



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
January 9, 2024 – 6:00 p.m.
3021 Fullerton Road
Rowland Heights, CA 91748

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Szu Pei Lu-Yang
Vice President John Bellah
Director Vanessa Hsu
Director Robert W. Lewis
Director Anthony J. Lima

ABSENT:

None

OTHERS PRESENT:

Joseph Byrne, Legal Counsel, Best, Best & Krieger
Mike Ti, TVMWD
Kirk Howie, TVMWD
Erin LaCombe, CV Strategies
Tara Bravo-Mullaly, CV Strategies
Paul Kaymark, Nigro & Nigro, PC

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dusty Moisio, Assistant General Manager
Allen Davidson, Director of Operations
Myra Malner, Director of Finance
Gabby Sanchez, Executive Services Manager

ADDITION(S) TO THE AGENDA – None.

PUBLIC COMMENT ON NON-AGENDA ITEMS - None.

1. CONSENT CALENDAR

Upon motion by Director Lima, seconded by Director Lewis, the Consent Calendar was unanimously approved as follows:

- 1.1 Approval of Minutes of Regular Board Meeting Held on December 12, 2023
- 1.2 Approval of Minutes of Special Board Meeting held on December 19, 2023
- 1.3 Demands on General Fund Account for October 2023
- 1.4 Investment Report for October 2023
- 1.5 Water Purchases for October 2023
- 1.6 California Reservoir Conditions
(Motion pass 5-0)

Next Special Board Meeting: January 23, 2024, 6:00 p.m.
Next Regular Board Meeting: February 13, 2024, 6:00 p.m.

2. ACTION ITEMS

2.1 Review and Approve “Draft” Rowland Water District Financial Audit Report for Fiscal Year 2022-2023, Prepared by Nigro & Nigro, PC

The Board received a presentation via Zoom by Mr. Paul Kaymark, CPA, of Nigro & Nigro, PC, a Professional Accountancy Corporation, highlighting elements of the “draft” 2022-2023 RWD Audited Financial Statements. Mr. Kaymark advised that in the firm’s opinion, the financial statements presented fairly, in all material respects, the financial position of the District as of June 30, 2023, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States. As a result, an unmodified opinion was provided. Board action was not taken on this matter as they were informed that the final audit report will be presented for Board approval at the February 13, 2024, Board meeting.

2.2 Review and Approve Directors’ Meeting Reimbursements for December 2023

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Directors’ Meeting Reimbursement Report as presented. (Motion pass 5-0)

2.3 Consider Approval of Agreement to Purchase Property Located at 804 South Azusa Avenue, City of Industry, California from the City of Industry

General Manager Tom Coleman referred to the Purchase and Sale Agreement included in the Board packet as he summarized the terms and conditions and escrow instructions entailed in the purchase of 804 South Azusa Avenue, City of Industry, CA.

Following discussion, upon motion by Director Lewis, seconded by Director Lima, the Board unanimously approved the Purchase and Sale Agreement for the purchase of 804 South Azusa Avenue, City of Industry, CA, from the City of Industry. (Motion pass 5-0)

2.4 Restated Memorandum of Understanding (MOU) Regarding Public Water Agencies Group (PWAG) Emergency Preparedness Coordinator Position

General Manager Tom Coleman reported on the Restated MOU included in the Board packet. He noted that the Public Water Agencies Group (PWAG) changed the employing entity of its Emergency Preparedness Coordinator Position, and as a result, a Restated MOU was drafted to reflect the new employing entity, Rowland Water District. Mr. Coleman further detailed obligations with respect to the engagement and compensation of the Coordinator as outlined in the Restated MOU.

Upon motion by Director Bellah, seconded by Director Hsu, the Board unanimously authorized the General Manager to execute the Restated Memorandum of Understanding Regarding Public Water Agencies Group Emergency Preparedness Coordinator Position. (Motion pass 5-0)

2.5 Receive and File the Puente Basin Water Agency Financial Statements for FY 2022-2023 Prepared by Fedak & Brown LLP

Upon motion by Director Lewis, seconded by Director Lima, the Board of Directors received and filed the Puente Basin Water Agency Audit Report for Fiscal Year 2022-2023 as prepared by Fedak & Brown LLP. Motion pass (5-0)

2.6 Receive and File the Pomona-Walnut-Rowland Joint Water Line Commission Financial Statements for FY 2022-2023 Prepared by Fedak & Brown LLP

Upon motion by Director Lima, seconded by Director Bellah, the Board of Directors received and filed the P-W-R Joint Water Line Audit Report for Fiscal Year 2022-2023 as prepared by Fedak & Brown LLP. Motion pass (5-0)

2.7 Request Additional Funds for Reservoir 8 Projects

Board members were asked to approve additional funding for the rehabilitation of Reservoir 8 in the amount of \$343,500. A detailed presentation on the scope of work, existing funding, BID results, and unforeseen increase in construction costs was presented by Assistant General Manager Dusty Moisio. Board Members engaged in a discussion regarding the need for additional funds. Questions were raised and clarified by Mr. Moisio.

Upon motion by Director Lewis, seconded by Director Hsu, the Board unanimously approved the appropriation of \$343,500 for the rehabilitation project of Reservoir 8.

2.8 Approve Changes in IRS Mileage Rate From 65.5 to 67 cents effective January 1, 2024

Upon motion by Director Hsu, seconded by Director Lima, the Board unanimously approved changes in the IRS mileage rate from 65.5 to 67 cents effective January 1, 2024. Motion pass (5-0)

3. PUBLIC RELATIONS

3.1 Communications Outreach (CV Strategies)

Erin LaCombe discussed the strategies for the outreach and communication on the new campaign the District will launch on the Colorado River water supply. The objective of this campaign is to raise awareness about the importance of the Colorado River to the community. Tara Bravo-Mullaly then took a moment to speak on earned media recognition.

3.2 Education Update

Executive Services Manager Gabby Palomares advised that 2,030 reusable water bottles will be distributed to the student body and staff of Nogales and Santana High Schools. The water bottle giveaways are an extension of the Water Bottle Filling Station project in which the respective high schools were participants of. Additionally, she noted that a series of residential landscape classes have been scheduled for Fall of 2024.

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

4.1 Discussion was held regarding the SGV Chapter CSDA Exploratory Luncheon scheduled for January 31, 2024.

Upon motion by Director Hsu, seconded by Director Lima, the Board unanimously authorized payment of per diem compensation and expenses for Board of Director attendance to the SGV Chapter CSDA Exploratory Luncheon on January 31, 2024.

- Board members were apprised of Three Valleys Municipal Water District’s February 29, 2023, Leadership Breakfast and were instructed to advise staff of their interest in attending.

5. LEGISLATIVE INFORMATION – General Manager Coleman spoke on a following legislative matters of interest to the District:

- SB 366 (Caballero) California Water for All – As RWD and neighboring water agencies collaborate in educating policymakers on the purpose and direction of SB 366, a group of agencies, including RWD, will soon meet with the Chair of the Committee on Water, Parks, and Wildlife, Diane Papan, to tour local infrastructure and discuss how SB 366 can address long term water management needs.
- SB 606 (Hertzberg) and AB 1668 (Friedman) Urban Water Use Efficiency Requirements - In this matter, the Legislative Analyst Office (LAO) provided an assessment (published January 4, 2024) of the requirements established in SB 606 and AB 1668 and made recommendations on how the Legislature can facilitate implementation of this urban water conservation legislation.

6. REVIEW OF CORRESPONDENCE – None.

7. COMMITTEE REPORTS

7.1 Joint Powers Insurance Authority

- Board President Lu-Yang referred to the ACWA/JPIA Annual Loss Review and Risk Assessment letter included in the Board packet and reported that the District received a positive evaluation from the JPIA Senior Risk Control Advisor due to staff’s prudence in implementing opportunities to reduce the potential for losses.
- President Lu-Yang then took a moment to showcase the “President’s Special Recognition Award” received by the ACWA/JPIA.
- President Lu-Yang reported on ACWA/JPIA Personnel Committee matters.

7.2 Three Valleys Municipal Water District – Board members Bellah and Lima reported on TVMWD business meeting matters from the December 20, 2023, meeting.

7.3 Association of California Water Agencies – None.

7.4 Puente Basin Water Agency (PBWA) – The next PBWA meeting is scheduled for February 1, 2024, 7:00 a.m., at RWD.

7.5 Project Ad-Hoc Committee – None.

7.6 Regional Chamber of Commerce – None.

7.7 P-W-R Joint Waterline Commission – The next P-W-R JWL meeting is scheduled for February 8, 2024, 4:00 p.m., at WVWD.

7.8 Sheriff’s Community Advisory Council – None.

7.9 Rowland Heights Community Coordinating Council (RHCCC) – Director Bellah spoke on matters from the January 8, 2024, RHCCC meeting.

7.10 Local Agency Formation Commission – None.

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 2023. Following her report, she answered questions posed by Board members.

8.2 Operations Report

The Board was provided with the field operations tasks completed during December 2023 (as listed below):

- Water Samples - 212
- Site Inspections - 67
- Service Orders Completed - 254
- Meters Replaced - 5
- Modules Replaced - 4
- Dig Alerts - 355
- Service Lines Replaced - 13
- System Valves Replaced - 4
- Air Releases Inspections - 29
- Recycled Water Inspections – 15

Director of Operations Allen Davidson continued his presentation on field operations by providing a listing of all tasks completed for the calendar year 2023, collectively. He then spoke on the District’s Air/Vac Valve Inspection Program as he showcased a picture of an air/vac valve located on Palacios Drive and Fullerton Road. He explained that air/vac valves are designed to release trapped air and ensure air intake during the draining of water mains to maintain positive pressure.

8.3 Projects Update – Assistant General Manager Dusty Moisio entertained questions from Board members as he exhibited pictures of the District’s security fencing upgrades and fencing and access road improvements to Reservoirs 4 & 9.

8.4 Personnel Report – Assistant General Manager Moisio reported on the status of the Customer Service Representative recruitment.

9. ATTORNEY’S REPORT – Legal Counsel provided an update on various State water issues, including the Delta Conveyance Project, Contract Extension litigation, and the Sites Reservoir Project.

10. ADJOURN TO CLOSED SESSION

A Closed Session was not held in connection with the items listed below:

a. Conference with Real Property Negotiator - [§54956.8]

Property: Portion of Property Located at
Anaheim & Puente Road
City of Industry
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Terms

b. Conference with Real Property Negotiator – [§54956.8]

Property: Assessor Parcel Numbers 8266-002-900, 8266-002-901 and
8269-003-903
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: Puente Hills Habitat Authority
Under Negotiation: Price and Terms of Payment

General Manager’s and Directors’ Comments – None.

Future Agenda Item(s) – None.

Late Business – None.

A motion was made by Director Hsu to adjourn the meeting. The meeting was adjourned at 8:16 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary