



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
July 14, 2020 – 5:00 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 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
John Poehler, WA Rasic Construction
Ed Chavez, San Gabriel Valley MWD Board President

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dave Warren, Assistant General Manager
Rose Perea, Director of Administrative Services
Dusty Moisiso, Director of Operations
Myra Malner, Director of Finance

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 Lu-Yang, 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 June 16, 2020

1.2

Demands on General Fund Account for May 2020

1.3

Investment Report for May 2020

1.4

Water Purchases for May 2020

Next Special Board Meeting

July 28, 2020, 5:00 p.m.

Next Regular Board Meeting

August 11, 2020, 5:00 p.m.

Tab 2 – ACTION ITEMS

2.1

Review and Approve Directors’ Meeting Reimbursements for June 2020

Upon motion by Director Lu-Yang, seconded by Director Lima, 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 Changing Regular Board Meeting Time to 5:00 PM During COVID-19 Safer-At-Home Stay Order

After Discussion, upon motion by Director Lu-Yang, seconded by Director Lima, the changing of the time of the Regular Board Meeting to 5:00 PM was approved as follows:

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

2.3

Review and Approve Amended Schedules of Monthly Salary Ranges for the Following Years: 2017-2018, 2018-2019, 2019-2020 and 2020-2021

After Discussion, upon motion by Director Lima, seconded by Director Lu-Yang, the amended schedules of monthly salary ranges for 2017-2018, 2018-2019, 2019-2020 and 2020-2021 were approved as follows:

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

2.4

Approve the Surplus of: 2009 Ford F-150 Truck, VIN 1FTRF12W49KB91047, License No. 1327496; and 2007 Chevrolet F-250 Truck, VIN 1GBHC24K77E571603, License No. 1271630

After Discussion, upon motion by Director Lu-Yang, seconded by Director Rios, the surplus of the 2009 Ford F-150 Truck and the surplus of the 2007 Chevrolet Truck whose description was corrected to read 2007 Chevrolet 2500 Truck was approved as follows:

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

2.5

Review and Approve Revised Administrative Leave Policy

After Discussion, upon motion by Director Lu-Yang, seconded by Director Lima, the revised Administrative Leave Policy was approved as follows:

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

2.6

Consider Providing General Manager with the Authority to Purchase Four (4) Ford F150 4x2 Supercrew Trucks for an amount not-to-exceed \$120,000.00.

After Discussion, the Board increased the purchase amount “not-to-exceed \$160,000.00” and upon motion by Director Lima, seconded by Director Lu-Yang, the purchase of four (4) 4x2 supercrew trucks in an amount not-to-exceed \$160,000.00 was approved as follows:

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

2.7

Consider Nomination of Independent Special District Alternate to the Los Angeles County Local Agency Formation Commission (LAFCO)

After Discussion, upon motion by Director Lu-Yang, seconded by Director Bellah, the Board approved the nomination of Director Robert W. Lewis as Alternate to the Los Angeles County Local Agency Formation Commission (LAFCO), as follows:

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

2.8

Public Relations (Rose Perea)

Mrs. Perea reported that the District's Public Relations Representative, Brittne Van De Car, is in the process of re-developing all school programs in a virtual format and is currently working with LaDonna Guzman, Rowland Elementary Teacher, on a new program – a virtual scavenger hunt. The National Theatre for Children has advised the District that they are in the process of renewing the District's 2020-2021 educational programs and will have digital alternatives in place if in-school programs are not possible.

Communications Outreach (CV Strategies)

Erin Gilhuly, CV Strategies, advised the Board that the CCR has been completed and posted to the website. The CSDA Magazine will be featuring the District's "What's in your Water Bottle" program as an innovative program in their next magazine issue. Two Press Releases have been completed – one on the Budget and one on the CCR availability. A draft release on the District's newly hired Director of Finance, Myra Malner, has been prepared. They are still waiting to hear from CAPIO on the District's Quarterly Newsletter and last year's CCR in the graphic arts category which should be announced sometime in July.

Education Update

Provided for information purposes only.

2.9

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

Nothing to report.

TAB 4 REVIEW OF CORRESPONDENCE

General Manager, Tom Coleman, advised the Board that he had received filing information which pertained to the upcoming district elections for Division I and II. The County has set the filing period to be July 7, 2020 through August 8, 2020.

TAB 5 COMMITTEE REPORTS

5.1

Joint Powers Insurance Authority

Nothing to report.

5.2

Three Valleys Municipal Water District

Director Lima reported on his attendance at the June 17, 2020 Three Valleys MWD Board meeting and advised that a public hearing was held, and a resolution was adopted approving a \$19.90 standby charge for FY 2020-2021. The Three Valleys MWD Board approved an Agreement for Professional Services for development and preparation of the 2020 Urban Water Management Plan. The cost for the preparation will be split between five agencies with Three Valleys MWD paying 25% totaling \$41,250 and the balance being split equally between the other participating agencies.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Puente Basin Water Agency

Nothing to report. Next meeting will be in August.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis reported on the July 13, 2020 Government Affairs Committee meeting and advised that effective July 13, 2020 the Legislature went into quarantine for two weeks.

5.7

PWR Joint Waterline Commission

Nothing to report.

5.8

Sheriff's Community Advisory Council

Nothing to report.

5.9

Rowland Heights Community Coordinating Council (RHCCC)

Nothing to report.

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, introduced the District's new Director of Finance, Myra Malner and advised that she will be presenting all future finance reports. Mr. Coleman presented a year-to-date Revenue and Expense Report by Category and Consumption by Class through May 2020.

6.2

Operations Report

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

- Reservoir 6 Asphalt – provided pictures of the capital asphalt rehabilitation at Reservoir 6. The project included removal and replacement of 15,024 square feet of asphalt along with the installation of a 3" aggregate base to replace the native soil.
- AMI Meter Replacement Project – Current replacement count 5,707; reception quality of meter reading 99.2%.

6.3

Personnel Report

Nothing to report.

TAB 7 ATTORNEY'S REPORT

Nothing to report.

TAB 8 CLOSED SESSION

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 6:36 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 7:09 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 several payroll errors from 2018 and advised that all matters had been corrected and resolved.

Future Agenda Items

None.

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 7:08 p.m.

ROBERT W. LEWIS
Board President

Attest: _____
TOM COLEMAN
Board Secretary