

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

**November 21, 2019  
At the Offices of the District**

**DIRECTORS PRESENT:**

Theodore L. Ebenkamp  
Edwin Hilden  
Theresa Lee  
Jerry Tang

**DIRECTORS ABSENT:**

Scarlett Kwong

**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 4:00 p.m. with President Hilden presiding.

Guests and others in attendance: Mr. Sanjay Gaur of Raftelis Financial Consultants, Inc.

**Item 3: Public Comment**

- ◆ There were no requests. (Item 3)

**Item 4: Review and Preliminary Approval of Draft Final Report of the WVWD Domestic and Recycled Water Rate Study**

- ◆ The Board viewed a PowerPoint presentation presented by Mr. Sanjay Gaur that detailed the components of the Final Report of the WVWD Domestic and Recycled Water Rate Study. Mr. Gaur noted that the study incorporates a revenue adjustments beginning in February 2020, with subsequent annual 5% increases, revised residential tier breakpoints, and meter charges based on AWWA meter equivalencies, set at a standard meter size of 1". Additionally he noted that the five years of approved rates are proposed to commence in February 2020.
- ◆ The Board entertained discussion regarding the monthly meter charges. Following discussion, the Board agreed to change the standard base meter size from 1" to ¾" and to incorporate these changes into the rate study.

**Motion No. 19-11-1455: Upon consideration thereof, it was moved by Director Ebenkamp, seconded by Director Lee and unanimously carried (4-0), to approve the draft Final Report of the WVWD Domestic and Recycled Water Rate Study with the provision that the American Water Works Association minimum domestic meter equivalency standard of ¾-inch meters will be incorporated into the financial model and rate structure, as will any edits recommended by Legal Counsel. (Item 4)**

**President Hilden indicated Motion No. 19-11-1455 was approved by a (4-0) vote**

**Item 5: Review of Draft Public meeting Notice for the Public Hearing**

- ◆ Ms. Lopez presented a draft public meeting notice for Board review and comment. Following discussion regarding suggested edits, the Board was asked to approve the public meeting notice with the provision that their suggested revisions, in addition to Legal Counsel's, would be incorporated into the final version of the notice, along with the revised water rates and meter charges reflective of the use of the ¾-inch meter equivalency standard.
- ◆ Staff advised the Board that the notices will be printed and mailed to customers and property owners at least 45 days prior to the scheduled January 23, 2020 public hearing. (Item 5)

**Motion No. 19-11-1456: Upon consideration thereof, it was moved by Director Lee, seconded by Director Ebenkamp and unanimously carried (4-0), to conditionally approve the public meeting notice for the January 23, 2020 public hearing on the District's proposed water rates and charges adjustments, with the provision of incorporating water rates reflective of the use of the ¾-inch meter equivalency standard and any other edits suggested by the Board of Directors and Legal Counsel. (Item 5)**

**President Hilden indicated Motion No. 19-11-1456 was approved by a (4-0) vote**

**Item 6: Other**

- ◆ Mr. Hitchman noted that he will be out of the office for the week of November 25-29, 2019. (Item 6)

**Adjournment at 4:59 p.m.**

**Motion No. 19-11-1457: Upon consideration thereof, it was moved by Director Lee, seconded by Director Ebenkamp and unanimously carried (4-0), to adjourn the meeting.**

**President Hilden indicated Motion No. 19-11-1457 was approved by a (4-0) vote**