

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

**October 18, 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  
Josh Byerrum, Director of Finance  
Alanna Diaz, Director of Administrative Services  
Lily Lopez, Director of External Affairs  
Sherry Shaw, Director of Engineering & Planning  
Melanie Trevino, Executive 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; and WVWD employee, Tai Diep.

**Item 3: Public Comment**

- ◆ There were no request 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 September 20, 2021, minutes of the Special Board meeting held September 23, 2021, the Check Register, the Employee Expense Reimbursement Report, the Community Outreach Report, and the Joint Resolution Approving and Accepting Negotiated Exchange of Property Tax Revenues of Annexation No. 21-776 to County Sanitation District. (Items 6-1, 2, 3, 4, 5, 6)

***Motion No. 21-10-1702: 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 September 20, 2021, minutes of the Special Board meeting held September 23, 2021, the Check Register, the Employee Expense Reimbursement Report, the Community Outreach Report, and the Joint Resolution Approving and Accepting Negotiated Exchange of Property Tax Revenues of Annexation No. 21-776 to County Sanitation District. (Items 6-1, 2, 3, 4, 5, 6)***

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

**President Kwong indicated Motion No. 21-10-1702, 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 September 2021. (Item 7)

***Motion No. 21-10-1703: 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 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 September 2021. (Item 7)***

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

**President Kwong indicated Motion No. 21-10-1703 was approved by a (5-0) roll call vote**

**Item 8: Treasurer's Report**

- ◆ Mr. Byerrum presented the Financial Dashboard as of August 31, 2021, the District Statement of Revenue, Expenses, and Change in Net Positions as of August 31, 2021, the District Statement of Net Positions as of August 31, 2021, and Summary of Cash and Investments as of August 31, 2021. (Items 8-A, B, C, D)

**Motion No. 21-10-1704: 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 Financial Dashboard as of August 31, 2021, the District Statement of Revenue, Expenses, and Change in Net Positions as of August 31, 2021, the District Statement of Net Positions as of August 31, 2021, and Summary of Cash and Investments as of August 31, 2021. (Items 8-A, B, C, D)**

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

**President Kwong indicated Motion No. 21-10-1704 was approved by a (5-0) roll call vote**

**Committee Chair Reports**

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

- ◆ The Board was asked to receive and file the Thirty-Fifth Annual Report for the Puente Basin Watermaster for the Fiscal Year 2020-21 (Item 9-A)

**Motion No. 21-10-1705: 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 receive and file the Thirty-Fifth Annual Report for the Puente Basin Watermaster for Fiscal Year 2020-21 (Item 9-A)**

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

**President Kwong indicated Motion No. 21-10-1705 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to authorize the General Manager to execute contracts for labor and materials for the Spadra Monitoring Well upon determination of lowest responsible bidder; to find the project is exempt from the California Environmental Quality Act pursuant to Categorical Exemption Section 15306; to authorize staff to file a Notice of Exemption for the subject project with the office of Los Angeles County Registrar-Recorder/County Clerk; and to approve easement documents for the subject project. (Item 9-B)

**Motion No. 21-10-1706: Upon consideration thereof, it was moved by Director Tang, seconded by Director Lee and unanimously carried (5-0) by the roll call vote noted below, to authorize the General Manager to execute contracts for labor and materials for the Spadra Monitoring Well upon determination of lowest responsible bidder; to find the project is exempt from the California Environmental Quality Act pursuant to Categorical Exemption Section 15306; to authorize staff to file a Notice of Exemption for the subject project with the office of Los Angeles County Registrar-Recorder/County Clerk; and to approve easement documents for the subject project. (Item 9-B)**

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

**President Kwong indicated Motion No. 21-10-1706 was approved by a (5-0) roll call vote**

- ◆ Ms. Shaw reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 9-C)

**Item 10: Personnel Committee – Director Tang**

- ◆ The Board was asked to review and approve the Board policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses and its respective exhibits, in the form presented. (Item 10-A)

**Motion No. 21-10-1707: Upon consideration thereof, it was moved by Director Tang, seconded by Director Lee and unanimously carried (5-0) by the roll call vote noted below, to review and approve the Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses and its respective exhibits in the form presented. (Item 10-A)**

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

**President Kwong indicated Motion No. 21-10-1707 was approved by a (5-0) roll call vote**

- ◆ The Board reviewed the District's Standing Committee Selection Process policy and recommended no changes to the current process. (Item 10-B)

**Motion No. 21-10-1708: 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 continue with the District's current Standing Committee Selection Process. (Item 10-B)**

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

**President Kwong indicated Motion No. 21-10-1708 was approved by a (5-0) roll call vote**

#### **Item 10: Finance Committee – Director Lee**

- ◆ The Board was asked to receive, approve, and file the Annual Acreage Supply, Reservoir Capacity, and Water Supply charges (Capital Improvement Fees) report and was further informed that the report will be made available for public review upon request. (Item 11-A)

**Motion No. 21-10-1709: 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 annual Acreage Supply, Reservoir Capacity, and Water Supply charges (Capital Improvement Fees) report. (Item 11-A)**

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

**President Kwong indicated Motion No. 21-10-1709 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to receive, approve, and file the District's Consolidated Investment Transactions Report for the month ending September 30, 2021. (Item 11-B)

**Motion No. 21-10-1710: 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 receive, approve, and file the District's Consolidated Investment Transactions Report for the month ending September 30, 2021. (Item 11-B)**

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

**President Kwong indicated Motion No. 21-10-1710 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 11-C)

#### **Item 12: Public Information/Community Relations/Legislative Action Committee – Director Hilden**

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

#### **Item 13: 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 13)

#### **Item 14: 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 September 2021. (Item 14)

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

- ◆ Director Lee reported on the October 7, 2021 Puente Basin Water Agency meeting. (Item 15)

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

- ◆ Director Tang indicated the next Spadra Basin Advisory Committee meeting will be held on November 10, 2021. (Item 16)

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

- ◆ The Board received the District's activities calendars for November and December 2021, and January 2022. (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, 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 September 2021 was 8% lower than usage in September 2020 and 20% lower than usage in September 2013. (Item 18-A)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of October 12, 2021. (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 Hayakawa reported that during the month of September he attended the District's regular and Special Board meetings, and all District committee meetings.
- ◆ Director Hilden reported his participation in the District's Regular Board meetings in addition to the committee meetings previously reported on, and a TVMWD Board meeting.
- ◆ In addition to the District Board and committee meetings previously reported on, Director Lee reported her participation in a Spadra Basin Advisory Committee meeting.
- ◆ Director Tang reported on his participation in District Board and committee meetings, the Spadra Basin GSA Executive and Advisory Committee meetings, and participated in a CA Friendly Native Plant Landscape Webinar in Mandarin.
- ◆ Director Kwong advised that she attended District Board and committee meetings in addition to participating in WWWD's Edible Gardening for Beginners Virtual Workshop, MWD's California Friendly Landscape Training, and the Regional Chambers Government Affairs committee meeting.

**Item 20: Legal Reports**

- ◆ Mr. Ciampa advised upon the retirement of PWAG's Emergency Management Coordinator, Mike Holmes, Alix Stayton will be replacing him. (Item 20)

**Item 21: Items for Future Discussion**

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

**Item 22: Board of Directors Business**

- ◆ The Board was asked to approve the WWWD Conflict of Interest Code, to be effective as of September 29, 2021. (Item 22-A)

***Motion No. 21-10-1711: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang and unanimously carried (5-0) by the roll call vote noted below, to approve the WWWD Conflict of Interest Code, to be effective as of September 29, 2021. (Item 22-A)***

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

***Noes: None***

***Absent: None***

***Abstain: None***

**President Kwong indicated Motion No. 21-10-1711 was approved by a (5-0) roll call vote**

- ◆ The Board was asked to adopt WWWD Resolution No. 10-21-686, authorizing remote teleconference meetings for the period October 18, 2021 to November 17, 2021. (Item 22-B)

***Motion No. 21-10-1712: 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 adopt WWWD Resolution No. 10-21-686, authorizing remote teleconference meetings for the period October 18, 2021 to November 17, 2021. (Item 22-B)***

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

***Noes: None***

***Absent: None***

***Abstain: None***

**President Kwong indicated Motion No. 21-10-1712, adopting Resolution No. 10-21-686, was approved by a (5-0) roll call vote**

- ◆ The Board received notice of the ACWA's General Session Membership Meeting to be held on December 1, 2021 during the Fall Conference. No Board action was taken on this matter. (Item 22-C)

**Adjournment at 5:53 p.m. in Memory of Shawna Whallon, WVWD retiree and John Chavez, WVWD employee**