

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

**September 20, 2021
MEETING CONDUCTED VIA WEBEX
AT:**

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

DIRECTORS PRESENT:

Kevin Hayakawa
Edwin Hilden
Scarlett Kwong
Theresa Lee
Jerry Tang

DIRECTORS ABSENT:

None

STAFF PRESENT:

Erik Hitchman, General Manager/Chief Engineer
Brian Teuber, Assistant General Manager
Josh Byerrum, Director of Finance
Alanna Diaz, Human Resources & Risk Management
Lily Lopez, Director of External Affairs
Sherry Shaw, Director of Engineering & Planning
Thomas Monk, Director of Operations
Melanie Trevino, Administrative Assistant
James Ciampa, Legal Counsel
Ron Woodruff, Information Systems Specialist
(Meeting Host)

The meeting was called to order at 5:01 p.m. with President Kwong 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 Mike Ti, Jody Roberto, David De Jesus and General Manager Matt Litchfield;

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 16, 2021, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 6-1, 2, 3, 4)

Motion No. 21-09-1694: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee, 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 16, 2021, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Items 6-1, 2, 3, 4)

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Noes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1694, approving the consent calendar 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 2021. (Item 7)

Motion No. 21-09-1695: 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 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 2021. (Item 7)

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Noes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1695 was approved by a (5-0) roll call vote

Committee Chair Reports

Item 8: Engineering Committee – Director Kwong

- ◆ The Board was asked to authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit. (Item 8-A)

Motion No. 21-09-1696: *Upon consideration thereof, it was moved by Director Lee seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit to be provided to the District. (Item 8-A)*

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Noes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1696 was approved by a (5-0) roll call vote

- ◆ The Board was asked to authorize the General Manager to purchase the remaining AMI Meters to complete the W1 and W4 reading cycles from Badger Meter, Inc. at a cost of \$2,415,557. (Item 8-B)

Motion No. 21-09-1697: *Upon consideration thereof, it was moved by Director Lee seconded by Director Hilden and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to purchase the remaining AMI meters to complete the W1 and W4 reading cycles from Badger Meter, Inc. at a cost of \$2,415,557. (Item 8-B)*

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Noes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1697 was approved by a (5-0) roll call vote

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 8-C)

Item 9: Personnel Committee – Director Tang

- ◆ Ms. Diaz reviewed the Association of California Water Agencies (ACWA)/Joint Powers Insurance Authority (JPIA) medical, dental, and vision premium plans updates and increases effective January 1, 2022. She reported that the medical, dental and vision coverage premiums for employees are paid from the employee health benefit allotment established at \$1,882.90 per month/per employee, or payment of the lowest premium for family coverage. Ms. Diaz also mentioned that ACWA/JPIA enhanced the mental health benefits available to employees by launching a new mental health and wellbeing benefit through Modern Health. This new benefit is effective as of September 1, 2021 and is available to all participants enrolled in ACWA JPIA medical plans through Anthem and Kaiser. As this was an informational item only, no action was taken by the Board. (Item 9-A)
- ◆ Ms. Diaz reviewed the 2022 Employee Assistance Plan renewal effective January 1, 2022 offered by ACWA/JPIA. She noted that there is no change in the premium in the 2022 year at \$2.38 per month/per employee. As this was an informational item only, no action was taken by the Board. (Item 9-B)
- ◆ The Board was asked to approve the proposed modification to the District Official Chart of Positions and Organizational Chart. (Item 9-C)

Motion No. 21-09-1698: *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 proposed modifications to the District Official Chart of Positions and Organizational Chart, in the form presented to the Board. (Item 9-C)*

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Notes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1698 was approved by a (5-0) roll call vote

Item 10: Finance Committee – Director Lee

- ◆ Mr. Josh Byerrum presented 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. Mr. Byerrum also noted that there were no reportable incidents that occurred within the past year. As a matter of information only, no action was taken by the Board. (Item 10-A)
- ◆ Mr. Byerrum provided notice to the Board that the District has opened a new bank account for the PBWA Bond Proceeds with East West Bank. As this was an informational matter only, no action was taken by the Board. (Item 10-B)
- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report for the month ending August 31, 2021. (Item 10-C)

Motion No. 21-09-1699: Upon consideration thereof, it was moved by Director Hilden seconded by Director Lee and unanimously carried (5-0) by the roll call vote noted below, to receive, approve, and file the District's Consolidated Investment Transactions Report for the month ending August 31, 2021. (Item 10-C)

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Noes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1699 was approved by a (5-0) roll call vote

- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust report. (Item 10-D)

Item 11: Public Information/Community Relations/Legislative Action Committee – Director Hilden

- ◆ The Board was asked to approve the District's recognition of Hispanic Heritage Month (September 15 – October 15). (Item 11-A)

Motion No. 21-09-1700: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (5-0) by the roll call vote noted below, to approve the District's recognition of Hispanic Heritage Month (September 15 – October 15). (Item 11-A)

Ayes: Hayakawa, Hilden, Kwong, Lee, Tang
Noes: None
Absent: None
Abstain: None

President Kwong indicated Motion No. 21-09-1700 was approved by a (5-0) roll call vote

Item 12: TVMWD/MWD

- ◆ Updates on TVMWD and MWD business matters were provided by TVMWD General Manager, Matt Litchfield and TVMWD and MWD Director David De Jesus, respectively. (Item 12)

Item 13: The P-W-R Joint Water Line Commission

- ◆ Included in the Board packet was the P-W-R Joint Water Line Commission water use report for the month of August 2021. (Item 13)

Item 14: Puente Basin Water Agency (PBWA)

- ◆ The next PBWA meeting is scheduled for October 7, 2021. (Item 14)

Item 15: Spadra Basin Groundwater Sustainability Agency

- ◆ Director Tang reported on the September 7, 2021, Spadra Basin Executive Committee Meeting. (Item 15)

Item 16: General Manager's Report

- ◆ The Board received the District's activities calendars for October, November, and December 2021. (Item 16-A)
- ◆ The Board recognized Mr. Teofilo Pasillas on his completion of all three ACWA/JPIA Professional Development Programs, most recently completing the Operations program. The Board also recognized Mr. Chason Snyder on the completion of his ACWA/JPIA Professional Development Program in Operations and lastly, the Board recognized Mr. Josh Byerrum on the completion of his ACWA/JPIA Professional Development Program in Human Resources and Supervisory Basics Certification Programs. (Item 16-B)

Item 17: Water Supply and Conservation

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2021 purchased water estimate, conservation goal summary, climate summary, and 2021 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District's water usage for August 2021 was 7% lower than usage in August 2020 and 23% lower than usage in August 2013. (Item 17-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of September 14, 2021. (Item 17-B)

Item 18: 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 18)

- ◆ Director Hayakawa reported that during the month of August he attended the District's regular Board meeting, all District committee meetings, and the Diamond Bar City Council Meetings.
- ◆ Director Hilden reported his participation in the District's Regular Board meeting in addition to the committee meetings previously reported on.
- ◆ In addition to the District Board and committee meetings previously reported on, Director Lee reported on her participation in a Spadra Basin Advisory Committee meeting, and a Puente Basin Water Agency (PBWA) meeting.
- ◆ Director Tang reported on his participation in District Board and committee meetings, a PBWA meeting, the Spadra Basin Advisory Committee meeting, and the signing of a PBWA Bond Document in his capacity as PBWA Chair.
- ◆ Director Kwong advised that she attended District Board and committee meetings, conducted WVWD President's Duty by signing bond-related paperwork in addition to participating in MWD's Garden Design Workshop and the Regional Chambers Government Affairs committee meeting.

Item 19: Legal Reports

- ◆ Mr. Ciampa advised that the Governor signed AB 361 into law containing an urgency clause which allows it to take effect immediately. The law indicates that teleconference meetings are able to continue as long as a state of emergency is declared and other requirements are met, such as Board findings concerning the need for the teleconferenced meeting. Mr. Ciampa also reported on the status of Southern California Edison's lawsuit against the District, which has been paused due to COVID-19, but has been scheduled for trial on May 9, 2022. Mr. Ciampa will continue to monitor that lawsuit. (Item 19)

Item 20: Items for Future Discussion

- ◆ There were no requests for future discussion items. (Item 20)

Item 21: Board of Directors Business

- ◆ There was no Board of Director Business to come before the Board at this time. (Item 21)

Item 22: Public Comment on Closed Session

- ◆ The Board did not meet for Closed Session matters (Item 22)

Item 23: Adjourn to Closed Session – The Board did not meet for Closed Session matters

Item 24: Closed Session – Closed session was not held

Item 25: Reconvene in Open Session/Report of Action Taken in Closed Session

Adjournment at 5:50 p.m.