



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
December 14, 2021 – 5:01 p.m.
Meeting Conducted Via Zoom at: <https://us02web.zoom.us/j/8759899861>

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 Byrne, Legal Counsel, Best Best & Krieger
Todd Leishman, Legal Counsel, Best Best & Krieger
Erin Kaiman, CV Strategies
Matt Litchfield, General Manager, TVMWD
Mike Ti, Director, TVMWD
Jody Roberto, Director, TVMWD

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dave Warren, Assistant General Manager
Rose Perea, Director of Administrative Services
Myra Malner, Director of Finance
John Poehler, Project Manager
Gabby Sanchez, Executive Assistant
Elisabeth Mendez, Compliance and Safety Coordinator
Dusty Moisio, Director of Operations (Meeting Host)

ADDITION(S) TO THE AGENDA

PUBLIC COMMENT ON NON-AGENDA ITEM

General Manager Tom Coleman advised that Agenda Action Item 2.13 has been revised to align with the Bureau of Labor Statistics Consumer Price Index for the Los Angeles area published on December 10, 2021 (prior to the posting of the agenda).

TAB 1 CONSENT CALENDAR

Upon motion by Director Lewis, seconded by Director Bellah, the Consent Calendar and change in date of the January 2022 Regular Board meeting, was unanimously approved (5-0) by the following roll call vote:

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

Motion pass (5-0)

The approval of the Consent Calendar included:

- 1.1** Reaffirm 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 November 9, 2021
- 1.3** Approval of the Minutes of Special Board Meeting Held on November 16, 2021
- 1.4** Demands on General Fund Account for October 2021
- 1.5** Investment Report for October 2021
- 1.6** Water Purchases for October 2021

Next Special Board Meeting
Next Regular Board Meeting

December 15, 2021, 5:00 p.m.
January 18, 2022, 5:00 p.m.

TAB 2 ACTION ITEMS

2.1 Review and Approve Directors’ Meeting Reimbursements for November 2021

Upon motion by Director Lewis, seconded by Director Lu-Yang, the Directors unanimously approved (5-0) the Directors’ Meeting Reimbursement Report as presented, by the following roll call vote:

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

Motion pass (5-0)

2.2 Redistricting Process Presentation by Todd Leishman, Best Best & Krieger

Mr. Todd Leishman of Best Best & Krieger (BB&K) conducted a presentation on the District’s redistricting process. Mr. Leishman evaluated findings relating to existing divisional boundaries with 2020 Census data and concluded with a timeline of future steps. He advised that preliminary draft maps will be presented for the Board’s review at an upcoming January Board meeting. Additionally, a second public hearing will be held on February 8, 2022, for the Board’s consideration of final map adoption. Following the presentation, Mr. Leishman entertained questions posed by Board members.

2.3 Public Hearing Regarding Redistricting of Agency Division Boundaries as Required by Election Code Section 22000 et. Seq.

Board Vice President Lu-Yang opened a public hearing at 5:40 p.m. to receive public comments regarding Agency Division Election District Boundaries.

Vice President Lu-Yang invited members of the public to provide comment, however, none was received.

Without further objections, Vice President Lu-Yang closed the public hearing at 5:42 p.m.

2.4 Approve Executive Officer Positions of the Board of Directors for 2022

After Discussion, upon motion by Director Lewis, seconded by Director Hsu, the Board unanimously approved Director Lima’s re-election to serve as Board President for calendar year 2022, and Director Lu-Yang’s re-election to serve as Vice President for calendar year 2022. The motion was approved as follows:

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

Motion pass (5-0)

2.5 Review and Approve Board of Directors Committee Assignments for 2022

The Board reviewed and discussed the list of Committee Assignments included in the Board packet. A motion made by Director Lewis, seconded by Director Lu-Yang and unanimously approved, the Committee and Organization Assignments for 2022 as listed below:

Puente Basin Water Agency	Director Lewis Director Lima Tom Coleman, Alternate
PWR Joint Water Line Commission	Director Lima Director Bellah, 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 Hsu Director Lewis, 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
Project Ad-Hoc Committee	Director Lima Director Lu-Yang
Rowland Heights Community Coordinating Council	Director Bellah Director Lu-Yang

The motion was approved as follows:

Ayes: Directors Lewis, Lima, Lu-Yang, Bellah and Hsu
Noes: None
Abstain: None
Absent: None
Motion pass (5-0)

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

A motion was made by Director Lu-Yang, seconded by Director Bellah, 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 by the following roll call vote:

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

Motion pass (5-0)

2.7 Review and Approve Resolution 12-2021 of the Board of Directors Appointing Representatives to the Puente Basin Water Agency

A motion was made by Director Lu-Yang, seconded by Director Bellah, and unanimously carried to approve Resolution No. 12-2021 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, Lima, Lu-Yang, Bellah and Hsu
Noes: None
Abstain: None
Absent: None

Motion pass (5-0)

2.8 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 Lu-Yang, for the appointment of Director Lima as Commissioner, and Director Bellah as alternate, to serve on the Pomona-Walnut-Rowland Joint Water Line Commission. The motion was approved by the following roll call vote:.

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

Motion pass (5-0)

2.9 Review and Approve Resolution 12.1-2021 Establishing the Rowland Water District Investment Policy

After discussion, a motion was made by Director Lu-Yang, seconded by Director Lewis, to approve Resolution No. 12.1-2021 Establishing the Rowland Water District Investment Policy. The motion was approved by the following roll call vote:

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

Motion pass (5-0)

2.10 Review and Approve Resolution No. 12.2-2021 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 Bellah, to approve Resolution No. 12.2-2021 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, Lima, Lu-Yang, Bellah and Hsu
Noes: None
Abstain: None
Absent: None

Motion pass (5-0)

2.11 Review and Approve Resolution No. 12.3-2021 Adopting Rules and Regulations for Potable and Recycled Water Services

After discussion, a motion was made by Director Lu-Yang, seconded by Director Bellah, to approve Resolution No. 12.3-2021, adopting Rules and Regulations for Potable and Recycled Water Service. The motion was approved (5-0) by the following roll-call vote:

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

Motion pass (5-0)

2.12 Review and Approve Resolution No. 12.4-2021 Adopting a Policy Establishing a Low-Income Assistance Fund Policy

Following a detailed review of the proposed Policy Establishing a Low-Income Assistance Fund Policy by General Manager Tom Coleman, a motion was made by Director Lewis, seconded by Director Bellah, to adopt Resolution No. 12-4-2021, adopting a Policy Establishing a Low-Income Assistance Fund Policy effective January 1, 2022 by the following roll call vote:

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

Motion pass (5-0)

2.13 Review and Approve 6% Cost of Living Increase for all Employees Based on Merit

A motion was made by Director Lu Yang, and seconded by Director Hsu, to approve the 6% Cost of Living Increase for all employees based on merit effective January 1, 2022. The motion was approved (5-0) by the following roll-call vote:

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

Motion pass (5-0)

2.14 Receive and File PWR Joint Water Line Commission Audited Report for Fiscal Year 2020-2021 Prepared by Fedak & Brown LLP

Upon motion by Director Lewis, seconded by Director Lu-Yang, to receive and file the P-W-R Joint Water Line Audit Report for FY 2020-2021 by the following roll-call vote:

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

Motion pass (5-0)

TAB 3 PUBLIC RELATIONS

3.1 Communications Outreach (CV Strategies)

Erin Kaiman highlighted communications and outreach activities included in the outreach report presented in the Board packet.

3.2 Education Update

Gabriela Sanchez, Executive Assistant, provided the following report to the Board:

- The Mini Science Challenge is underway with sixteen classrooms (approximately 529 students) participating.
- The National Theatre for Children completed its sessions. A total of seven schools participated within RWD’s service area, reaching out to a total of 3,122 students.
- Four EduBucks submission applications were received. Upon review of the projects proposed by each teacher, District staff fully awarded all four submissions totaling \$3,900.
- A student’s artwork of Jellick Elementary School has been selected to be featured in the 2022 MWD ‘Water is Life’ calendar.
- The District will install water bottle filling stations during winter recess at both Northam and Jellick Elementary Schools.
- Lastly, Ms. Sanchez advised that the District’s K-3rd graders activity book, created in conjunction with CV Strategies, has been completed and is out for print.

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

As a matter of possible interest, the Board was informed of Three Valleys MWD Leadership Breakfast scheduled for February 24, 2022.

TAB 5 LEGISLATIVE INFORMATION

5.1 Updates on Legislative Issues

General Manager, Tom Coleman, referenced the article included in the Board packet, issued by the California Department of Water Resources on November 30, 2021, titled *State Agencies Recommend Indoor Residential Water Use Standard to Legislature*.

Provided for information purposes only.

TAB 6 REVIEW OF CORRESPONDENCE

6.1 Included in the Board packet as an informational item only was a letter dated November 16, 2021, from La Habra Heights County Water District (LHHCWD) regarding “Notification of PFOA/PFOS.”

Provided for information purposes only.

6.2 The Board was advised that the District was awarded a District Transparency Certificate of Excellence from the Special District Leadership Foundation based on its completion of essential governance transparency requirements..

Provided for information purposes only.

TAB 7 COMMITTEE REPORTS

7.1 Joint Powers Insurance Authority

Mr. Lewis reported on business matters from the November 29, 2021, ACWA/JPIA Fall conference.

7.2 Three Valleys Municipal Water District

Director Lima reported on his virtual attendance at the December 1, 2021, TVMWD Board meeting. Mr. Coleman then advised that he will address TVMWD Board during the public comment portion of the December 15th public hearing on the 2022 TVMWD redistricting options.

7.3 Association of California Water Agencies

Mr. Lewis reported on activities held at ACWA/JPIA’s virtual Fall conference, November 30-December 2, 2021.

7.4 Puente Basin Water Agency

Mr. Lima spoke on business matters discussed during the December 2, 2021, PBWA meeting.

7.5 Project Ad-Hoc Committee

Nothing to report.

7.6 Regional Chamber of Commerce

Nothing to report.

7.7 PWR Joint Waterline Commission

The next PWR Joint Water Line Commission meeting is scheduled for February 10, 2022.

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 November 30, 2021. General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

8.2 Operations Report

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

- AMI update: 13,805 meters have been converted to AMI, with a reception accuracy of 99.4%. The District is now 99.9% AMI meters.
- Field Operations Completed Tasks- Provided the Board with the following tasks completed for the month of October:
 - Water Samples – 153
 - Site Inspections - 73
 - Service Orders Completed - 229
 - Meters Replaced - 129
 - Modules Replaced - 14
 - Dig Alerts – 331
 - Service Lines Repaired- 6
 - System Valves Replaced- 8
 - Air Releases Inspections - 17
 - Recycled Water Inspections - 7
- Mr. Moisio additionally provided pictures and a status update of the District headquarters warehouse retaining wall project. He then discussed the District’s response to an on-site leak at the Paso Real Mobile Homes.

8.3 Personnel Report

In light of the upcoming retirements of Ms. Rose Perea and Mr. Dave Warren, Mr. Coleman took a moment to recognize both for their many years of dedicated service to the District. On the same note, he acknowledged Mr. Moisio for his promotion to Assistant General Manager upon Mr. Warren’s retirement.

TAB 9 ATTORNEY’S REPORT

Legal counsel, Joseph Byrne, had nothing to report.

TAB 10 CLOSED SESSION

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 7:22 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. It was further noted that a Closed Session would be held in connection with the Closed Session agenda items (a) and (b) listed below.

a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Performance Review of General Manager. This matter may be discussed in open session.

b. 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 7:51 p.m.

TAB 11 RECONVENE IN OPEN SESSTION

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

11.1 Consider Amendment to General Manager Employment Agreement

Pursuant to discussion of the General Manager’s performance review, a motion was made by Director Lu-Yang, seconded by Director Hsu, to approve a two-year contract extension to the General Manager’s Employment Agreement, for a term of nine (9) years commencing on December 1, 2017 (the “Commencement Date”); and to receive an additional annual administrative leave of fifteen (15) days for a total of twenty-five (25) days, or two hundred (200) hours, per year, in addition to vacation and sick leave provided to other District employees. All other terms of the existing Agreement shall remain the same. The motion was unanimously carried (5-0) by the following roll-call vote:

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

Motion pass (5-0)

General Manager’s and Directors’ Comments

Future Agenda Item(s)

- Review of Board of Director stipend.

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 8:02 p.m.

ANTHONY J. LIMA
Board President

Attest: _____
TOM COLEMAN
Board Secretary