

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

**May 18, 2020  
MEETING CONDUCTED VIA WEBEX  
AT:**

[https://wvwd.webex.com/join/board\\_room](https://wvwd.webex.com/join/board_room)

**DIRECTORS PRESENT:**

Edwin Hilden  
Scarlett Kwong  
Theresa Lee  
Jerry Tang

**DIRECTORS ABSENT:**

Theodore L. Ebenkamp

**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  
Gabriela Sanchez, Executive Secretary  
Jim Ciampa, Legal Counsel  
Josh Byerrum, Finance Manager  
Ron Woodruff, IT Specialist (Meeting Host)

The meeting was called to order at 5:01 p.m. with President Lee presiding. All Board meeting participants and guests joined the meeting via the Webex link:  
[https://wvwd.webex.com/join/board\\_room](https://wvwd.webex.com/join/board_room)

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Denise Jackman, Director David De Jesus and Jody Roberto, and General Manager Matt Litchfield; Jayson Schmitt of Chandler Asset Management.

**Item 3: Public Comment**

- ◆ Director David De Jesus of Three Valleys MWD advised that he would provide an update on MWD business matters during the allotted time for TVMWD/MWD discussion. (Item 3)

**Item 4: Additions to the Agenda**

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

**Item 5: Reorder of the Agenda**

- ◆ There were no requests for reorder of the agenda. (Item 5)

**Item 6: Consider Approval of Consent Calendar**

- ◆ The Board was asked to approve the Consent Calendar consisting of the minutes of the Regular Board meeting held April 20, 2020, the minutes of the Special Board meeting held April 23, 2020, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6-1, 2, 3, 4, 5)

**Motion No. 20-05-1522: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong, and unanimously carried (4-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held April 20, 2020, the minutes of the Special Board meeting held April 23, 2020, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 6-1, 2, 3, 4, 5)**

**Ayes: Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: Ebenkamp**  
**Abstain: None**

**President Lee indicated Motion No. 20-05-1522 was approved by a (4-0) roll call vote**

**Item 7: 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 April 2020. (Item 7)

**Motion No. 20-05-1523: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Tang and unanimously carried (4-0) by the roll call vote noted below, 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 April 2020. (Item 7)**

**Ayes: Hilden, Kwong, Lee, Tang**  
**Noes: None**  
**Absent: Ebenkamp**

**Abstain: None**

**President Lee indicated Motion No. 20-05-1523 was approved by a (4-0) roll call vote**

**Item 8: Treasurer's Report**

- ◆ Mr. Teuber presented the Financial Dashboard as of March 31, 2020, the District Statement of Revenue, Expenses, and Change in Net Assets as of March 31, 2020, the District Statement of Net Assets as of March 31, 2020, and Summary of Cash and Investments as of March 31, 2020. (Items 8-A, B, C, D)

**Motion No. 20-05-1524: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the Financial Dashboard as of March 31, 2020, the District Statement of Revenue, Expenses, and Change in Net Assets as of March 31, 2020, the District Statement of Net Assets as of March 31, 2020, and Summary of Cash and Investments as of March 31, 2020. (Items 8-A, B, C, D)**

**Ayes: Hilden, Kwong, Lee, Tang**

**Noes: None**

**Absent: Ebenkamp**

**Abstain: None**

**President Lee indicated Motion No. 20-05-1524 was approved by a (4-0) roll call vote**

**Committee Chair Reports**

**Item 9: Engineering Committee – Director Lee**

- ◆ The Board was asked to authorize the General Manager to execute contracts for labor and materials for Brea Canyon Cut-Off Reservoir (WR-5) Pump Station (P.N. 19-3572) per the bid results listed below, to find the project is exempt pursuant to Categorical Exemption Section 15304(a), 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, and to authorize the appropriation of an additional \$460,000 from the General Fund. (Item 9-A)

<u>Bid</u>	<u>Supplier</u>	<u>Price</u>	<u>Delivery</u>
Labor	Fleming Environmental Inc.	\$439,102.00	N/A
Steel Pipe	D'Angelo	\$ 14,446.18	21 Days
Resilient Wedge Gate Valves	D'Angelo	\$ 1,861.50	3-5 Days
Ductile Iron Fittings & Misc. Mtls.	Ferguson	\$ 2,399.08	14 Days

**Motion No. 20-05-1525: Upon consideration thereof, it was moved by Director Tang, seconded by Director Kwong and unanimously carried (4-0) by the roll call vote noted below, to authorize the General Manager to execute contracts for labor and materials for Brea Canyon Cut-Off Reservoir (WR-5) Pump Station (P.N. 19-3572) per the bid results listed below, to find the project is exempt pursuant to Categorical Exemption Section 15304(a), 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, and to authorize the appropriation of an additional \$460,000 from the General Fund. (Item 9-A)**

<u>Bid</u>	<u>Supplier</u>	<u>Price</u>	<u>Delivery</u>
Labor	Fleming Environmental Inc.	\$439,102.00	N/A
Steel Pipe	D'Angelo	\$ 14,446.18	21 Days
Resilient Wedge Gate Valves	D'Angelo	\$ 1,861.50	3-5 Days
Ductile Iron Fittings & Misc. Mtls.	Ferguson	\$ 2,399.08	14 Days

**Ayes: Hilden, Kwong, Lee, Tang**

**Noes: None**

**Absent: Ebenkamp**

**Abstain: None**

**President Lee indicated Motion No. 20-05-1525 was approved by a (4-0) roll call vote**

- ◆ Mr. Monk reviewed the Operations Report included in the Board packet. As this was an informational item only, no Board action was taken. (Item 9-B)

**Item 10: Personnel Committee**

- ◆ The Board was asked to approve a six-month extension of the current Terms and Conditions of Employment with a new expiration date of December 31, 2020. The staff report included in the Board packet explained the current Terms and Conditions are for a three-year period beginning July 1, 2017 through June 30, 2020 for all three District employee groups: General Employees Unit, Mid-Management, and Executive Staff. Due to staff's current focus on the COVID-19 pandemic

precautionary measures, staff is requesting a 6-month extension to allow negotiations with the employee group representatives. (Item 10-A)

**Motion No. 20-05-1526:** *Upon consideration thereof, it was moved by Director Tang seconded by Director Hilden and unanimously carried (4-0) by the roll call vote noted below, to approve a six-month extension to the current Terms and Conditions of Employment with a new expiration date of December 31, 2020. (Item 11-A)*

**Ayes:** Hilden, Kwong, Lee, Tang  
**Noes:** None  
**Absent:** Ebenkamp  
**Abstain:** None

President Lee indicated Motion No. 20-05-1526 was approved by a (4-0) roll call vote

**Item 11: Finance Committee**

- ◆ Mr. Jayson Schmitt of Chandler Asset Management presented an update on the firm's investment activities on behalf of the District. The Board was then asked to receive and file the investment report. (Item 11-A)

**Motion No. 20-05-1527:** *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden and unanimously carried (4-0) by the roll call vote noted below, to receive and file the District's Investment Report for the period ending April 31, 2020. (Item 11-A)*

**Ayes:** Hilden, Kwong, Lee, Tang  
**Noes:** None  
**Absent:** Ebenkamp  
**Abstain:** None

President Lee indicated Motion No. 20-05-1527 was approved by a (4-0) roll call vote

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report for April 2020 included in the Board packet. (Item 11-B)

**Motion No. 20-05-1528:** *Upon consideration thereof, it was moved by Director Kwong seconded by Director Tang and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the District's Consolidated Investment Transaction Report for the period of April 1, 2020 through April 30, 2020. (Item 11-B)*

**Ayes:** Hilden, Kwong, Lee, Tang  
**Noes:** None  
**Absent:** Ebenkamp  
**Abstain:** None

President Lee indicated Motion No. 20-05-1528 was approved by a (4-0) roll call vote

- ◆ The Board was asked to authorize the General Manager to execute an agreement with Aqua Backflow for backflow management services. (Item 11-C)

**Motion No. 20-05-1529:** *Upon consideration thereof, it was moved by Director Kwong seconded by Director Tang and unanimously carried (4-0) by the roll call vote noted below, to authorize the General Manager to execute an agreement with Aqua Backflow. (Item 11-C)*

**Ayes:** Hilden, Kwong, Lee, Tang  
**Noes:** None  
**Absent:** Ebenkamp  
**Abstain:** None

President Lee indicated Motion No. 20-05-1529 was approved by a (4-0) roll call vote

- ◆ The Board was asked to schedule a public hearing to be held during the regular June 15, 2020, Board meeting, to receive comments regarding the District's Standby Charge Assessment. (Item 11-D)

**Motion No. 20-05-1530:** *Upon consideration thereof, it was moved by Director Kwong seconded by Director Tang and unanimously carried (4-0) to schedule a public hearing to be held during the regular June 15, 2020, Board meeting to receive and respond to comments regarding the District's Standby Charge Assessment. (Item 11-D)*

**Ayes:** Hilden, Kwong, Lee, Tang  
**Noes:** None  
**Absent:** Ebenkamp  
**Abstain:** None

**President Lee indicated Motion No. 20-05-1530 was approved by a (4-0) roll call vote**

- ◆ Mr. Byerrum reviewed the Revenue Bond Funds Held in Trust and detailed disbursement of bond proceeds report through March 31, 2020. As this was an informational item only, Board action was not taken. (Item 11-E)

**Item 12: Public Information/Community Relations/Legislative Action Committee**

- ◆ There were no Public Information/Community Relations/Legislative Action Committee matters to come before the Board at this time. (Item 12)

**Item 13: TVMWD/MWD**

- ◆ TVMWD Director David De Jesus shared information regarding MWD's upcoming Integrated Resources Plan (IRP) online workshops and other matters pertaining to MWD. General Manager Matt Litchfield then reported on Three Valleys MWD business matters. (Item 13)

**Item 14: 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 April 2020. (Item 14)

**Item 15: Puente Basin Water Agency (PBWA)**

- ◆ There were no PBWA business matters to report to the Board. (Item 15)

**Item 16: Spadra Basin Groundwater Sustainability Agency**

- ◆ The Board was asked to receive, approve, and file the Spadra Basin Groundwater Sustainability Agency's FY 2020-21 Budget, as approved by the Spadra GSA Executive Committee at the May 4, 2020 Agency meeting. (Item 16)

***Motion No. 20-05-1531: Upon consideration thereof, it was moved by Director Tang seconded by Director Kwong and unanimously carried (4-0) by the roll call vote noted below, to receive, approve, and file the Spadra Basin Groundwater Sustainability Agency's FY 2020-21 budget. (Item 16-A)***

1

**Ayes: Hilden, Kwong, Lee, Tang**

**Noes: None**

**Absent: Ebenkamp**

**Abstain: None**

**President Lee indicated Motion No. 20-05-1531 was approved by a (4-0) vote**

**Item 17: General Manager's Report**

- ◆ The Board received the District's activities calendars June, July and August 2020. (Item 17-A)

**Item 18: Water Supply and Conservation**

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Fiscal Year 2019-20 purchased water projections, conservation goal summary, climate summary, and 2020 monthly water consumption versus the 2013 baseline year. Mr. Hitchman made note that the District's water usage for April 2020 was 37.07% lower than usage in April 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of May 12, 2020. (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)

- ◆ Director Tang reported on his participation in District committee and Board meetings in addition to a Spadra Basin GSA Executive Committee meeting. He also noted his efforts in judging 'Water is Life' poster and essay submittals, and his participation in a MWD webinar: Planning for Southern California's Water Future.
- ◆ Director Kwong noted that she participated in District committee and Board meetings in addition to noting her efforts in judging 'Water is Life' poster and essay submittals. Additionally she reported on her participation in a MWD webinar: Planning for Southern California's Water Future and a CEO briefing on California Schools and Local Communities Funding Act.
- ◆ In addition to the District Board and committee meetings previously reported on, Director Hilden advised that he judged 'Water is Life' artwork submittals, that he participated in TVMWD virtual Board meetings, and lastly noted that he completed a Board-required training on the California Public Records Act.
- ◆ Director Lee indicated that she participated in District committee and Board meetings in addition to her efforts in judging 'Water is Life' poster and essay submittals. Her verbal report also noted her participation in a MWD webinar: Planning for Southern California's Water Future.
- ◆ Although Director Ebenkamp was not in attendance to report on his activities, his expense report noted his participation in a Spadra Basin Ground Water Sustainability Agency meeting and a Three

Valleys MWD Board meeting. Additionally, his expense report indicated that on May 13, 2020 he signed a Spadra Basin GSA resolution pertaining to banking services.

**Item 20: Legal Reports**

- ◆ Mr. Ciampa briefly discussed recent procedural developments pertaining to the case entitled Bonnie Kessner et al. vs. City of Santa Clara et al (Santa Clara County Superior Court Case No. 20CV364054). He then announced that the Closed Session of this Regular Board meeting would be cancelled as there were no additional updates to report on in Closed Session. (Item 20)

**Item 21: Items for Future Discussion**

- ◆ There were no requests for future discussion items. (Item 21)

**Item 22: Board of Directors Business**

- ◆ There were no Board of Directors Business to come before the Board at this time. (Item 22-A)

**Item 23: Public Comment on Closed Session**

- ◆ Mr. Ciampa announced that Closed Session has been cancelled. (Item 23)

**Items 24-26:** Closed Session was not held

**Adjournment at 6:45 p.m.**

**Motion No. 20-05-1532:** *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (4-0), to adjourn the meeting.*

**President Lee indicated Motion No. 20-05-1532 was approved by a (4-0) vote**