



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
January 14, 2020 – 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Robert W. Lewis
Vice President Teresa P. Rios
Director Anthony J. Lima
Director Szu Pei Lu-Yang
Director John Bellah

ABSENT:

None.

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger
Erin LaCombe Gilhuly, CV Strategies
Tara Bravo, CV Strategies
Denise Jackman, Three Valleys Municipal Water District
Matt Litchfield, Three Valleys Municipal Water District
David Malkin, Rowland Unified School Board Member
Teri Malkin, Resident

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dave Warren, Assistant General Manager
Rose Perea, Director of Administrative Services
Dusty Moisio, Director of Operations
Brittnie Van De Car, Public Affairs Representative

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEM

School Board Member, David Malkin, provided information on the “Rowland Unified School District Showcase Event” which will be held on January 25, 2020, 10:00 am to 1:00 pm, at the Rowland Heights Community Center, and the “Performing Arts Grand Opening Celebration” to be held on January 31, 2020, at 6:30 pm at Rowland High School. He thanked the District for the installation of the Water Bottle Filling Stations at Rowland and Blandford Elementary Schools.

TAB 1 – CONSENT CALENDAR

Upon motion by Director Lima, seconded by Director Rios, the Consent Calendar was approved as follows:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah
Noes: None
Abstain: None
Absent: None

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Adjourned Board Meeting Held on December 17, 2019

1.2

Demands on General Fund Account for November 2019

1.3

Investment Report for November 2019

1.4

Water Purchases for November 2019

Next Special Board Meeting January 28, 2020, 6:00 p.m.
Next Regular Board Meeting February 11, 2020, 6:00 p.m.

Tab 2 – ACTION ITEMS

2.1

Review and Approve Directors’ Meeting Reimbursements for December 2019

Upon Motion by Director Lima, seconded by Director Rios, the Directors’ Meeting Reimbursement Report was approved as follows:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah
Noes: None
Abstain: None
Absent: None

2.2

Approve Change in IRS Mileage Rate from \$.58 to \$.575 effective January 1, 2020

After discussion upon motion made by Director Lima, seconded by Director Rios, and unanimously carried, the Board approved the IRS mileage rate of \$.575 effective January 1, 2020.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah
Noes: None
Abstain: None
Absent: None

2.3

Authorize Presiding Officer to Vote for Special District LAFCO Representative for Term Expiring May 2020

After discussion, and upon motion by Director Lu-Yang, seconded by Director Lima, the presiding officer was authorized to cast the ballot vote on behalf of the District for Donald L. Dear, as the Special District LAFCO Representative for the term expiring May 2020. The motion was unanimously carried.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah
Noes: None
Abstain: None
Absent: None

2.4

Receive and File Final Puente Basin Water Agency Financial Audit for Fiscal Year Ended June 30, 2019 prepared by Davis Farr Certified Public Accountants

After discussion a motion was made by Director Lima, seconded by Director Rios, to receive and file the Final Puente Basin Water Agency Financial Audit for Fiscal Year ended June 30, 2019. The motion was unanimously carried.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah
Noes: None
Abstain: None
Absent: None

2.5

Consider Salary Adjustment to Agreement for Employment of General Manager

After discussion, a motion was made by Director Lima, seconded by Director Rios, to amend the General Manager’s Agreement for Employment to compensate the General Manager for services provided at an annual base salary of \$263,308 effective as of January 1, 2020. On January 1, 2021 and then again on January 1, 2022, the District shall increase the Manager’s salary by an additional \$4,000 per year, plus any cost of living adjustment (COLA) and/or merit raise as provided for *infra*. All other terms of the existing Agreement will remain the same. The motion was unanimously carried.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah
Noes: None
Abstain: None
Absent: None

2.6

Review and Approve Resolution No. 1-2020 Policy on Discontinuation of Residential Water Service for Non-Payment

After discussion, a motion was made by Director Lima seconded by Director Lu-Yang, to approve Resolution No. 1-2020 Policy on Discontinuation of Residential Water Service for Non-Payment. The motion was unanimously approved by the following roll-call vote:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

Motion passed by a vote of 5-0.

2.7

Consider Approval to Purchase Two (2) Thunder Creek Mobile Diesel Trailers

After discussion, a motion made by Director Lima, seconded by Director Lu-Yang, to purchase two (2) Multi-Tank Diesel Fuel Trailers from Thunder Creek Equipment for a total purchase price of \$39,137.45 from District reserves. The motion was unanimously carried.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

2.8

Presentation on the “Little Library”

General Manager, Tom Coleman, provided three artist renderings of the “Little Library” which the District is considering for placement at the District office. The Little Library promotes neighborhood book sharing in the form of a bookcase which in this case resembles an old-fashion water tank.

2.9

Public Relations (Rose Perea)

Rose Perea reported that the Media Contest applications are due February 13, 2020 and Scholar Program applications are due January 23, 2020. A Water Station has been installed at Rowland Elementary and the second one was installed at Blandford Elementary. A lottery will be used for next year’s installations. Brittne is distributing the poster paper to the elementary schools for this year’s MWD Poster Contest. The entries are due to here at RWD March 26, 2020 and will be available for judging prior to sending the final posters to MWD. Mini Solar Cup Races at Nogales High School are February 27, 2020, starting at 8:40 a.m. and ending at 12:00 p.m.

Communications Outreach (CV Strategies)

Erin LaCombe Gilhuly, CV Strategies, reported that a press release on the water bottle filling stations will be distributed. She presented the new “What’s Your Water Footprint” Microsite to the Board and engaged them on the various “hands-on” activities included on the site. She advised that they will be creating a video on the AMI conversions and a video on “How to Read Your Meter” for the new AMI meter as well as the standard meter currently in use.

Education Update

Provided for information purposes only.

2.10

Discussion of Upcoming Conferences, Workshops, or Events (including items that may have arisen after the posting of the Agenda)

- Three Valleys Leadership Breakfast, January 30, 2020, 7:30-9:00 a.m. at the Sheraton Fairplex, Pomona.
Staff was asked to make reservations for Directors Lewis and Bellah.
- 2020 ACWA Legislative Symposium, March 12, 2020, 9:00 am-1:30 pm. The Sutter Club, Sacramento, CA
Staff was asked to make a reservation for Director Lewis' attendance at the Symposium. A motion was made by Director Bellah, seconded by Director Lu-Yang, and unanimously carried, to approve the payment of *per diem* compensation to Director Lewis for his attendance at the Symposium.

TAB 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

None.

TAB 4 REVIEW OF CORRESPONDENCE

None.

TAB 5 COMMITTEE REPORTS

5.1

Joint Powers Insurance Authority

ACWA/JPIA "Thank You" letter provided for information purposes only.

5.2

Three Valleys Municipal Water District

Director Lima reported on his attendance at the December 18, 2019 Board meeting and advised that a Notice to Fill the Vacancy created by virtue of the death of Director Joe Ruzicka was posted at various locations. An Ad Hoc Committee met on January 8, 2020 to review the applications submitted and selected four final candidates. A Special meeting will be held on January 16, 2020, to select a candidate to fill the vacancy. Director Lu-Yang reported that members of the public attended to discuss the Cadiz Project.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Puente Basin Water Agency

Director Lima advised that the next meeting will be held on February 6, 2020 at the Rowland Water District.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis reported on his attendance at the meeting held on January 13, 2020 and advised that Congresswoman Grace Napolitano will be holding a field meeting on March 6, 2020, at 10:00 a.m. at the Baldwin Park Regional Chamber of Commerce.

5.7

PWR Joint Waterline Commission

Nothing to report. The next meeting will be held on February 13, 2020.

5.8

Sheriff's Community Advisory Council

Nothing to report.

5.9

Rowland Heights Community Coordinating Council

Director Bellah advised that a presentation was made by Jeanne O'Donnell from the Office of Emergency Management on "Emergency Safety in Your Home and Community."

5.10

Hacienda Heights Improvement Association

Director Lima reported that the next meeting will be held on January 27, 2020. The meeting location will move to the Hacienda Heights Recreation Center on Turnbull Canyon Road.

TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

General Manager, Tom Coleman, presented a year-to-date Revenue and Expense Report by Category and Consumption by Class through November 30, 2019.

6.2

Operations Report

Director of Operations, Dusty Moisiso, provided updates on the following projects:

- Fuel Storage – Construction is in progress to replace the existing 3,000-gallon gas fuel and 500-gallon diesel fuel storage tanks with a 10,000-gallon split tank holding 8,000 gallons of diesel fuel and 2,000 gallons of gas fuel.
- Meter Replacement – 2,649 new AMI meters have been installed to date. Also installed were two AMI repeaters to improve communication between the meters and the AMI software system. The system is currently reading at 98.7%.

6.3

Personnel Report

General Manager, Tom Coleman, advised that the Maintenance 1 position had been filled and the new employee's start date is January 16, 2020. The District is currently fully staffed with field personnel. On January 21, 2020, the District will be on-boarding two new interns.

TAB 7 ATTORNEY’S REPORT

Nothing to report.

TAB 8 CLOSED SESSION

Legal Counsel, Joseph Byrne, advised that a closed session was not required in connection with the items listed below.

- a. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**
Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9.
Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088

- b. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
Property: 18938 Granby Place, Rowland Heights, CA 91748
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17
Under Negotiation: Price and Terms

- c. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
Property: Portion of Property Located at
804 S. Azusa Ave., City of Industry, CA
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Terms

General Manager’s and Directors’ Comments

General Manager, Tom Coleman, wished the Board and staff a Happy New Year and is looking forward to 2020.

Future Agenda Items

- San Gabriel Valley Water Forum, April 16, 2020, 8:00 a.m. to 1:30 p.m., Hilton Los Angeles/San Gabriel, 225 W. Valley Boulevard, San Gabriel, CA

Late Business

None.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 8:01 p.m.

ROBERT W. LEWIS
Board President

Attest: _____
TOM COLEMAN
Board Secretary