

**MINUTES OF THE SEVEN HUNDRED AND EIGHTY THIRD MEETING OF THE
POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION**

**October 25, 2018
At the Offices of the Walnut Valley Water District
Board Room**

PRESENT:

Commissioner Ginna Escobar (teleconference)
Commissioner Scarlett Kwong
Commissioner Tony Lima
Alternate Commissioner Teresa Rios

STAFF PRESENT:

Erik Hitchman, Administrative Officer
Sean Henry, Treasurer
Carmen Fleming, Secretary

The meeting was called to order at 4:00 p.m. with Commissioner Lima presiding.

In attendance: Member agency representative Mr. Dave Warren, of Rowland Water District; and Mr. Brian Teuber, of Walnut Valley Water District; and Mr. Raul Garibay, and Mr. Chris Diggs, of the City of Pomona; and Mr. Mario Garcia, of Three Valleys Municipal Water District; and Mr. Robert Callanan, of White Nelson Diehl Evans, LLP.

Item 3: Public Comment

- ◆ There was no public comment at this time.

Item 4: Late Business

- ◆ There was no late business to be brought before the Commission at this time.

Item 5: Approval of Minutes for Meeting Held June 21, 2018

- ◆ The Commission was asked to approve the meeting minutes for the previous Commission meeting held June 21, 2018.

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Commissioner Escobar and carried (3-0), to approve the minutes of the June 21, 2018 meeting.

Chair Lima indicated that the motion was approved by a 3-0 vote

Item 6: Approval of Warrants and Charges Paid June through September 2018

- ◆ The Commission was provided a List of Warrants and Charges for June through September 2018

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Commissioner Escobar, and unanimously carried (3-0), to receive and file the Warrants and Charges for June through September 2018.

Chair Lima indicated that the motion was approved by a 3-0 vote

Item 7: Communications

- ◆ Mr. Hitchman did not have any Communication matters to report at this time.

Item 8: Approval of Financial Reports

- ◆ Mr. Henry noted the Treasurer's Reports, the Statement of Income & Expenses, and the Cash & Investment Portfolio Summary as provided and requested they be received and filed.

Upon consideration thereof, it was moved by Commissioner Escobar, seconded by Commissioner Kwong and unanimously carried, to receive and file the Treasurer's Reports for June 2018 through September 2018, and the Statement of Income & Expenses and Cash & Investment Portfolio Summary for Quarter Ending September 30, 2018.

Chair Lima indicated that the motion was approved by a 3-0 vote

Item 9: Adopt Final Audit

- ◆ A report given by Mr. Robert Callanan of White Nelson Diehl Evans LLP stated that there were no points of concern found.

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Commissioner Lima and unanimously carried (3-0), to adopt the Fiscal Year 2017-18 audit as prepared by White Diehl Evans LLP.

Chair Lima indicated that the motion was approved by a 3-0 vote

Item 10: Biennial Revision of the Conflict of Interest Code

- ◆ Mr. Hitchman updated the Commission on the filing of the 2018 Biennial Certification form with the Los Angeles County Board of Supervisors-Executive Office. Mr. Hitchman indicated no amendments were required to the Commission's Conflict of Interest Code.

Upon consideration thereof, it was moved by Commissioner Escobar, seconded by Commissioner Kwong and unanimously carried (3-0), to approve the submittal of the Biennial Certificate form with the Los Angeles County Board of Supervisors-Executive Office with no amendments.

Three Valleys Municipal Water District

- ◆ Staff reported on the Three Valley's Board meeting activities.

Item 11: Administrative Report

- ◆ Mr. Hitchman did not have any administrative matters to report at this time.

Item 12: Operations Report

- ◆ The Commission was provided with the Operations Report for the period of June 2018 through September 2018. As this is an informational report only, the Commission took no action.

Item 13: Water Use Reports for June through September 2018

- ◆ Mr. Hitchman asked the Commission to receive and file the Water Usage Reports for June through September 2018, as presented.

Upon consideration thereof, it was moved by Commissioner Kwong, seconded by Commissioner Escobar and unanimously carried (3-0), to receive and file the Water Use Reports for June through September 2018.

Chair Lima indicated that the motion was approved by a 3-0 vote

Item 14: 2019 Calendar/Meeting Schedule

- ◆ The Commission was asked to adopt the 2019 calendar year P-W-R Joint Water Line Commission meeting schedule, with the scheduled dates as follows:
 - Thursday, February 14, 2019, at 4:00 p.m.
 - Thursday, June 13, 2019, at 4:00 p.m.
 - Thursday, October 24, 2019, at 4:00 p.m.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Escobar, and unanimously carried (3-0), to adopt the 2019 P-W-R Joint Water Line Commission calendar.

Chair Lima indicated that the motion was approved by a 3-0 vote

Item 15: Commissioner's Questions and Comments

- ◆ There were no Commissioner questions or comments at this time.

Item 16: Subjects for Discussion at Future Meetings

- ◆ There were no items requested for discussion at future meetings.

Item 17: Adjournment at 4:18 p.m.

With no further items for discussion, it was moved by Commissioner Escobar, seconded by Commissioner Kwong, and unanimously carried (3-0), to adjourn the Pomona-Walnut-Rowland Joint Waterline Commission meeting at 4:18 p.m.

Chair Lima indicated that the motion was approved by a 3-0 vote