



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
September 14, 2021 – 5:00 p.m.  
Location: District Office

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

President Anthony J. Lima  
Vice President Szu Pei Lu-Yang  
Director John Bellah (arrived late to the meeting)  
Director Robert W. Lewis  
Director Vanessa Hsu

**ABSENT:**

None.

**OTHERS PRESENT:**

Joseph P. Byrne, Legal Counsel, Best Best & Krieger  
Lutfi Kharuf, Best Best & Krieger  
Joanna Gin, Best Best & Krieger  
Erin Kaiman, CV Strategies  
Tara Bravo, CV Strategies  
Kirk Howie, Three Valleys Municipal Water District  
Mike Ti, Director, Three Valleys Municipal Water District  
Jody Roberto, Director, Three Valleys Municipal Water District  
Denise Jackman, Resident  
Jordan Taylor, NBS Government Finance Group  
Allan Highstreet, NBS Government Finance Group

**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  
John Poehler, Project Manager  
Brittnie Van De Car, Education and Community Outreach Coordinator

**ADDITION(S) TO THE AGENDA  
PUBLIC COMMENT ON NON-AGENDA ITEM**

Three Valleys MWD Director, Mike Ti, was in attendance and asked what measures the District was taking in connection with the drought and advised that Three Valleys would provide the District with any assistance needed. General Manager, Tom Coleman, provided information in response to his inquiries.

**TAB 1 – CONSENT CALENDAR**

General Manager, Tom Coleman, advised the Directors that the September 28, 2021, Special Board Meeting would be Ethics Training. Upon motion by Director Lu-Yang, seconded by Director Lewis, the Consent Calendar was approved as follows:

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

**The approval of the Consent Calendar included:**

- 1.1  
**Reaffirm Resolution No. 10-2021**
- 1.2  
**Approval of the Minutes of Regular Board Meeting Held on August 10, 2021**
- 1.3  
**Approval of the Minutes of Special Board Meeting Held on August 24, 2021**
- 1.4  
**Demands on General Fund Account for July 2021**
- 1.5  
**Investment Report for July 2021**
- 1.6  
**Water Purchases for July 2021**

Next Special Board Meeting September 28, 2021, 5:00 p.m.  
Next Regular Board Meeting October 12, 2021, 5:00 p.m.

**TAB 2 – ACTION ITEMS**

- 2.1  
**Review and Approve Directors’ Meeting Reimbursements for August 2021**  
Upon motion by Director Lima, seconded by Director Lewis, the Directors unanimously approved the Directors’ Meeting Reimbursement Report as presented, as follows:

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

- 2.2  
**Water Rate Study Presentation by Jordan Taylor, NBS Government Finance Group**  
Jordan Taylor, NBS Government Finance Group, provided a presentation on the Water Rate Study and answered questions posed by members of the Board.

**2.3**

**Review and Approve NBS Water Rate Study**

After discussion, upon motion made by Director Lewis, seconded by Director Bellah, the NBS Water Rate Study was unanimously approved as follows:

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

**2.4**

**Review and Approve Proposition 218 Notice of Public Hearing**

After discussion, upon motion made by Director Lewis, seconded by Director Hsu, the 218 Notice of Public Hearing was unanimously approved as follows:

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

**2.5**

**Consider Approval of Funds for New Retaining Wall and Spoils Bin for the Warehouse Yard Area**

General Manager, Tom Coleman, provided background information on these projects and reviewed the staff report on this item contained in the Board Packet. After discussion, upon motion by Director Hsu, seconded by Director Lewis, the Board approved additional funds in the amount of \$156,667.40 from District reserves and directed staff to proceed with entering into a contract with G. M. Sager for the construction of a new retaining wall and spoils bin for the warehouse area. The Board also authorized an additional ten percent (10%) contingency in the amount of \$15,667.00 for possible change orders.

The motion was approved as follows:

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

**TAB 3 – PUBLIC RELATIONS (Rose Perea)**

Nothing to report.

**3.1**

**Communications Outreach (CV Strategies)**

Erin Kaiman, CV Strategies, provided copies of the 218 Notice to members of the Board and advised that the Notice will go to print and be mailed to customers and property owners. CV Strategies is working on several video projects and on updating the Rowland Water District History video. She also provided updated information cards to members of the Board.

### 3.2

#### **Education Update**

Brittnie Van De Car, Education and Community Outreach Coordinator, provided the following report to the Board:

- Due to the fact that guests are still not allowed on school campuses, the Mini Science Challenge will be 100% virtual to schools until further notice. The marketing for the program is underway and there are 13 teachers registered to date.
- Outreach on the EduBucks Program is underway via social media, the website and direct marketing to the schools.
- The Fall Community Forum will be held on October 20 and October 21, 2021. Interviews with employees have been completed and outreach material is being prepared by CV Strategies.
- The Pumpkin Carving Contest is being marketed on the website and social media and will be sent out via Constant Contact.
- Filming for the new “Rowland Connections’ Mini Social Media Campaign” started September 14, 2021. This campaign will feature district employees and highlight some of their daily duties.
- The final stages of preparation of the activity book that CV Strategies created is in progress and will be provided to all K-3<sup>rd</sup> students in the District’s service area with crayons.

#### **TAB 4 – DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS (INCLUDING ITEMS THAT MAY HAVE ARISEN AFTER THE POSTING OF THE AGENDA)**

- ACWA Region 8 Virtual Program, September 22, 2021.

#### **TAB 5 – LEGISLATIVE INFORMATION**

##### **5.1**

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

General Manager, Tom Coleman, advised the Board that the District had submitted the completed survey for the California Water and Wastewater Arrearage Payment Program which provides relief to community water and wastewater systems for unpaid bills related to the pandemic. The funding will cover water debt from residential and commercial customers accrued between March 4, 2020, and June 15, 2021. AB 361 was approved by the Legislature and would allow local agencies to decide whether to continue remote / teleconference meetings provided there is a declared state of emergency and certain other conditions are met. The bill is awaiting action by the Governor. Unless the Governor signs the legislation or extends his executive order suspending the Brown Act requirements set to expire on September 30, 2021, the regular provisions of the Brown Act with regards to teleconferencing will go back into effect.

#### **TAB 6 - REVIEW OF CORRESPONDENCE**

- None

#### **TAB 7 - COMMITTEE REPORTS**

##### **7.1**

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

- Correspondence from G. Patrick O’Dowd, Candidate for ACWA Vice President.

*Provided for information purposes only.*

## **7.2**

### **Joint Powers Insurance Authority**

General Manager, Tom Coleman, advised the Board that due to the many natural disasters which are occurring, for which the insurance agency is getting no relief, it appears that there will be an increase in property insurance premiums for the next five years.

## **7.3**

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

Director Lima advised the Board that Three Valleys cancelled all Board meetings through September 1, 2021. The next regular Board meeting will be held on September 15, 2021, at 8:00 a.m.

## **7.4**

### **Puente Basin Water Agency**

Nothing to report. The next meeting will be held on October 7, 2021.

## **7.5**

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

Nothing to report.

## **7.6**

### **Regional Chamber of Commerce**

Directors Lewis reported on his virtual attendance at the September 13, 2021, Government Affairs Committee meeting and advised that former Senator Bob Huff was the guest speaker, and he discussed the work being done on the 57/60 Confluence Project and the Diamond Bar Golf Course.

## **7.7**

### **PWR Joint Waterline Commission**

Director Bellah advised that the next Board meeting will be held in October 2021.

## **7.8**

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

Nothing to report.

## **7.9**

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

Director Lu-Yang reported on her virtual attendance at the meeting held on September 13, 2021, and advised that former Senator Bob Huff was also the speaker at this meeting, speaking on the 57/60 Confluence Project.

## **TAB 8 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

## **8.1**

### **Finance Report**

Director of Finance, Myra Malner, presented a year-to-date Financial Dashboard containing comparative graphs of Revenue and Expense by Category and Consumption by Class through July 31, 2021. General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

## 8.2

### Operations Report

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

- Pictures were provided of the Valve Replacement project.
- AMI update: 13,525 meters have been converted to AMI, with a reception accuracy of 99%. The district is now 98% AMI meters.
- Field Operations Completed Task- Provided the board with the following tasks completed for the month of August:
  - Water Samples – 160
  - Site Inspections - 86
  - Service Orders Completed - 231
  - Meters Replaced - 380
  - Modules Replaced - 278
  - Dig Alerts – 402
  - Service Lines Repaired- 10
  - System Valves Replaced- 23
  - Air Releases Inspections- 37
  - Recycled Water Inspections – 16

## 8.3

### Personnel Report

General Manager, Tom Coleman, provided an update on the following recruitments currently underway at the District:

- Customer Service Representative  
The interviews were conducted on August 18, 2021, and an offer has been made pending receipt of a favorable physical and background check.
- Engineering and Compliance Manager  
Interviews were conducted on September 13, 2021. A job offer has been made pending receipt of a favorable physical and background check.
- The new Executive Assistant will join the District on September 16, 2021.
- Director of Administrative Services, Rose Perea, has submitted her letter of intent to retire as of December 30, 2021, after 23 years with the District.

### TAB 9 - ATTORNEY'S REPORT

Nothing to report.

### TAB 10 **CLOSED SESSION**

A Closed Session was not held in connection with the item listed below.

**a. 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**

In connection with the District’s Bond Refunding, Mr. Coleman advised the Board that the District received a “AA-” bond rating from Standard & Poor’s. The bond refunding provided over a \$4 million savings to the District. The initial anticipated savings was \$3.4 million.

Director Lewis provided members of the Board with a summary report of his attendance at the California Special Districts Association Annual Conference which he attended August 30-September 2, 2021.

**Future Agenda Item(s)**

None.

**Late Business**

None.

A motion was made by Director Hsu, seconded by Director Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:05 p.m.

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ANTHONY J. LIMA  
Board President

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