



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
February 13, 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
Sylvie Lee, TVMWD
Erin LaCombe, CV Strategies
Tara Bravo-Mullaly, CV Strategies

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dusty Moio, Assistant General Manager
Allen Davidson, Director of Operations
Myra Malner, Director of Finance
Gabby Sanchez, Executive Services Manager
Elisabeth Mendez, Compliance & Safety Manager
Brittanie Gildea, Education & Community Outreach Coordinator

ADDITION(S) TO THE AGENDA – None.

PUBLIC COMMENT ON NON-AGENDA ITEMS - None.

1. PUBLIC HEARING: “Draft Multi-jurisdictional Hazardous Mitigation Plan

- 1.1 President Lu-Yang opened the public hearing at 6:01 p.m. to receive public comment on the “Draft” Multi-jurisdictional Hazardous Mitigation Plan (Plan).
- 1.2 General Manager Tom Coleman reported that the Hazard Mitigation Plan is a framework that will guide Rowland Water District in making decisions and developing policies to reduce or eliminate risks to life and property. The Plan identifies the types of hazards that threaten the service area, evaluates our vulnerability to those threats, and outlines a strategy to reduce or eliminate the risk posed by those threats. He advised that the draft Plan was made available for public review via the District’s and Public Water Agencies Group (PWAG) websites concurrently with posting the notice of public hearing. Mr. Coleman concluded his report by noting that the purpose of the public hearing is to receive public and stakeholder input before finalizing the Plan.
- 1.3 President Lu-Yang invited members of the public to comment on the Plan, however, no public comment was received.
- 1.4 President Lu-Yang closed the public hearing at 6:05 p.m.

2. CONSENT CALENDAR

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

- 2.1 Approval of Minutes of Regular Board Meeting Held on January 9, 2024
- 2.2 Approval of Minutes of Special Board Meeting held on January 23, 2024
- 2.3 Demands on General Fund Account for December 2023
- 2.4 Investment Report for December 2023
- 2.5 Water Purchases for December 2023
- 2.6 California Reservoir Conditions
(Motion pass 5-0)

Next Special Board Meeting: February 27, 2024, 6:00 p.m.

Next Regular Board Meeting: March 12, 2024, 6:00 p.m.

3. ACTION ITEMS

3.1 Review and Approve Directors’ Meeting Reimbursements for January 2024

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

3.2 Consider Adoption of Resolution No. 2-2024, Recognizing Erik Hitchman for his Distinguished Service to the Water Community and Walnut Valley Water District and Congratulating Him on His Retirement.

Upon motion by Director Bellah, seconded by Director Lima, the Board unanimously adopted RWD Resolution No. 2-2024, a resolution recognizing Erik Hitchman for his distinguished service to the water community and Walnut Valley Water District and congratulating him on his retirement by the following roll call vote:

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

(Motion pass 5-0)

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

Upon motion by Director Lima, seconded by Director Lewis, the Board received and filed the RWD Financial Audit Report for Fiscal Year 2022-2023.

3.4 Adopt Resolution No. 2.1-2024, Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administration by Public Agencies Retirement Services (PARS)

Myra Malner, Director of Finance, presented a PowerPoint presentation to the Board members. The presentation contained staff's recommendation to establish a combination Section 115 trust. PARS would be the trust administrator and PFM Asset Management would be the investment manager. Mrs. Malner explained that the combination trust would replace the existing OPEB Section 115 trust account. She also noted that the combination trust would have two accounts. One account would be for the existing OPEB assets, and the other account would pre-fund pension liabilities. Mrs. Malner further added that the funds contributed for pre-funding OPEB and pension liabilities would be separately accounted for in the combination trust. After the presentation, General Manager Tom Coleman answered questions from the board members.

Following discussion, upon motion by Director Lima, seconded by Director Hsu, the Board unanimously adopted RWD Resolution No. 2.1-2024, approving the adoption of the Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS) by the following roll call vote:

Ayes: Directors Bellah, Hsu, Lewis, Lima, Lu-Yang

Noes: None

Absent: None

Abstain: None

(Motion pass 5-0)

3.5 Adopt Resolution No. 2.2-2024, Amending the Policies, Rules, and Regulations Applicable to District Employees

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously adopted Resolution No. 2.2-2024, Amending the Policies, Rules, and Regulations Applicable to District Employees by the following roll call vote:

Ayes: Directors Bellah, Hsu, Lewis, Lima, Lu-Yang

Noes: None

Absent: None

Abstain: None

(Motion pass 5-0)

3.6 Adopt Resolution No. 2.3-2024, Approving the Agreement for the Exchange of Real Property and Joint Escrow Instructions, and Finding that the Agreement is Not Subject to the California Environmental Quality Act, or Alternatively, is Exempt

Upon motion by Director Lewis, seconded by Director Bellah, the Board unanimously adopted RWD Resolution No. 2.3-2024, approving the Agreement with the Puente Hills Habitat Preservation Authority (Habitat Authority) for the Exchange of Real Property and Joint Escrow Instructions; finding that the agreement is exempt from California Environmental Quality Act

(CEQA); and directing staff to file a CEQA Notice of Exemption within five (5) working days of approval, by the following roll call vote:

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

(Motion pass 5-0)

3.7 Adopt RWD Resolution No. 2.4-2024, Opposing the Taxpayer Protection and Government Accountability Act

Upon motion by Director Hsu, seconded by Director Lima, the Board unanimously adopted RWD Resolution No. 2.4-2024, opposing the Taxpayer Protection and Government Accountability Act, Ballot Initiative No. 21.0042A1 by the following roll call vote:

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

(Motion pass 5-0)

3.8 Approve Emergency Management Coordinator Reimbursement and Fee Agreement between Rowland Water District and the Public Water Agencies Group

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Emergency Management Coordinator Reimbursement and Fee Agreement between Rowland Water District and the Public Water Agencies Group. (Motion pass 5-0)

3.9 San Gabriel Valley Chapter of California Special Districts Association

Directors Bellah and Lewis reported on the CSDA exploratory meeting they attended on January 31, 2024. The purpose of the meeting was to increase awareness and understanding of CSDA-affiliated chapters, their mission, and their purpose. Discussion was also held regarding the possibility of forming a chapter to serve the San Gabriel Valley region. As this was an informational item only, no Board action was taken.

4. PUBLIC RELATIONS

4.1 Communications Outreach (CV Strategies)

Erin LaCombe, CV Strategies, reported that the Colorado River water supply campaign is now live. The campaign includes customer communications via social media, NextDoor, a web page containing informational videos, a bill insert, and a press release. Tara Mullay-Bravo then took a moment to highlight collateral developed for an upcoming legislative tour.

4.2 Education Update

Education & Community Outreach Coordinator Brittne Gildea provided an update on the following education programs and community events:

- Water Bottle Filling Station Program - Rowland Unified School District schools within the District's service area have all participated in the program. District staff will reach out to schools within the Hacienda La Puente Unified School District for their interest in participating in the program.

- Water Awareness Poster Contest - Mrs. Gildea noted that approximately 1,000 poster papers were distributed to teachers interested in participating in the contest. Student artwork is due to the District by March 21, 2024.
- Mini Solar Challenge - The Mini Solar Challenge for schools within RWD’s service area has been set for March 21, 2024.
- Rowland Heights Library Partnership – The District will provide the Rowland Heights Library with district-branded water conservation-themed books for placement in the library's non-fiction section.
- Kiwanis Literacy Fair – the District has confirmed its participation at the March 2, 2024, Literacy Fair event. Staff will conduct water cycle bracelet activities with attendees while distributing *The Wonderful World of Water-Adventures with Wendy & Wally* books. The District also contributed towards a sponsorship package for the event.

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

5.1 Board members were apprised of Urban Water Institute’s February 21-23, 2024, Spring Conference and were instructed to advise staff of their interest in attending.

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

- RWD, Walnut Valley Water District, and Bellflower Somerset Mutual Water Company staff will soon visit with legislators in Sacramento to discuss water legislation of importance to the region.
- Senator Ana Caballero, Assemblywoman Blanca Rubio, Chair of the Committee on Water, Parks, and Wildlife Diane Papan, and many more local community leaders will participate in a tour on February 23, 2024, of the San Gabriel Valley region to view local water infrastructure and learn about regional projects and long-term partnerships that advance future water reliability. This tour is co-sponsored by the Puente Basin Water Agency, California Domestic Water Company, and Upper San Gabriel MWD.

7. REVIEW OF CORRESPONDENCE

- Board members received a letter of appreciation from the Rowland Unified School for the District’s donation to the Family Resource Center.

8. COMMITTEE REPORTS

8.1 Joint Powers Insurance Authority - Board President Lu-Yang reported on ACWA/JPIA Executive Committee strategic planning business matters.

8.2 Three Valleys Municipal Water District – Board members Bellah and Lima reported on TVMWD business meeting matters from the February 7, 2024, meeting.

8.3 Association of California Water Agencies – None.

8.4 Puente Basin Water Agency (PBWA) – Directors Lewis and Lima reported on business matters from the February 1, 2024, PBWA meeting.

8.5 Project Ad-Hoc Committee – None.

8.6 Regional Chamber of Commerce – None.

8.7 P-W-R Joint Waterline Commission – Directors Bellah and Lima reported on business matters from the February 8, 2024, P-W-R JWL meeting.

8.8 Sheriff’s Community Advisory Council – None.

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

8.10 Local Agency Formation Commission – None.

9. OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

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

9.2 Operations Report

The Board was provided with the field operations tasks completed during January 2024 (as listed below):

- Water Samples - 251
- Site Inspections - 83
- Service Orders Completed - 396
- Meters Replaced - 15
- Modules Replaced - 9
- Dig Alerts - 400
- Service Lines Replaced - 12
- System Valves Replaced - 6
- Air Releases Inspections - 18
- Recycled Water Inspections – 13

During his presentation on recycled water inspections, Director of Operations Allen Davidson discussed the details involved in conducting inspections, using a photo of a backflow prevention device as a reference.

9.3 Projects Update – None.

9.4 Personnel Report – General Manager Tom Coleman reported on the Customer Service Representative recruitment status.

10. ATTORNEY’S REPORT – None.

11. ADJOURN TO CLOSED SESSION

Legal Counsel Joseph Byrne adjourned the meeting to closed session at 8:28 p.m. and announced that the purpose of the closed session and the provisions of the Brown Act authorizing the closed session were listed on the agenda as indicated 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 – [§54957.6]

District Designated Representatives: General Manager
Unrepresented Employee: Director of Finance

12. Reconvene/Report on Closed Session – 8:34 p.m.

Closed Session Announcements: It was reported by Legal Counsel that the Board was briefed on the facts and circumstances of the matters and took no reportable action on the closed session items.

General Manager’s and Directors’ Comments – General Manager Tom Coleman took a moment to answer questions posed by Board members on public employee retirement services.

Future Agenda Item(s) – None.

Late Business – None.

A motion was made by Director Hsu to adjourn the meeting. The meeting was adjourned at 8:44 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary