Official Chart of Positions included in the Board packet, and to approve the initiation of the recruitment process for a Senior Accountant. Mr. Teuber noted that if approved, the Finance Department will be comprised of one (1) Accounting Manager, two (2) Senior Accountants, one (1) Senior Accounting Technician, and one (1) Accounting Technician. (Item 13-C)

Motion No. 19-09-1420: Upon consideration thereof, it was moved by Director Ebenkamp, seconded by Director Kwong and unanimously carried (5-0), to approve the reorganization of the Finance Department to be comprised of one (1) Accounting Manager, two (2) Senior Accountants, one (1) Senior Accounting Technician, and one (1) Accounting Technician; to approve the update to the Official Chart of Positions to reflect the reorganization of the Finance Department; and to authorize staff to initiate the recruitment of a Senior Accountant. (Item 13-C)

President Hilden indicated Motion No. 19-09-1420 was approved by a (5-0) vote

Item 14: Finance Committee – Director Kwong

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report for August 2019 included in the Board packet. (Item 14-A)

Motion No. 19-09-1421: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Ebenkamp and unanimously carried (5-0), to receive, approve, and file the District's Consolidated Investment Transaction Report for the period of August 1, 2019 through August 31, 2019. (Item 14-A)

President Hilden indicated Motion No. 19-09-1421 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 August 31, 2019. As this was an informational item only, Board action was not needed. (Item 14-B)
- ◆ The Board was asked to receive the annual review of the Identity Theft Prevention Program. Staff and legal counsel have reviewed the program and no modifications are recommended at this time. Additionally, the Board received information on one reportable incident of purported identity theft involving a District customer, which involved an error in an individual's e-mail address. Staff investigated the occurrence and took appropriate action to correct that error in accordance with the Identity Theft Program. As these were informational items only, Board action was not needed. (14-C)

Item 15: Public Information/Community Relations/Legislative Action Committee – Director Hilden

- ◆ The Board was asked to authorize the General Manager to execute a contract with Maddaus Water Management, Inc. to develop a Water Use Efficiency Strategic Plan (WUE) at a cost of \$79,970. (Item 15)

Motion No. 19-09-1422: *Upon consideration thereof, it was moved by Director Ebenkamp, seconded by Director Lee and unanimously carried (5-0), to authorize the General Manager to execute a contract with Maddaus Water Management, Inc. to develop a Water Use Efficiency Strategic Plan at a cost of \$79,970. (Item 15-A)*

President Hilden indicated Motion No. 19-09-1422 was approved by a (5-0) vote

Item 16: TVMWD/MWD – Director Hilden

- ◆ TVMWD General Manager/Chief Engineer Matthew Litchfield, P.E. reported on TVMWD business matters. (Item 16)
- ◆ Ms. Gabriela Sanchez took a moment to introduce Ms. Victoria Hahn to the Board.

Item 17: The P-W-R Joint Water Line Commission

- ◆ Mr. Teuber reviewed the P-W-R Joint Water Line Commission water use report for the month of August 2019. (Item 17)

Item 18: Puente Basin Water Agency (PBWA)

- ◆ The next PBWA meeting is scheduled for October 3, 2019, 7:00 a.m., at Rowland Water District. (Item 18)

Item 19: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Ebenkamp updated the Board on agency business matters discussed during the September 3, 2019 GSA Executive Committee meeting. (Item 19)

Item 20: General Manager's Report

- ◆ The Board received a follow-up report on prior Board actions. (Item 20-A)
- ◆ The Board received the District's activities calendars for October, November, and December 2019. (Item 20-B)

Item 21: Water Supply and Conservation

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2019 purchase water projections, conservation goal summary, climate summary, and 2019 monthly water consumption versus the 2013 baseline year. Staff made note that the District's water usage for August 2019 was 21.67% lower than usage in August 2013. (Item 21-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of September 11, 2019. (Item 21-B)

Item 22: 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 22)

- ◆ Director Ebenkamp reported on his participation in WVWD committee and Board meetings in addition to a Spadra Basin GSA meeting, the San Bernardino Water Conference, and a SGV Regional Chamber Affairs Committee meeting and the Public Affairs Network: New Faces of the San Gabriel Valley.
- ◆ Director Kwong noted her attendance at District committee and Board meetings.
- ◆ Director Lee indicated that she attended District Board meetings in addition to the PBWA meeting previously reported on.
- ◆ Director Tang stated that his monthly activities included attending WVWD committee and Board meetings, a Spadra Basin GSA meeting, and a meeting with East West Bank to execute a Bank Account Signer Authorization form. He also made note of his completion of two trainings: Reasonable Suspicion of Alcohol for Supervisors and Conflict of Interest.
- ◆ Director Hilden stated that, in addition to District committee and Board meetings, he also attended the Spadra Basin GSA meeting, the San Bernardino Water Conference, the Celebration of Life for Dan Horan, and the SGV Public Affairs Network: New Faces of the San Gabriel Valley.

Item 23: Legal Reports

- ◆ Mr. Ciampa reported on Public Water Agencies Group dealings with the Buried Utilities Coalition on matters pertaining to compliance standards proposed by the AQMD on asbestos-containing materials. He then briefed the Board on events ensuing from Central Basin Municipal Water District's recently adopted retail meter charges imposed on water suppliers within that district's service area. (Item 23)

Item 24: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 24)

Item 25: Board of Directors Business

- ◆ Board President Hilden provided staff direction to cast the District's vote for the Association of California Water Agencies (ACWA) Region 8 2020-2021 election for the Nominating Committee's Recommended Slate. (Item 25-A)
- ◆ The Board acknowledged receipt of a request for support of nomination of Pam Tobin as candidate for the position of ACWA Vice President for the 2020-2021 term, however no Board action was taken. (Item 25-B)

Item 26: Public Comment on Closed Session

- ◆ There were no requests to comment on either open or closed session items. (Item 26)

Item 27: Adjourn to Closed Session – 5:45 p.m.**Item 28: Closed Session – 6:05 p.m.**

- A. The Board met in closed session in accordance with Government Code [§54956.9(d)(2)] to discuss anticipated litigation matters with Legal Counsel – Three Potential Cases. (Item 28)

Item 29: Reconvene in Open Session/Report of Action Taken in Closed Session – 6:19 p.m.

- A. The Board met in closed session in accordance with Government Code [§54956.9(d)(2)] to discuss three anticipated litigation matters with Legal Counsel. The Board was briefed on the facts and circumstances of the matters and no reportable action under the Brown Act was taken. (Item 29)

Adjournment at 6:20 p.m.

Motion No. 19-09-1423: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong and unanimously carried (5-0), to adjourn the meeting.*

President Hilden indicated Motion No. 19-09-1423 was approved by a (5-0) vote