



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
June 11, 2019 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Robert W. Lewis
Vice President Teresa P. Rios
Director Anthony J. Lima
Director John Bellah

ABSENT:

Director Szu Pei Lu-Yang

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger
Erin LaCombe Gilhuly, CV Strategies
Tara Bravo, CV Strategies
Joe Ruzicka, Three Valleys Municipal Water District
Matt Litchfield, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District
Teri Malkin, Resident

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Rose Perea, Director of Administrative Services
Dave Warren, Director of Operations
Sean Henry, Finance Officer

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

Tab 1 - CONSENT CALENDAR

Upon motion by Director Lima, seconded by Director Lu-Yang, the Consent Calendar was approved as follows:

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

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on May 14, 2019

1.2

Approval of the Minutes of Special Board Meeting Held on May 28, 2019

1.3

Demands on General Fund Account for April 2019

1.4

Investment Report for April 2019

1.5

Water Purchases for April 2019

Next Special Board Meeting

June 25, 2019, 6:00 p.m.

Next Regular Board Meeting

July 9, 2019, 6:00 p.m.

Tab 2 - ACTION ITEMS

2.1

Review and Approve Directors' Meeting Reimbursements for May 2019

Upon motion by Director Lima, seconded by Director Lu-Yang, the Directors' Meeting Reimbursement Report was unanimously approved as follows:

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

2.2

Review and Approve 4% Cost of Living Increase for all Employees Based on Merit

After discussion, a motion was made by Director Lima, and seconded by Director Rios, to approve the 4% Cost of Living Increase for all Employees Based on Merit. The motion was approved as follows:

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

2.3

Review and Approve Rowland Water District Budget – Fiscal Year 2019-2020

Finance Officer, Sean Henry, and General Manager, Tom Coleman, advised the Board that no changes were made to the “Draft” document which was presented and reviewed at the May 28, 2019 Budget Workshop.

After discussion and upon motion by Director Lu-Yang, seconded by Director Lima, the District Budget for Fiscal Year 2019-2020 was unanimously approved as follows:

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

2.4

Review and Approve 2019-2020 Salary Schedule

Mr. Coleman explained that CalPERS requires its contracting agencies to certify their salary schedule at least once a year for purposes of enabling CalPERS to ensure that compensation is not “spiked” in the last year prior to retirement.

After discussion and upon motion by Director Lima, seconded by Director Lu-Yang, the 2019-2020 Salary Schedule was unanimously approved as follows:

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

2.5

Review and Approve Master Meter Agreement Between Rowland Water District and Master Meter, Inc.

General Manager, Tom Coleman, provided background information on the Agreement. After discussion and upon motion by Director Lima, seconded by Director Lu-Yang, the Agreement was unanimously approved as follows:

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

2.6

Review and Approve Resolution No. 6-2019 Approving and Accepting the Negotiated Exchange of Property Tax Revenues Resulting from Annexation of Parcel Map 72916 to County Lighting Maintenance District 1687

After discussion, a motion was made by Director Rios and seconded by Director Lima, to approve the Resolution as presented.

The motion was approved with the following 5-0 roll-call vote:

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

2.7

Review and Approve First Amendment to Lease Agreement and Memorandum of First Amendment to Lease Agreement Between Rowland Water District and T-Mobile West Tower LLC Through CCTMO LLC

Director of Operations, Dave Warren, provided background information on the documents and answered questions posed by members of the Board.

After discussion and upon motion by Director Lu-Yang, seconded by Director Lima, the First Amendment and Memorandum to First Amendment to Lease Agreement were unanimously approved as follows:

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

2.8

Receive and File Puente Basin Water Agency (PBWA) Budget for FY 2019-2020

After discussion a motion was made by Director Lu-Yang, seconded by Director Lima, to receive and file the Puente Basin Water Agency Budget for FY 2019-2020 as presented. The motion was unanimously approved as follows:

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

2.9

Public Relations (Rose Perea)

Rose Perea reported that she and Brittanie are working with the National Theatre Group on the outreach efforts to District schools. Of the schools contacted by the Theatre Group, only four (4) participated in the program – Jellick, Rowland, Bixby and Wedgeworth Elementary Schools. After discussing their outreach efforts, they agreed to provide us with the packets they send out to the schools both physically and electronically so that Brittanie could deliver the packets in person to each principal at all nine schools and also follow up with an e-mail of the cover letter (on RWD letterhead) and the outreach materials to the teachers in her data base. Thus far, Blandford (700 students), Jellick (500 students) and Wedgeworth (600 students) have been scheduled. They will continue to reach out to the schools via phone and e-mail. In August when the school year resumes, Brittanie will reach out to any of the schools which have not responded. Mrs. Perea advised the Board that the District will be participating in the “Rowland Heights Night Out” event which will be held on August 6, 2019, 6:00-8:00 p.m. at Rowland Heights Park.

Communications Outreach (CV Strategies)

Erin LaCombe Gilhuly, CV Strategies, advised that the CCR has been delivered to staff for final review and should be finalized by the end of the week. Once it is approved, it will be posted to the website and hard copies will be printed and made available at the District office for customers requesting a copy. The Water Efficiency Legislation video – “What It Means to You” is in production. She provided a social media update and advised the Board that NextDoor is adding Rowland Water District as the first of ten (10) public agencies which will be allowed on the website on their pilot program which CV Strategies will assist them with in initiating. Press releases will be prepared in connection with the Santiago Community College Intern Program MOU, CCR availability, the Mini Solar Cup Challenge and the Budget approval.

Education Update

Provided for information purposes only.

2.10

Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)

- None

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

General Manager, Tom Coleman, provided updates on the Water Tax and advised that an agreement had been reached that it would not move forward at this time.

Tab 4 REVIEW OF CORRESPONDENCE

For information purposes only.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Director Lima reported on his attendance at the June 5, 2019 Board meeting and advised that a new Joint Water Line control valve was added to improve deliveries. The Board will consider its summer schedule during which the months of July and August are dark at the June 19, 2019 Board meeting.

5.2

Joint Powers Insurance Authority

Nothing to report.

5.3

Association of California Water Agencies

Director Lewis advised that a Region 8 meeting will be held on September 30, 2019, and the ACWA Fall Conference will be held December 3-6, 2019, in San Diego.

5.4

Puente Basin Water Agency

Director Lima reported on his attendance at the meeting held on June 6, 2019, at 7:00 a.m., at the Rowland Water District and advised that the Pathfinder 20-inch water main installation was discussed, and updates were provided on the Six Basins Groundwater Project and the Proposition 84 grant reimbursement. The Fourth Addendum to the Professional Services Agreement with LA Solutions for Engineering Resources (LASER) was extended to June 30, 2020.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Directors Lewis and Bellah reported on their attendance at the Government Affairs meeting held on June 10, 2019 and advised that three presentations were made, the California Consumer Privacy Act of 2020 was discussed and it was noted that it will become effective on January 1, 2020; AB1500 "Hazardous Waste Abatement" and various "clean-up" bills were also discussed.

5.7

PWR Joint Water Line Commission

Nothing to report. The next meeting will be held on June 13, 2019 at 4:00 p.m.

5.8

Sheriff's Community Advisory Council

No meeting was held.

5.9

Rowland Heights Community Coordinating Council

Director Bellah reported on his attendance at the June 10, 2019 meeting, and advised that law enforcement reports as well as reports from the offices of locally elected officials were provided. Director Lu-Yang advised that the East San Gabriel Valley Active Transportation Plan was discussed. The goal of the plan is to support effective local and regional land use planning across multiple means of transportation while also analyzing and identifying existing traffic conditions, considering safety and health impacts towards the environment and residents.

5.10

Hacienda Heights Improvement Association

Director Lima reported that Public Safety and Law Enforcement, community representatives and elected officials provided updates. Community events and projects were also discussed.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Finance Officer, Sean Henry, provided an updated report on potable water sales through April and a projected three-year monthly revenue summary. He compared the past three years and advised that District reserves are at their highest this year.

6.2

Operations Report

Director of Operations, Dave Warren, provided an update on the Pathfinder pipeline and advised that it will be completely installed in about three weeks. Pressure testing will be completed in 2500-foot sections between valves and final paving will begin in approximately 2 weeks. He also provided a status update on the Valley Boulevard Main Line Replacement project and advised that the main was pressure tested last week and the line is being chlorinated and sampled this week. Service tie-ins and cut-over will take three to four weeks. Installation of the AMI Meter cell towers is progressing. The bases have been dug and steel has been installed; awaiting the tower cages before pouring the cement. This should take place next week.

6.3

Personnel Report

General Manager, Tom Coleman, advised that a job offer had been made to fill the position of Meter Reader I. If the offer is accepted and all background and physical reports are effectively completed this individual should start in the latter part of August or early September. The District has an opening for the position of Maintenance I which it intends to fill internally. Four interns will start with the District on July 1 and will primarily be utilized to assist with the AMI Meter Project in changing out meters.

Tab 7 ATTORNEY'S REPORT

Nothing to report.

Tab 8 CLOSED SESSION

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 7:32 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.

- a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**
Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9.
Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
Property: 18938 Granby Place, Rowland Heights, CA 91748
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17
Under Negotiation: Price and Terms
- c. 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 at 7:40 p.m.

Upon returning to open session, legal counsel reported that the Board took no reportable action on the closed session items.

Directors' and General Manager's Comments

None.

Future Agenda Items

None.

Late Business

None.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:51 p.m.

ROBERT W. LEWIS
Board President

Attest: _____
TOM COLEMAN
Board Secretary