



**Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District**
December 10, 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
Sam Johnson, Partner, Best Best & Krieger
Jody Roberto, TVMWD
Mike Ti, TVMWD
Kirk Howie, TVMWD
Tara Bravo-Mullaly, CV Strategies

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dusty Moisia, Assistant General Manager
Myra Malner, Director of Finance
Gabriela Palomares, Executive Services Manager
Elisabeth Mendez, Compliance & Safety Manager
Brittne Gildea, Education & Community Outreach Coordinator
Robert Leamy, Water Systems Supervisor

ADDITION(S) TO THE AGENDA – None.

PUBLIC COMMENT ON NON-AGENDA ITEMS - None.

1. ADMINISTER OATHS OF OFFICE

Mrs. Jody Roberto, in her capacity as elected Board of Director of Three Valleys Municipal Water District, administered oaths of office to the following two individuals for the offices of Director in Divisions 1 and 2 as listed below:

- Vanessa Hsu, Division 1, full term ending December 1, 2028
- Anthony J. Lima, Division 2, full term ending December 1, 2028

2. CONSENT CALENDAR

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

- 2.1** Approval of Minutes of Regular Board Meeting held on November 12, 2024
- 2.2** Approval of Minutes of Special Board Meeting held on November 26, 2024
- 2.3** Demands on General Fund Account for November 2024
- 2.4** Investment Report for October 2024
- 2.5** Water Purchases for October 2024
- 2.6** California Reservoir Conditions
- 2.7** Reschedule the May 13, 2025, Regular Board meeting to May 20, 2025

(Motion Passed 5-0)

3. ACTION ITEMS

3.1 Review and Approve Directors' Meeting Reimbursements for November 2024

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

3.2 Approve Executive Officer Positions of the Board of Directors for Calendar Year 2025

Upon motion by Director Lewis, seconded by Director Lu-Yang, the Board of Directors conducted is biennial rotation of officer positions and unanimously approved as follows:

John Bellah, to serve as Board President for the calendar years 2025 and 2026
Vanessa Hsu, to serve as Board Vice-President for the calendar years 2025 and 2026

(Motion Passed 5-0)

Although the rotation of officer positions was conducted, Director Lu-Yang continued to chair the remainder of the meeting.

3.3 Consider 5th Amendment to the Agreement for Employment of General Manager

Upon motion by Director Lewis, seconded by Director Lima, the Board unanimously approved the Fifth Amendment to the Agreement for Employment of General Manager comprising of a \$6,000 total merit increase to the General Manger's salary effective January 1, 2025. (Motion Passed 5-0)

3.4 Consider Adoption of RWD Resolution No. 12-2024, Reappointing the District Treasurer and Delegating Authority of the Investment of Surplus Funds of the District to the General Manager/Treasurer

Upon motion by Director Lewis, seconded by Director Lima, the Board unanimously adopted RWD Resolution No. 12-2024, Re-Appointing the District Treasurer and Delegating Authority for the

Investment of Surplus Funds of the District to the General Manager/Treasurer by the following roll call vote:

AYES: Directors Bellah, Hsu, Lewis, Lima, Lu-Yang
 NOES: None
 ABSENT: None
 ABSTAIN: None

(Motion Passed 5-0)

3.5 Consider Adoption of Resolution No. 12.1-2024 of the Board of Directors Appointing Representatives to the Puente Basin Water Agency

Upon motion by Director Lima, seconded by Director Hsu, the Board unanimously adopted RWD Resolution No. 12.1-2024, Appointing Anthony J. Lima and Robert W. Lewis as representatives and Tom Coleman as alternate representative of the RWD to serve on the Commission of the Puente Basin Water Agency by the following roll call vote:

AYES: Directors Bellah, Hsu, Lewis, Lima, Lu-Yang
 NOES: None
 ABSENT: None
 ABSTAIN: None

(Motion Passed 5-0)

3.6 Confirm Appointment of Representatives to the Pomona-Walnut-Rowland Joint Water Line Commission

Upon motion by Director Lewis, seconded by Director Hsu, the Board unanimously appointed Anthony J. Lima as Commissioner, and John Bellah as alternate, to serve on the Pomona-Walnut-Rowland Line Commission. (Motion Passed 5-0)

3.7 Review and Approve Board of Directors Committee Assignments for 2025

Upon motion by Director Lewis, seconded by Director Lima, the Board unanimously approved Committee assignments for 2025, as listed below:

Association of California Water Agencies	Director Lewis Director Bellah (Alternate)
ACWA/Joint Powers Insurance Authority	Director Lu-Yang Director Hsu (Alternate)
ACWA Region 8	Director Lewis
Local Agency Formation Commission (LAFCO)	Director Lewis
PWR Joint Water Line Commission	Director Lima Director Bellah (Alternate)
Puente Basin Water Agency	Director Lewis Director Lima Tom Coleman (Alternate)
Rowland Heights Community Coordinating Council	Director Bellah Director Lu-Yang

RWD Project Ad-Hoc Committee	Director Lima Director Lu-Yang
San Gabriel Valley Regional Chamber of Commerce-Government Affairs Committee	Director Bellah Director Lewis (Alternate)
Three Valleys Municipal Water District	Director Lima Director Bellah (Alternate)

3.8 Approve 3% Cost of Living Increase for all Employees Based on Merit

A motion was made by Director Hsu, and seconded by Director Lima, to approve a 3% Cost of Living Increase for all employees based on merit effective January 1, 2025. (Motion Passed 5-0)

3.9 Review and Approve Schedule of Monthly Salary Ranges Effective January 1, 2025

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Schedule of Monthly Salary Ranges Effective January 1, 2025, as included in the Board packet. (Motion Passed 5-0)

3.10 Request Funds for an Emergency Mainline Replacement on Vantage Point in the Amount of \$75,000

Assistant General Manager Dusty Mosio presented a request for funding to support an emergency mainline replacement on Vantage Point. He reported that the agenda initially listed the funding request in the amount of \$75,000. However, subsequent project assessments revealed the need for additional improvements, increasing the amount to \$285,000.

Following discussion, upon motion by Director Lima, seconded by Director Hsu, the Board unanimously approved the request for funding in the amount of \$285,000 for the mainline replacement on Vantage Point. (Motion Passed 5-0)

4. PUBLIC RELATIONS

4.1 Community Relations and Education Update

Ms. Gildea reported that in response to state-mandated water conservation measures, District staff is rolling out a marketing plan for water conservation to reach our residential community. She showcased the light post banner marketing strategy. Following that discussion on outreach, Mrs. Gildea reported on educational programs in progress, such as the Mini Solar Boat Challenge and teacher submittals for educational grants, also known as Splash Cash. Her presentation ended with a video highlighting a meal disbursement drive, hosted by the RUSD Family Resource Center, in which RWD staff and other local organizations volunteered in.

4.2 Communications Outreach (CV Strategies)

Tara Mullay-Bravo of CV Strategies advised that she delivered a PowerPoint presentation to the ACWA Communications Committee on December 3, 2024, highlighting RWD’s employee-driven Caring for Our Neighbors Committee. She explained the committee’s purpose and various community initiatives.

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

5.1 ACWA DC2025 Washington, D.C. Conference, February 25-27, 2025

Director Lewis expressed interest in attending the conference and asked staff to follow-up with registration and travel requirements.

6. LEGISLATIVE INFORMATION

As a matter of information, General Manager Tom Coleman reported on SB366 – The California Water Plan: long term supply targets. He advised that although the bill was vetoed by Governor Newsom on November 30, 2024, the CA Water For All Coalition will continue to advocate for its Passage through the 2025 legislative session. PBWA commissioners will be presented with a request to approve funding to support this effort in the amount of \$20,000, with RWD and Walnut Valley Water District cost sharing equally, each contributing \$10,000.

7. REVIEW OF CORRESPONDENCE

7.1 The Board received a letter of appreciation from Industry Business Council dated October 30, 2024, thanking the District for its banner and ad sponsorship for the Industry Hills Rodeo event held October 12-13, 2024.

7.2 The Board received a letter of appreciation from the Rowland Unified School District Family Resource Center dated November 13, 2024.

7.3 In discussing the Urban Water Institute’s call for nominations for representatives to serve as UWI Board of Directors, Director Bellah asked that this item be placed on a subsequent Board agenda for further consideration.

8. COMMITTEE REPORTS

8.1 Joint Powers Insurance Authority – ACWA/JPIA Fall Summit was held December 2-3, 2024. Director Lu-Yang provided a synopsis key takeaway from summit programs.

8.2 Three Valleys Municipal Water District – Director Lima reported on TVMWD’s November 20th Board meeting activities.

8.3 Association of California Water Agencies – ACWA Fall Conference was held on December 3-5, 2024. Director Lewis reported on ACWA Region 8 and Finance Committee matters.

8.4 Puente Basin Water Agency (PBWA) – The next PBWA meeting is scheduled for December 12, 2024.

8.5 Project Ad-Hoc Committee – None.

8.6 Regional Chamber of Commerce – None.

8.7 P-W-R Joint Waterline Commission – None.

8.8 Rowland Heights Community Coordinating Council (RHCCC) – None.

8.9 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 October 2024 and answered questions posed by Board members.

Mrs. Malner followed with a presentation on the District’s CalPERS Unfunded Accrued Liability investment portfolio and the funding status of the Other Post Employment Benefits (OPEB) account.

9.2 Operations Report

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

- Water Samples - 213
- Site Inspections – 68
- Service Orders Completed - 365
- Meters Replaced - 40
- Modules Replaced - 18
- Dig Alerts - 230
- Service Lines Replaced - 8
- System Valves Replaced - 0
- Air Releases Inspections - 0
- Recycled Water Inspections – 11

As a matter of information, Mr. Robert Leamy, Water Systems Supervisor, took a moment to review and entertain questions regarding the District’s water sampling program.

9.3 Projects Update – None.

9.4 Personnel Report – General Manager Tom Coleman reported on the status of the Customer Service Supervisor and Customer Service Representative recruitments.

In response to a Director inquiry about the District’s internship program, Mrs. Elisabeth Mendez, Safety and Compliance Manager, explained that there are currently no interns on staff, as the previous group successfully completed their assignments related to the lead and copper program. She added that a new recruitment cycle is scheduled to begin in January 2025.

10. ATTORNEY’S REPORT – None.

11. CLOSED SESSION – 8:18 p.m.

A Closed Session was 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 Legal Counsel – Existing Litigation [§54956.9]

Paragraph (1) of subdivision (d) of §54956.9
Haste, et al. vs Rowland Water District

c. Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 Once case.

12. Reconvene/Report on Closed Session – 9:16 p.m.

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

General Manager’s and Directors’ Comments

General Manager Tom Coleman provided an update on a variety of different matters, including certain organizational issues and the Brown Act, California’s open meeting law, and its provisions on teleconferencing. Mr. Coleman touched on public access and participation, and quorum requirements.

Future Agenda Item(s) – None.

Late Business – None.

A motion was made by Director Hsu to adjourn the meeting. The meeting was adjourned at 9:27 p.m.

SZU PEI LU-YANG
Presiding Director

Attest: _____
TOM COLEMAN
Board Secretary