



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
October 12, 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  
Director Robert W. Lewis  
Director Vanessa Hsu

**ABSENT:**

None.

**OTHERS PRESENT:**

Joseph P. Byrne, Legal Counsel, Best Best & Krieger  
Erin Kaiman, CV Strategies  
Tara Bravo, CV Strategies  
Matt Litchfield, General Manager, Three Valleys Municipal Water District  
Mike Ti, Director, Three Valleys Municipal Water District  
Jody Roberto, Director, Three Valleys Municipal Water District  
Ed Chavez, Board President, Upper San Gabriel Valley Municipal Water District

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Rose Perea, Director of Administrative Services  
Myra Malner, Director of Finance  
John Poehler, Project Manager  
Brittanie Van De Car, Education and Community Outreach Coordinator  
Gabby Sanchez, Executive Assistant  
Dave Warren, Assistant General Manager (Meeting Host)

**ADDITION(S) TO THE AGENDA**

**PUBLIC COMMENT ON NON-AGENDA ITEM**

None.

**TAB 1 – CONSENT CALENDAR**

Mr. Coleman advised that pursuant to AB 361, a resolution authorizing virtual Board and Committee meetings has been placed on the Consent Calendar for Board consideration. He further explained that Board reaffirmation of such resolution is required every 30-days hereafter for the continuance of remote meetings. Upon motion by Director Lewis, seconded by Director Bellah, the Consent Calendar was approved as follows:

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

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

**1.1**

**Approval of Resolution No. 10-2021 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

**1.2**

**Approval of the Minutes of Regular Board Meeting Held on September 14, 2021**

**1.3**

**Approval of the Minutes of Special Board Meeting Held on September 28, 2021**

**1.4**

**Demands on General Fund Account for August 2021**

**1.5**

**Investment Report for August 2021**

**1.6**

**Water Purchases for August 2021**

Next Special Board Meeting October 26, 2021, 5:00 p.m.  
Next Regular Board Meeting November 9, 2021, 5:00 p.m.

**TAB 2 – ACTION ITEMS**

**2.1**

**Review and Approve Directors’ Meeting Reimbursements for September 2021**

Upon motion by Director Lewis, seconded by Director Bellah, the Directors unanimously approved the Directors’ Meeting Reimbursement Report as presented, as follows:

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

**2.2**

**Review and Consider Approval of Funds for the California Public Employee’s Retirement System Unfunded Accrued Liability**

After Discussion, and upon motion by Director Hsu, seconded by Director Lu-Yang, and unanimously carried, the Board authorized additional funds of \$1,942,040 from District bond savings to pay down the California Public Employee’s Retirement System (CalPERS) Unfunded Accrued Liability. The motion was approved as follows:

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

### 2.3

#### **Review and Approve Tom Coleman, Anthony J. Lima, Myra Malner, Dusty Moisia and Gabriela Sanchez as Authorized Signatories on Behalf of the Rowland Water District**

After Discussion a motion was made by Director Hsu, seconded by Director Lu-Yang, and unanimously carried to approve the signatories listed above to sign on behalf of the Rowland Water District. The motion was approved as follows:

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

### 2.4

#### **Approve Resolution No. 10.1-2021 Adopting Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974**

After Discussion a motion was made by Director Lewis, seconded by Director Lu-Yang, and unanimously carried to approve Resolution No. 10.1-2021. 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, reported that Proposition 218 public hearing notification materials were mailed on September 22, 2021, to all District customers and parcel owners. She then noted that CV Strategies, on behalf of Rowland Water District, issued four press releases this past month in addition to Drought Op-Ed series focused on State and Region. Furthermore, employee videos for the October 20-21, 2021, Career Forum are complete and will be aired during Career Forum. The Board then viewed a video clip on the value of water.

### 3.2

#### **Education Update**

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

- Sixteen classrooms (approximately 529 students) have registered for the Mini Science Challenge.
- Marketing for the Pumpkin Carving Contest continues on the District website, social media and via Constant Contact.

- Buckboard Days scavenger hunt is scheduled for Saturday, October 16, from 10am-2pm. RWD is the final stop on the scavenger hunt, which is where the participants will drop off their completed passbooks to the volunteers.
- K-3<sup>rd</sup> graders activity book, created in conjunction with CV Strategies, is in the final stage of completion and will be ready for distribution soon.
- Lastly, Ms. Van De Car advised that she received notification that Blandford Elementary School will soon allow in-person presentations. This is of importance to Ms. Van De Car as she is hopeful that other schools within the District's service area will follow suit.

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

- None.

**TAB 5 – LEGISLATIVE INFORMATION**

**5.1**

**Updates on Legislative Issues**

General Manager, Tom Coleman, spoke on the statutory provisions for water and wastewater arrearages signed by the Governor. He advised that the Public Water Agencies Group (PWAG), on behalf of various member agencies, will issue a comment letter pertaining to the timeframe financial assistance will be provided for COVID-related unpaid customer water bills.

**TAB 6 - REVIEW OF CORRESPONDENCE**

Included in the Board packet was a letter dated September 29, 2021, from La Habra Heights County Water District (LHHCWD) regarding “Notification of PFOA/PFOS.” Mr. Coleman advised of a more recent correspondence received from LHHCWD regarding health-based advisory levels associated with PFOA. The notification further explained LHHCWD’s plan on dealing with the remediation of PFOA in its groundwater wells.

*Provided for information purposes only.*

**TAB 7 - COMMITTEE REPORTS**

**7.1**

**Joint Powers Insurance Authority**

Mr. Lewis noted that the ACWA/JPIA Fall conference will be held November 29, 2021.

**7.2**

**Three Valleys Municipal Water District**

Director Lima reported on his virtual attendance at the October 6, 2021 Board meeting. It was noted that a public hearing was held at such meeting to receive comments regarding adoption of the 2022 TVMWD Redistricting. The next regular Board meeting will be held on October 20, 2021, at 8:00 a.m.

**7.3**

**Association of California Water Agencies**

Mr. Lewis announced he will continue serving as an ACWA Region 8 Board member for the 2022-23 term and noted that the ACWA virtual Fall conference will be held November 30-December 2, 2021.

#### 7.4

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

Directors Lewis and Lima reported on their virtual attendance at the Commissioners' Meeting held on October 7, 2021, and advised that updates were provided on the Regional Water Supply Reliability Program which includes the California Domestic Water Company Project, the Pathfinder Road-Colima Interties Project and the Pomona Basin Regional Groundwater Project. The next meeting will be held on December 2, 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 October 11, 2021, Government Affairs Committee meeting.

#### 7.7

##### **PWR Joint Waterline Commission**

Director Bellah advised that the next Board meeting will be held on October 14, 2021.

#### 7.8

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

Nothing to report.

#### 7.9

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

Nothing to report.

### **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 August 31, 2021. General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

#### 8.2

##### **Operations Report**

Project Manager, John Poehler, provided the Board with the following updates:

- Slides were presented with photos highlighting the Future 3 Recycled Water Conversion Project. He indicated that 23 properties were converted from potable to recycled water. Over 100-acre feet of potable water will be saved annually with this conversion into recycled water; an estimated customer savings of just under \$60,000 annually. The project, which was fully funded by the developers at Rowland Ranch (Town Center and Hotels), contains over 7,700 linear feet of 8-inch ductile iron mainline pipe looped into the existing recycled water system. Lastly, Mr. Poehler highlighted the outstanding customer communication efforts of Mr. Alex Zaragoza, Cross-Connection Control Specialist, during the tenure of the project.

- AMI update: 13,605 meters have been converted to AMI, with a reception accuracy of 99.2%. The District is now 98.6% AMI meters.
- Field Operations Completed Tasks- Provided the Board with the following tasks completed for the month of July:
  - Water Samples – 160
  - Site Inspections - 70
  - Service Orders Completed - 269
  - Meters Replaced - 230
  - Modules Replaced - 133
  - Dig Alerts – 317
  - Service Lines Repaired- 17
  - System Valves Replaced- 3
  - Air Releases Inspections - 10
  - Recycled Water Inspections - 5

### 8.3

#### Personnel Report

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

- Compliance and Safety Coordinator recruitment has closed. The successful candidate will commence on Monday, October 18, 2021.
- Internship Program  
 A new intern will be joining the District on November 1, 2021. Mr. Coleman took a moment to highlight the success rate of the District’s Program by reporting that since its commencement in 2016, thirty-three individuals have participated, and of those thirty-three participants, 82% have completed the six- month program. He further advised that 52% of these individuals have gained full-time employment in the water industry. Mr. Coleman will be presenting on this subject matter at an upcoming CalMutals Annual Conference.

#### TAB 9 - ATTORNEY’S REPORT

Legal counsel, Joseph Byrne, had 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

General Manager, Tom Coleman, advised the Board that based on information received by Three Valleys MWD staff, Metropolitan Water District (MWD) announced it will be utilizing approximately 600,000-acre feet of their emergency storage supplies to meet demand this year if we do not receive enough rain or snowpack in the coming winter. MWD would be considering the implementation of their water supply allocation plan.

(President Lima momentarily stepped out of the meeting therefore Vice President Lu-Yang chaired the remainder of the meeting.)

**Future Agenda Item(s)**

- None.

**Late Business**

None.

A motion was made by Director Hsu, seconded by Director Lewis, and unanimously carried to adjourn the meeting. The meeting was adjourned at 6:36 p.m.

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ANTHONY J. LIMA  
Board President

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