



Minutes of the Adjourned Meeting  
of the Board of Directors of the Rowland Water District  
June 16, 2020 – 4:00 p.m.  
Location: District Office

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**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 Gilhuly, CV Strategies  
Denise Jackman, Director, Three Valleys Municipal Water District  
Matt Litchfield, Three Valleys Municipal Water District  
Kirk Howie, Three Valleys Municipal Water District  
Jody Roberto, Director, Three Valleys Municipal Water District  
Ian Berg, Eide Bailly LLP

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Dave Warren, Assistant General Manager  
Rose Perea, Director of Administrative Services  
Dusty Moisio, Director of Operations

**ADDITION(S) TO THE AGENDA**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEM**

None.

**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 Regular Board Meeting Held on May 12, 2020**

**1.2**

**Approval of the Minutes of Special Board Meeting Held on May 26, 2020**

**1.3**

**Demands on General Fund Account for April 2020**

**1.4**

**Investment Report for April 2020**

**1.5**

**Water Purchases for April 2020**

Next Regular Board Meeting

July14, 2020, 5:00 p.m.

**Tab 2 – ACTION ITEMS**

**2.1**

**Review and Approve Directors’ Meeting Reimbursements for May 2020**

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**

**Review and Approve 3% Cost of Living Increase for all Employees Based on Merit**

After discussion, a motion was made by Director Lu-Yang and seconded by Director Lima, to approve the 3% Cost of Living Increase for all Employees Based on Merit. The motion was approved as follows:

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

### 2.3

#### **Review and Approve final Rowland Water District Budget and Capital Improvement Plan– Fiscal Year 2020-2021**

General Manager, Tom Coleman, advised the Board that no changes were made to the “Draft” document which was presented and reviewed at the May 26, 2020 Budget Workshop.

After discussion and upon motion by Director Lu-Yang, seconded by Director Rios, the District Budget for Fiscal Year 2020-2021 was unanimously approved as follows:

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

### 2.4

#### **Review and Approve Amended 2019-2020 Schedule of Monthly Salary Ranges**

Mr. Coleman explained that CalPERS is requiring that the Board approved the Amended 2019-2020 Schedule of Monthly Salary Ranges, noting that the salary ranges approved are monthly.

After discussion and upon motion by Director Lima, seconded by Director Rios, the Amended 2019-2020 Schedule of Monthly Salary Ranges was unanimously approved as follows:

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

### 2.5

#### **Review and Approve 2020-2021 Schedule of Monthly Salary Ranges**

Mr. Coleman explained that CalPERS requires its contracting agencies to certify their monthly salary schedule at least once a year for purposes of enabling CalPERS to ensure that compensation is not “spiked” in the last year prior to retirement.

After discussion and upon motion by Director Lu-Yang, seconded by Director Lima, the 2020-2021 Schedule of Monthly Salary Ranges was approved as follows:

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

**2.6**

**Consider Approval of Contract for Auditing Services**

After discussion and upon motion by Director Lima, seconded by Director Rios, the the Board approved the contract for Auditing Services with Nigro & Nigro for \$22,500.00 a year to perform the annual audit and \$500.00 a year for the preparation of the annual State Financial Transaction Report. The motion was unanimously approved as follows:

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

**2.7**

**Receive and File Puente Basin Water Agency (PBWA) Budget for FY 2020-2021**

After discussion a motion was made by Director Lima, seconded by Director Lu-Yang, to receive and file the Puente Basin Water Agency Budget for FY 2020-2021 as presented. The motion was unanimously approved as follows:

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

**2.8**

**Discuss Nomination of Candidate, LAFCO Alternate**

No action taken. This matter will be tabled as a future agenda item.

**2.9**

**Public Relations (Rose Perea)**

Mrs. Perea advised that the poster contest winners have been posted to the website. The certificates and gift cards have been distributed to the students participating in the contest. All winners have also been celebrated on social media. Brittnie will be redeveloping all of the school programs to accommodate virtual presentations. Brittnie has been advised that as of this time, schools will be closed until December. Once a definite “open” date has been provided, the EduBucks projects will be viewed and the reports and budgets will be collected. The National Theatre for Children is developing written materials, workbooks, and virtual presentations in anticipation of limited, if any, in-person presentations being allowed. The District has not entered into a contract with them until we can review the material and can determine a schedule.

**Communications Outreach (CV Strategies)**

Erin Gilhuly, CV Strategies, advised the Board that the Consumer Confidence Report (CCR) has been finalized for printing and posting to the website. The CCR postcards have also been finalized, printed and sent to the mail house for mailing prior to July 1, 2020. Press releases on the Poster Contest and Budget approval have also been prepared. She advised that we are awaiting the final judging of the CAPIO Awards for the District’s Quarterly Newsletter and last year’s CCR in the graphic arts category.

**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)**

- None.

## **TAB 3 LEGISLATIVE INFORMATION**

### **3.1**

#### **Updates on Legislative Issues**

General Manager, Tom Coleman, advised the Board that the State Budget has been sent to the Governor for approval. Senate Bill 625 regarding the Central Basin Municipal Water District has passed in the Assembly and now goes to the Senate for a vote. Matt Litchfield, General Manager, Three Valleys MWD, provided information on Agenda items which will be considered at their June 17, 2020 Board meeting.

## **TAB 4 REVIEW OF CORRESPONDENCE**

Director Lewis provided the Board with a “Summary Report” of his virtual attendance at the CSDA Legislative Days held May 19-20, 2020. General Manager, Tom Coleman, advised that he participated in the on-line voting for CSDA Seat C on behalf of the District and that the District cast its vote for Ronald Coats, East Valley Water District.

## **TAB 5 COMMITTEE REPORTS**

### **5.1**

#### **Joint Powers Insurance Authority**

General Manager, Tom Coleman, reported on his virtual attendance at the JPIA Property Committee meeting held on June 11, 2020.

### **5.2**

#### **Three Valleys Municipal Water District**

Director Lima reported on his attendance at the May 20, 2020 Board meeting and advised that financial reports were approved and an investment update was provided. He advised that MWD is considering funding more local projects. At the June 3, 2020 meeting an update was provided on the Cyclic Storage Agreement between MWD, 3-Valleys and the Main San Gabriel Basin Watermaster; the Standby Charge for FY 2020-21 will increase to \$19.90.

### **5.3**

#### **Association of California Water Agencies**

Nothing to report.

### **5.4**

#### **Puente Basin Water Agency**

Directors Lewis and Lima reported on the meeting held on June 4, 2020. The Third Quarter Financial Statements were reviewed, and the Puente Narrows Underflow for FY 2019-20 was discussed. Updates were provided on the Regional Groundwater Project and the Central Basin Well Site.

### **5.5**

#### **Project Ad-Hoc Committee**

Nothing to report.

## **5.6**

### **Regional Chamber of Commerce**

Director Lewis reported on the June 15, 2020 Government Affairs Committee meeting and advised that the Budget was approved as submitted and California Assembly Bill 5 designed to regulate companies that hire drivers such as Uber, Lyft and Door Dash was discussed. He advised that Ted Ebenkamp retired from the Walnut Valley Water District Board and the Chamber effective May 29, 2020.

## **5.7**

### **PWR Joint Waterline Commission**

Director Lima reported on his attendance at the June 11, 2020 meeting and advised that staff had sent out RFP's for auditing services and recommended hiring Fedak & Brown. After reviewing staff's recommendation, the Commission selected Fedak and Brown, LLP, as its new auditors. The FY 2020-2021 Budget was approved as presented.

## **5.8**

### **Sheriff's Community Advisory Council**

Nothing to report.

## **5.9**

### **Rowland Heights Community Coordinating Council (RHCCC)**

Nothing to report. The RHCCC anticipates that a virtual meeting will be held on July 13, 2020.

## **5.10**

### **Hacienda Heights Improvement Association**

Nothing to report.

## **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 April 2020.

### **6.2**

#### **Operations Report**

Director of Operations, Dusty Moisio, advised that to date 5,367 units have been replaced, and the accuracy readings are at 99.2%. The substantial number of meter change-outs is largely due to the four interns which have been assigned to work on this project. With the approval of the FY 2020-21 Budget, the District will commence capital projects on July 1, 2020.

### **6.3**

#### **Personnel Report**

General Manager, Tom Coleman, advised that the District interviewed six very highly qualified candidates and has selected Myra Malner, CPA, to fill the Director of Finance position. Her employment with the District will commence on July 1, 2020.

**TAB 7 ATTORNEY’S REPORT**

Legal counsel, Joe Byrne, reported on litigation concerning the Delta and environmental requirements for the long term operation of the State Water Project.

**TAB 8 CLOSED SESSION**

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 6:11 p.m. and announced that the purpose of the closed session, and the provisions of the Brown Act authorizing the closed session were listed in the agenda.

- 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

The closed session was adjourned, and the Board resumed the meeting in open session at 6:46 p.m.

Upon returning to open session, legal counsel reported that the Board took no reportable action in connection with these matters.

**General Manager’s and Directors’ Comments**

General Manager, Tom Coleman, provided an update on the COVID-19 District operating status and advised that he hopes to have all staff return to work by July 6, 2020. The District is working on a work site plan and COVID-19 compliance under the District’s Injury and Illness Prevention Program (IIPP).

**Future Agenda Items**

- Consider Nomination of Candidate, LAFCO Alternate

**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 7:00 p.m.

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ROBERT W. LEWIS  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary