



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
December 8, 2020 – 5:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Teresa P. Rios
Vice President Anthony J. Lima
Director Robert W. Lewis
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
Kirk Howie, Three Valleys Municipal Water District
Jody Roberto, Director, Three Valleys Municipal Water District
Ed Chavez, Upper San Gabriel Municipal Water District
Dean Gipson, Claris Strategy, Inc.
William Lim, Claris Strategy, Inc.

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dave Warren, Assistant General Manager
Rose Perea, Director of Administrative Services
Dusty Moisisio, Director of Operations
Myra Malner, Director of Finance
John Poehler, Project Manager

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 Adjourned Regular Board Meeting Held on November 17, 2020

1.2

Demands on General Fund Account for October 2020

1.4

Investment Report for October 2020

1.5

Water Purchases for October 2020

Next Regular Board Meeting

January 12, 2021, 5:00 p.m.

Tab 2 – ACTION ITEMS

2.1

Review and Approve Directors’ Meeting Reimbursements for November 2020

Upon motion by Director Lima, seconded by Director Lewis, 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

Administer Oaths of Office to Teresa P. Rios, Division 1 and Anthony J. Lima, Division 2

General Manager/Board Secretary, Tom Coleman, administered the Oaths of Office to Directors Rios and Lima.

2.3

Approve Executive Officer Positions of the Board of Directors for 2021

After discussion, upon motion by Director Lewis, seconded by Director Lu-Yang, the Board unanimously approved Director Teresa Rios’ election to serve as President for calendar year 2021 and Director Anthony Lima’s election to serve as Vice President for calendar year 2021. The motion was approved as follows:

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

2.4

Review and Approve Board of Directors Committee Assignments for 2021

All Committee assignments for the 2021 calendar year were discussed and it was agreed that the Hacienda Heights Improvement Association be removed from the list of committee assignments and that City of Industry Council meetings be added in its place. A motion was made by Director Lu-Yang, seconded by Director Lima, and unanimously approved, to confirm the following committee assignments for the 2021 calendar year:

Puente Basin Water Agency	Director Lewis Director Lima Tom Coleman, Alternate
PWR Joint Water Line Commission	Director Lima Director Rios, Alternate
Three Valleys Municipal Water District	Director Lima Director Lu-Yang
Association of California Water Agencies	Director Bellah Director Lewis
Joint Powers Insurance Authority	Director Lewis Tom Coleman, Alternate
San Gabriel Valley Regional Chamber of Commerce-Government Affairs Committee	Director Bellah, Voting Member Director Lewis, Alternate
Los Angeles County Sheriff’s Department Advisory Council	Director Lu-Yang Director Rios
Project Ad-Hoc Committee	Director Lima Director Lu-Yang
Rowland Heights Community Coordinating Council	Director Bellah Director Lu-Yang
City of Industry Council Meetings	Director Bellah Director Lewis, Alternate

The motion was approved as follows:

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

2.5

Approve/Confirm Appointment of Directors to Serve on the Puente Basin Water Agency

A motion was made by Director Lima, seconded by Director Lu-Yang, and unanimously carried to confirm the appointment of Director Lima and Director Lewis as Commissioners of the Puente Basin Water Agency and General Manager, Tom Coleman, as Alternate Commissioner.

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

2.6

Review and Approve Resolution 12-2020 of the Board of Directors Appointing Representatives to the Puente Basin Water Agency

A motion was made by Director Lima, seconded by Director Lewis, to approve Resolution No. 12-2020 appointing Director Lima and Director Lewis as Commissioners of the Puente Basin Water Agency and General Manager, Tom Coleman, as Alternate Commissioner to represent the District. The motion was 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

Approve/Confirm Appointment of Directors to Serve on the Pomona-Walnut-Rowland Joint Water Line Commission

A motion made by Director Lewis, seconded by Director Lima, for the appointment of Director Lima as Commissioner, and Director Rios as alternate, to serve on the Pomona-Walnut-Rowland Joint Water Line Commission. The motion was unanimously carried.

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

2.8

Review and Approve Resolution 12.1-2020 Establishing the Rowland Water District Investment Policy

After discussion, a motion was made by Director Lewis, seconded by Director Lu-Yang, to approve Resolution No. 12.1-2020 Establishing the Rowland Water District Investment Policy. The motion was 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.

2.9

Review and Approve Resolution No. 12.2-2020 Re-Appointing the District Treasurer and Delegating Authority for the Investment of Surplus Funds of the District to the General Manager/Treasurer

After discussion, a motion was made by Director Lu-Yang, seconded by Director Lewis, to approve Resolution No. 12.2-2020 Re-Appointing the District Treasurer and Delegating Authority for the

Investment of Surplus Funds of the District to the General Manager. The motion was 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.

2.10

Review and Approve 2% 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 2% Cost of Living Increase for all Employees Based on Merit to become effective January 1, 2021. The motion was approved as follows:

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

2.11

Review and Approve 2021 Schedule of Monthly Salary Ranges

Mr. Coleman explained that CalPERS requires its contracting agencies to certify their 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 Lewis seconded by Director Lima, the 2021 Salary Schedule was unanimously approved as follows:

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

2.12

Review and Certify Risk and Resilience Assessment (RRA) Prepared by Claris Strategy, Inc.

General Manager, Tom Coleman, provided the Board with background information in connection with the RRA. Messrs. Gipson and Lim, Claris Strategy, Inc., presented a Power Point Presentation on the Risk and Resilience Assessment (RRA) which included an overview of the American Water Works Infrastructure Act (AWIA) of 2018 and the requirement to complete a review and revision of the District’s Emergency Response Plan. After discussion, a motion was made by Director Lewis, seconded by Director Lu-Yang, to authorize staff to certify and file the Risk and Resilience Assessment (RRA) Prepared by Claris Strategy, Inc. on or before December 31, 2020 and to proceed with the preparation and completion of the District’s Emergency Response Plan no later than June 30, 2021. The motion was unanimously carried.

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

2.13

Public Relations (Rose Perea)

Mrs. Perea advised the board that the District's Education and Community Outreach Coordinator, Brittnie Van De Car, is working with CV Strategies in developing a Water Career Pathways program for high school students which will include:

Live (ZOOM) Community Forum, February 10 and 11, from 4-6:00 p.m.

- Forum will include Q&A, breakout rooms, poll questions, presentation, and overview
- Tara is working on a flyer and slider for the website to promote this to the community
- Brittnie will send the flyer out via Constant Contact

Interviews with 10 staff members to provide an overview of the various water career paths that students can take will be conducted as follows:

- Brittnie: Outreach and Education Component
- Myra: Financial Component
- David Tapia: Intern progression to his current position
- Dusty: Operations Overview
- John Poehler: Project Management
- Andrew: Field overview
- Ryan: SCADA and reservoir water testing
- Dave Warren: Overall progression at each position
- Tom: Welcome and value of these positions
 - Videos will be linked on our website and marketed on social media
- "Landscape Series" will commence in February 2021. These classes will be offered free of charge to our customers on a first-come, first served basis and will be hosted by Green Media Creations, Inc.

Communications Outreach (CV Strategies)

Erin Gilhuly, CV Strategies, advised that they had completed the direct outreach bill stuffers on the service charge suspension which will go out to all customers commencing on December 9, 2020. They have also drafted press releases on this as well as the 2021 Committee Assignments and the RRA preparation. They have re-drafted the Directors' Bios for the website as well. The video on the Three Valleys MWD Miramar Water Treatment Plant Tour, "Where Does Your Water Come From", was viewed by the Directors and Staff.

Education Update

For information purposes only.

2.14

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, reviewed the 2020 Annual Report from Reeb Government Relations, LLC.

TAB 4 REVIEW OF CORRESPONDENCE

None.

TAB 5 COMMITTEE REPORTS

5.1

Joint Powers Insurance Authority

Director Lewis provided information on his attendance at the JPIA virtual conference which was held on November 30, 2020.

5.2

Three Valleys Municipal Water District

Director Lima reported on his virtual attendance at the November 18, 2020 meeting and advised that members of the public were present to contest the Cadiz Project. Well No. 1 will be back in service January 2021. Director Lu-Yang reported on her virtual attendance at the December 2, 2020 meeting and advised that Directors Mendoza and Jackman were recognized for their service to the District after having been voted out of office on November 3, 2020. Director Lima reported on the status of the Grand Avenue and Grand Miramar wells.

5.3

Association of California Water Agencies

Director Lewis provided a summary on his attendance at the ACWA Fall Virtual Conference held on December 2-3, 2021.

5.4

Puente Basin Water Agency

Director Lewis reported that the next meeting will be held on December 10, 2020.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis advised that the Chamber has been dark. It was the consensus of the Board that Director Bellah be the voting member and Director Lewis the alternate to represent the District at the Government Affairs meetings.

5.7

PWR Joint Waterline Commission

Director Lima reported that the next Commission meeting will be held in February.

5.8

Sheriff's Community Advisory Council

Nothing to report. Director Lu-Yang advised that no meeting was held.

5.9

Rowland Heights Community Coordinating Council (RHCCC)

Director Lu-Yang advised that the next meeting will be held on December 14, 2020.

5.10

Hacienda Heights Improvement Association

Nothing to report. It was the consensus of the Board to remove this Association from the list of committee assignments for 2021 and to add the City of Industry Council Meetings in its place.

TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Director of Finance, Myra Malner presented a year-to-date Revenue and Expense Report by Category and Consumption by Class through October 2020. General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

6.2

Operations Report

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

- Scada Towers Project: Provided the board with pictures of the construction and provided a construction schedule update of the project.
- AMI Update: 8,183 meters have been converted to AMI, with a reading accuracy of 99%. The District is currently 59% converted.
- Field Operations Completed Task- Provided the board with the following tasks completed for the month of November:
 - Water Samples – 171
 - Site Inspections - 85
 - Service Orders Completed - 175
 - Meters Replaced - 126
 - Modules Replaced - 262
 - Dig Alerts – 175
 - Service Lines Repaired- 3

6.3

Personnel Report

General Manager, Tom Coleman, advised the Board that the District had completed its recruitment for the Water Systems Operator I position. Eight candidates were selected and will be interviewed for the position on December 9, 2020. The recruitment for the Engineering and Compliance Manager position has closed and eleven applications have been received for consideration.

TAB 7 ATTORNEY’S REPORT

Nothing to report.

TAB 8 CLOSED SESSION

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 7:13 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

- d. Public Employee Performance Evaluation Pursuant to Government Code Section 54957**
Performance Review for General Manager. This matter may be discussed in open session.

The closed session was adjourned, and the Board resumed the meeting in open session at 8:08 p.m.

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

General Manager’s and Directors’ Comments

None.

Future Agenda Item

None.

Late Business

None.

A motion was made by Director Lima, seconded by Director Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 8:15 p.m.

ANTHONY J. LIMA
Board Vice President

Attest: _____
TOM COLEMAN
Board Secretary