



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
November 12, 2019 – 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

Vice President Teresa P. Rios – Excused Absence

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger
Erin LaCombe Gilhuly, CV Strategies
Denise Jackman, Three Valleys Municipal Water District
Matt Litchfield, Three Valleys Municipal Water District
Joe Ruzicka, Three Valleys Municipal Water District
David and Teri Malkin, Residents

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dave Warren, Assistant General Manager
Rose Perea, Director of Administrative Services
Dusty Moisio, Director of Operations

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEM

Mr. Malkin thanked the District for their Sponsorship Ad of the Kiwanis Breakfast, Buckboard Days Parade.

TAB 1 – CONSENT CALENDAR

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

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

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on October 8, 2019

1.2

Approval of the Minutes of Special Board Meeting Held on October 22, 2019

1.3

Demands on General Fund Account for September 2019

1.4

Investment Report for September 2019

1.5

Water Purchases for September 2019

Next Special Board Meeting

November 26, 2019

Next Regular Board Meeting

December 10, 2019

Tab 2 – ACTION ITEMS

2.1

Review and Approve Directors' Meeting Reimbursements for October 2019

Upon Motion by Director Lewis, seconded by Director Bellah, the Directors' Meeting Reimbursement Report was approved as follows:

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

2.2

Select Voting Delegate to Vote at the ACWA Conference for ACWA President and Vice President for the 2020-2021 Term

After discussion by members of the Board, upon motion made by Director Bellah, seconded by Director Lu-Yang, the Board selected Director Robert W. Lewis as the voting delegate at the ACWA Fall Conference to vote for the offices of President and Vice President for the 2020-21 Term. The motion was carried as follows:

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

2.3

Nomination of Candidate – LAFCO Representative and Alternate

No Nominations were made.

2.4

Approve Creation of “Engineering and Compliance Manager” Position

General Manager, Tom Coleman, stated that continuing with the strategic planning for the growth and development of the District, it was staff’s recommendation that the position of Operations Superintendent be eliminated and that the position of Engineering and Compliance Manager be added. The addition of this position will have no effect on the budget. After discussion by members of the Board, upon motion made by Director Lewis, seconded by Director Lu-Yang, the Board approved the creation of the new position entitled “Engineering and Compliance Manager” as follows:

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

2.5

Approve Surplus of 2005 Ford F-550, Vin. # 1FDAF56P85EC73486, License No. 1183241

General Manager, Tom Coleman, advised the Board that surplus of the 2005 Ford F-550 truck would allow the District to trade the truck in toward the purchase of a new one.

After discussion by members of the Board, upon motion made by Director Lu-Yang, seconded by Director Bellah, the Board approved the surplus of the 2005 Ford F-150, license number 1183241, as follows:

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

2.6

Review and Discuss “Customer Questionnaire Incentive Program”

General Manager, Tom Coleman, advised the Board that in connection with the implementation of the Advanced Metering Infrastructure (AMI) program, it is necessary to update customer information, much of which is out of date or incomplete. In order to provide incentive to customers, the District is asking customers to complete a questionnaire and return it to the District. Staff is recommending an incentive program whereby a certain number of customers who return the questionnaire in a timely fashion will receive a financial incentive.

After discussion by members of the Board, upon motion made by Director Lu-Yang, seconded by Director Lewis, the Board approved the financial incentive in the total amount of \$1,200.00 per year, spread evenly in \$10.00 increments between those customers who are first to timely submit the questionnaire up to the total amount allocated, as follows:

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

2.7

Review and Approve “Agreement for Consultant Services” Between Claris Strategy, Inc. and Public Water Agencies Group

After discussion by members of the Board, upon motion made by Director Lu-Yang, seconded by Director Lewis, the Board approved the Agreement for Consultant Services, as follows:

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

2.8

Review and Approve Grant of Easement from Rowland Water District to Southern California Edison for 2505 Artigas Drive, Rowland Height, CA Vertical Bridge Cell Tower Lease

After discussion by members of the Board, upon motion made by Director Bellah, seconded by Director Lewis, the Board approved Easement as follows:

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

2.9

Public Relations (Rose Perea)

Rose Perea reported that after Dr. Adrian Hightower’s, Solar Cup Technical Advisor, offer to help with some of the costs in connection with the program, Brittnie Van De Car, Public Affairs Representative, submitted a letter of support outlining the program and submitted a budget setting out the cost of the kits and the books. She requested funds for 72 kits and 100 books and received \$2,421.67 from MWD. The total budget for this program is \$5,500.00, which included \$5,300.00 for the kits, \$200.00 for busses and miscellaneous expenses, therefore, the District has now received funding for almost half of the program. The boat races will be held in February 2020 at the Nogales High School pool. The National Theatre for Children has completed performances at Rowland, Jellick, Wedgeworth, Bixby and have added Rorimer, Northam and Blandford— three more schools than last year. Yorbita and Telesis have again decided not to participate. The EduBucks applications were due on October 31, 2019. The District received eight (8) applications –six from Rowland Elementary and one from Jellick Elementary and one from Blandford Elementary.

Communications Outreach (CV Strategies)

Erin LaCombe Gilhuly, CV Strategies, previewed the District’s new Conservation Microsite which is now ready to go live and answered questions posed by members of the Board. The distribution of the bill inserts to customers on Water Quality and the PFOS issue began on November 6, 2019. The Press Release is also ready for distribution.

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

None.

TAB 4 REVIEW OF CORRESPONDENCE

None.

TAB 5 COMMITTEE REPORTS

5.1

Joint Powers Insurance Authority

JPIA correspondence provided for information purposes only.

5.2

Three Valleys Municipal Water District

Director Lima reported on his attendance at the October 16, 2019 Board meeting and advised proposed service applications for PM-27 and PM-29 were discussed as well as imported water sales for September 2019. Director Lu-Yang reported on her attendance at the November 6, 2019 Board meeting and advised that Mike Holmes, Emergency Preparedness Coordinator for PWAG provided an update on the American Water Infrastructure Act and the proposed consultant agreement. The Board was advised that if the Pension and OPEB Trust are funded at \$200,000.00 per year, they will be fully funded by 2028.

5.3

Association of California Water Agencies

Director Lewis advised that the ACWA Fall Conference will be held in San Diego, CA, December 3-6, 2019.

5.4

Puente Basin Water Agency

Director Lima reported that the next meeting will be held on December 12, 2019 at Walnut Valley Water District.

5.5

Project Ad-Hoc Committee

Director Lu-Yang advised that a meeting was held to discuss the new position of Compliance and Engineering Manager and the current salary survey.

5.6

Regional Chamber of Commerce

Director Lewis reported on his attendance at the Government Affairs Committee meeting held on October 15, 2019 and advised that the Committee voted to join in the support of protecting Proposition 13.

5.7

PWR Joint Waterline Commission

Director Lima reported on his attendance at the Commission meeting held on October 24, 2019.

5.8

Sheriff's Community Advisory Council

Resident, Denise Jackman, advised that all Neighborhood Watch Captains received notice that Sheriff Alex Villanueva will be holding a town hall meeting on November 20, 2019, at the Diamond Bar Community Center, 6:30-9:30 p.m. to engage with the public on issues and concerns.

5.9

Rowland Heights Community Coordinating Council

Director Bellah advised that there will be no meeting in November.

5.10

Hacienda Heights Improvement Association

Director Lima reported on his attendance at the meeting held on October 21, 2019. Residents, Mr. and Mrs. Malkin advised that there are two recall petitions pending.

TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

General Manager, Tom Coleman, a Financial Dashboard and provided information on consumption by customer class.

6.2

Operations Report

Director of Operations, Dusty Moisio, provided updates on the following projects:

- Tomich RCS –The following items have been completed: roof, roof hatches, stucco and retaining wall. The project is 75% complete.
- Valve replacement – Twenty-five valves has been replaced/installed throughout the District, sizing from 6" to 12". The goal is to complete 100 valve replacements by June 30, 2020.
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6.3

Personnel Report

Nothing to report.

TAB 7 ATTORNEY'S REPORT

Nothing to report.

TAB 8 CLOSED SESSION

Legal Counsel, Joseph Byrne, adjourned the meeting to closed session at 7:28 p.m. and announced that the purpose of the closed session, and the provisions of the Brown Act authorizing the closed session were listed 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. 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 at 7:39 p.m.

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

General Manager's and Directors' Comments

Director Lu-Yang advised the Board that a video presented at the For Us State of the District Breakfast featured Public Relations Representative, Brittne Van De Car, and the Mini Solar Cup Challenge. General Manager, Tom Coleman, advised that he and staff had met with Superintendent Julie Mitchell to discuss installing drinking fountains and a water bottle filling station at schools within the Rowland Water District. He will provide additional information at a later date.

Future Agenda Items

None.

Late Business

None.

A motion was made by Director Lewis, seconded by Director Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:49 p.m.

ROBERT W. LEWIS
Board President

Attest: _____
TOM COLEMAN
Board Secretary