

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

**September 21, 2020  
MEETING CONDUCTED VIA WEBEX  
AT:**

<https://walnutvalley.webex.com/meet/bmeeting>

**DIRECTORS PRESENT:**

Edwin Hilden  
Scarlett Kwong  
Theresa Lee  
Alfred Sinclair  
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  
Gabriela Sanchez, Executive Secretary  
Jim Ciampa, Legal Counsel  
Josh Byerrum, Finance Manager  
Alanna Diaz, Human Resources/Safety/Risk Manager  
Ron Woodruff, IT Specialist (Meeting Host)

The meeting was called to order at 5:00 p.m. with President Lee presiding. All Board meeting participants and guests joined the meeting via the Webex link:

<https://walnutvalley.webex.com/meet/bmeeting>

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Denis Jackman, David De Jesus and Jody Roberto, General Manager Matt Litchfield, P.E., and Chief Finance Officer James Linthicum; Kevin Hayakawa.

**Item 3: Public Comment**

- ◆ There were no requests for public comment. (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 August 17, 2020, the minutes of the Special Board meeting held August 20, 2020, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6-1, 2, 3, 4, 5)

***Motion No. 20-09-1571: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Tang, and unanimously carried (5-0) by the roll call vote noted below, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held August 17, 2020, the minutes of the Special Board meeting held August 20, 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, Sinclair, Tang***

***Noes: None***

***Absent: None***

***Abstain: None***

**President Lee indicated Motion No. 20-09-1571 was approved by a (5-0) 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 August 2020. (Item 7)

***Motion No. 20-09-1572: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Sinclair and unanimously carried (5-0) 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 August 2020. (Item 7)***

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

**President Lee indicated Motion No. 20-09-1572 was approved by a (5-0) roll call vote**

**Item 8: Treasurer's Report**

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

**Motion No. 20-09-1573:** *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the Financial Dashboard as of July 31, 2020, the District Statement of Revenue, Expenses, and Change in Net Assets as of July 31, 2020, the District Statement of Net Assets as of July 31, 2020, and Summary of Cash and Investments as of July 31, 2020. (Items 8-A, B, C, D)*

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

**President Lee indicated Motion No. 20-09-1573 was approved by a (5-0) roll call vote**

**Committee Chair Reports**

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

- ◆ The Board was asked to authorize the General Manager to execute a sole source contract with Civiltec Engineering, Inc. (Civiltec) in the amount of \$98,830 for the District Headquarters Site Improvement Project. Staff explained that the District did not pursue proposals from other consultants due to the fact that Civiltec is uniquely qualified to perform the work required for the Site Improvement Project. Legal Counsel then advised the Board to include a waiver, in its motion, to the District's Purchasing and Procurement Policy Competitive Offer Requirements. (Item 9-A)

**Motion No. 20-09-1574:** *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to execute a sole source contract with Civiltec Engineering, Inc. in the amount of \$98,830 for the District Headquarters Site Improvement project; and to authorize a waiver of Competitive Offer Requirements specified in the WVWD Purchasing and Procurement Policy. (Item 9-A)*

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

**President Lee indicated Motion No. 20-09-1574 was approved by a (5-0) roll call vote**

**Item 10: Personnel Committee**

- ◆ Ms. Diaz reviewed the Association of California Water Agencies/Joint Powers Insurance Authority (JPIA) medical, dental, and vision plan premium updates and increases effective January 1, 2021. She reported that 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 then asked approve the District's participation in the 2021 ACWA/JPIA medical, dental, vision coverage plan. (Item 10-A)

**Motion No. 20-09-1575:** *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to approve the District's participation in the Association of California Water Agencies/Joint Powers Insurance Authority 2021 Medical, Dental, and Vision Plans. (Item 10-A)*

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

**President Lee indicated Motion No. 20-09-1575 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to approve participation in the ACWA/JPIA offered Anthem Employee Assistance Plan (EAP). They were advised that effective January 1, 2021, the EAP will move from Managed Health Network, Inc. (MHN) to Anthem Blue Cross. The change in providers will result in

a 7% decrease in rates from \$2.57 per month/per employee to \$2.38 effective January 1, 2021. (Item 10-B)

**Motion No. 20-09-1576: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to approve the District's participation in the Association of California Water Agencies/Joint Powers Insurance Authority Employee Assistance Plan. (Item 10-B)**

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

**President Lee indicated Motion No. 20-09-1576 was approved by a (5-0) roll call vote**

**Item 11: Finance Committee**

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

**Motion No. 20-09-1577: Upon consideration thereof, it was moved by Director Hilden seconded by Director Kwong and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the District's Consolidated Investment Transaction Report for the period of August 1, 2020 through August 31, 2020. (Item 11-A)**

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

**President Lee indicated Motion No. 20-09-1577 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to approve revisions to the WVWD Purchasing and Procurement Policy. (Item 11-B)

**Motion No. 20-09-1578: Upon consideration thereof, it was moved by Director Kwong seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to approve revisions to the WVWD Purchasing and Procurement Policy, as specified in the revised Policy presented to the Board. (Item 11-B)**

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

**President Lee indicated Motion No. 20-09-1578 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to receive, approve, and file the annual Acreage Supply, Reservoir Capacity, and Water Supply Charges (Capital Improvement Fees) Report. (Item 11-C)

**Motion No. 20-09-1579: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the annual Acreage Supply, Reservoir Capacity, and Water Supply Charges (Capital Improvement Fees) Report. (Item 11-C)**

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

**President Lee indicated Motion No. 20-09-1579 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to declare five (5) fully depreciated vehicles identified in the list included in the Board packet as surplus property and to authorize the disposal of such vehicles in accordance with District policy. (Item 11-D)

**Motion No. 20-09-1580: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to declare the five (5) fully depreciated vehicles identified in the list attached to these minutes as surplus property and authorized disposal of such surplus property in accordance with District property. (Item 11-D)**

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

**Abstain: None**

**President Lee indicated Motion No. 20-09-1580 was approved by a (5-0) roll call vote**

- ◆ 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. As these were informational items only, Board action was not needed. (Item 11-E)
- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (Item 11-F)

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

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

**Item 13: TVMWD/MWD**

- ◆ The Board received an update on the MWD Integrated Water Resources Plan in addition to other MWD/TVMWD business matters. (Item 13)

**Item 14: The P-W-R Joint Water Line Commission**

- ◆ Included in the Board packet were the P-W-R Joint Water Line Commission water use reports for the months of July and August 2020. (Item 14)

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

- ◆ The next Puente Basin Water Agency meeting is scheduled for October 1, 2020, at 7:00 a.m. (Item 15)

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

- ◆ Director Tang reported on business matters discussed during the September 8, 2020, Spadra GSA Executive Committee meeting. (Item 16)

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

- ◆ The Board received the District's activities calendars October, November and December 2020. (Item 17-A)
- ◆ Mr. Hitchman took a moment to recognize WVWD Production Manager Tom Hunt on his recent completion of the ACWA/JPIA Supervisor's Basics Professional Development Program. (Item 17-B)

**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. The report noted that the District's water usage for August 2020 was 17.18% lower than usage in August 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of September 15, 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 the District Board and committee meetings, a Spadra Basin GSA Executive meeting, a townhall meeting with Congressman Cisneros, a Walnut City Council meeting, and ACWA's virtual conference on Leadership and Transparency in the Water Sector.
- ◆ Director Hilden advised that he participated in District Board and committee meetings during the month of August.
- ◆ In addition to the District Board and committee meetings previously reported on, Director Kwong noted she participated in a teleconference with District staff and Diamond Bar Council member Ruth Low regarding landscape assistance resources. Furthermore, her report included her participation in a Puente Basin Water Agency meeting, a SGV Regional Chamber Government Affairs committee meeting, a Chinese Elected Officials Board meeting, and lastly her completion of a JPIA Sexual Harassment Preventing training.
- ◆ In addition to WVWD Board and committee meetings previously reported on, Director Sinclair noted his participation in a Brown Act training, an Ethics AB 1234 training, and ACWA's virtual conference on Leadership and Transparency in the Water Sector.
- ◆ Director Lee reported on her participation in the District Board and committee meetings, in addition to the Puente Basin Water Agency meeting, CSDA SDLA Virtual Workshops on Governance Foundation, and her volunteer work with the UAAA during their annual awards ceremony.

**Item 20: Legal Reports**

- ◆ Mr. Ciampa reported on legislative matters of interest to the District. (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 Director Business matters to come before the Board at this time. (Item 22)

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

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

**Item 24: Adjourn to Closed Session – 5:53 p.m.****Item 25: Closed Session – 5:53 p.m.**

- A. The Board met in closed session in accordance with Government Code [§54956.9(a)] to discuss existing litigation in the case titled Bonnie Kessner, et al. vs. City of Santa Clara, et al. (Santa Clara County Superior Court Case No. 20CV364054). (Item 25-A)
- B. The Board met in closed session in accordance with Government Code [§54956.9(a)] to discuss existing litigation in the case titled Southern California Edison Company vs. Walnut Valley Water District (Los Angeles Superior Court Case No. 19STLC00402). (Item 25-B)
- C. The Board met in closed session in accordance with Government Code [§54956.9(d)(2)] to discuss initiation of litigation with Legal Counsel – One Potential Case. (Item 25-C)

**Item 26: Reconvene in Open Session/Report of Action Taken in Closed Session – 6:04 p.m.**

- A. The Board met in closed session in accordance with Government Code [§54956.9(a)] to discuss existing litigation in the case titled Bonnie Kessner, et al. vs. City of Santa Clara, et al. (Santa Clara County Superior Court Case No. 20CV364054). The Board was briefed on the status of that case and no reportable action under the Brown Act was taken.

The Board also met in closed session in accordance with Government Code [§54956.9(a)] to discuss existing litigation in the case titled Southern California Edison Company vs. Walnut Valley Water District (Los Angeles Superior Court Case No. 19STLC00402). The Board was briefed on the status of that case and no reportable action under the Brown Act was taken.

The Board also met in closed session in accordance with Government Code [§54956.9(d)(2)] to discuss one initiation of litigation matter with Legal Counsel. The Board was briefed on the facts and circumstances of the matter and no reportable action under the Brown Act was taken.

(Item 26-A)

**Adjournment at 6:06 p.m.**

***Motion No. 20-09-1581: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang and unanimously carried (5-0), to adjourn the meeting.***

**President Lee indicated Motion No. 20-09-1581 was approved by a (5-0) vote**

**Walnut Valley Water District****Vehicle Surplus - September 2020**

<b>Item Number</b>	<b>Item</b>	<b>Reason for Surplusing</b>	<b>Serial #</b>	<b>Model No.</b>	<b>No of Units</b>	<b>Worth</b>
1	Vehicle 22 - 2007 Ford Escape XLT (Gas/Electric) Hybrid	No longer utilized by District staff	N/A	N/A	1	\$913-\$1,508
2	Vehicle 47 - 2010 Ford Ranger XLT 4.0L	No longer utilized by District staff	N/A	N/A	1	\$5,313-\$7,378
3	Vehicle 83 - 2004 Ford F-150 XL King Cab Pick-up	No longer utilized by District staff	N/A	N/A	1	\$3,186-\$4,469
4	Vehicle 84 - 2004 Ford F-150 XL King Cab Pick-up	No longer utilized by District staff	N/A	N/A	1	\$2,827-\$4,110
5	Vehicle 92 - 2007 Ford F-150 XL Pick-up	No longer utilized by District staff	N/A	N/A	1	\$4,264-\$5,485