



Minutes of the Adjourned Meeting
of the Board of Directors of the Rowland Water District
November 17, 2020 – 5:00 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 Szu Pei Lu-Yang
Director John Bellah

ABSENT:

None.

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger
Ryan Guiboa, Legal Counsel, Best Best & Krieger
Erin Gilhuly, CV Strategies
Denise Jackman, Director, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District
Jody Roberto, Director, Three Valleys Municipal Water District

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dave Warren, Assistant General Manager
Rose Perea, Director of Administrative Services
Dusty Moisio, Director of Operations
Myra Malner, Director of Finance
John Poehler, Project Manager

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEM

None.

TAB 1 – CONSENT CALENDAR

Upon motion by Director Lima, seconded by Director Rios, 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 October 13, 2020**
- 1.2 Approval of the Minutes of Special Board Meeting Held on October 27, 2020**
- 1.3 Demands on General Fund Account for September 2020**
- 1.4 Investment Report for September 2020**
- 1.5 Water Purchases for September 2020**

Next Regular Board Meeting December 8, 2020, 5:00 p.m.

Tab 2 – ACTION ITEMS

- 2.1 Review and Approve Directors’ Meeting Reimbursements for October 2020**

Upon motion by Director Lima, seconded by Director Rios, the Directors’ Meeting Reimbursement Report was approved as follows:

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

- 2.2 Receive and File PWR Joint Water Line Commission Audit Report for Fiscal Year 2019-2020 Prepared by Fedak & Brown LLP**

After discussion, a motion was made by Director Rios and seconded by Director Lima, to receive and file the PWR Joint Water Line Commission Audit Report for Fiscal Year 2019-2020. The motion was approved as follows:

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

2.3

Review Water Rate Structure: Discuss reduction to the fixed water service rate to become effective January 1, 2021

Director of Finance, Myra Malner, reviewed the five-year Rate/Structure Model approved by the Board in 2017. Mrs. Malner also reviewed with the Board the District's current financial reserves and obligations and provided her estimate of where she anticipates the finances of the District will be over the next several years. After reviewing the District's financial position, it was staff's recommendation not to increase the District's service charge rate by the previously approved five percent (5%), to be effective January 1, 2021.

A motion was made by Director Lewis and seconded by Director Lima, not to increase the service charge rate by five percent (5%) effective January 1, 2021. All other increases approved by the Board in the 2017 Rate/Structure Model will become effective on January 1, 2021. The motion was approved as follows:

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

2.4

Discuss Additional PARS Trust Contribution

Director of Finance, Myra Malner, provided information regarding an additional \$1,000,000 contribution to the PARS Trust which would result in the Trust being over ninety percent (90%) funded. It was staff's recommendation to make the \$1,000,000 contribution in addition to the already annually budgeted amount of \$420,000.

After discussion, upon motion by Director Lu-Yang, seconded by Director Lima, the Board approved the \$1,000,000 contribution in addition to the \$420,000 budgeted amount. The motion was approved as follows:

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

2.5

Project Overview and Funding Needs:

General Manager, Tom Coleman, advised the Board that due to the COVID-9 pandemic, several items were removed from the approved Budget and held in suspension. Since the District's financial position has not changed much due to the COVID-19 pandemic, staff requested the Board's consideration of the allocation of suspended funds for certain projects, as follows:

- Additional funding for patio storage building – Additional funding in the amount of \$30,000
- Distribution System – Additional capital funding in the amount of \$545,000
- Staffing Needs – Discuss adding an additional Maintenance I position

After discussion, upon motion by Director Lima, seconded by Director Rios, the Board approved additional funding for the patio storage building in the amount of \$30,000 and additional distribution system capital funding in the amount of \$545,000. The motion was approved as follows:

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

After further discussion, upon motion by Director Bellah, seconded by Director Lu-Yang, the Board authorized adding an additional Maintenance I position. The motion was approved as follows:

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

2.6

Public Relations (Rose Perea)

Mrs. Perea reported that Brittanie continues to reach out to teachers and principals regarding the virtual education program. The EduBucks applications were due November 12. The District received applications from Blandford and Jellick Elementary.

Communications Outreach (CV Strategies)

Erin Gilhuly, CV Strategies, advised the Board that the TVMWD water treatment facility video has been completed and will be utilized by Brittanie, Public Affairs Representative, in connection with the Mini Science Challenge. Press Releases on Water Professionals Week and Customer Service Week were sent out for publication on October 5, 2020. The Buckboard Days History video has been completed and has been posted to the District website. The CV Strategies article was included in the ACWA magazine as part of Water Professionals Week and received online coverage with photography in statewide spread. CV Strategies is continuing with COVID-19 safe tap water communications via social media, website updates, press releases and website sliders. CV Strategies will also prepare a press release on the service charge relief to customers which was approved at this meeting.

Education Update

Provided for information purposes only.

2.7

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, discussed Assembly Bill 685 which will become effective January 2021. This Bill deals with COVID-19 issues and employers' reporting obligations with respect to COVID-19 positive cases. It requires that all staff testing positive be reported under workers' compensation.

TAB 4 REVIEW OF CORRESPONDENCE

None.

TAB 5 COMMITTEE REPORTS

5.1

Joint Powers Insurance Authority

General Manager, Tom Coleman, discussed the JPIA Workers' Compensation, Liability and Property Risk Assessment Letter contained in the Board packet. This item was provided for information purposes only; no action required. Director Lewis advised that he will be attending the JPIA virtual conference which will be held on November 30, 2020.

5.2

Three Valleys Municipal Water District

Director Lima reported on his virtual attendance at the October 21, 2020 meeting and advised that members of the public were present at the meeting to voice their opposition to the Cadiz Project. Arnold & Associates provided legislative updates. He also attended the November 4, 2020, Board meeting and advised that they provided an update on attendance at on-line meetings. Kirk Howie, Three Valleys MWD, advised that they are working with their legislators to sponsor a Bill that will keep in effect the provisions of Governor Newsom's Executive Order which allows virtual participation without otherwise complying with the Brown Act's teleconference requirements.

5.3

Association of California Water Agencies

Director Lewis provided a summary on his attendance at the ACWA Region 8 virtual meeting held on November 3, 2020. Director Lewis asked staff to register him for the ACWA Fall Virtual Conference to be held December 2-3, 2021.

5.4

Puente Basin Water Agency

Director Lewis reported that the next meeting will be held on December 10, 2020.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis reported on his attendance at the November 9, 2020 Government Affairs Committee meeting and advised that the Chamber provided an election update.

5.7

PWR Joint Waterline Commission

Director Lima reported that the next Commission meeting will be held in February.

5.8

Sheriff’s Community Advisory Council

Nothing to report. Director Lu-Yang advised that no meeting was held.

5.9

Rowland Heights Community Coordinating Council (RHCCC)

Director Lu-Yang reported on the meeting held on November 9, 2020 and advised that there were no water issues discussed or reportable.

5.10

Hacienda Heights Improvement Association

Director Lima reported on his attendance at the October 19, 2020 meeting.

TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Director of Finance, Myra Malner presented a year-to-date Revenue and Expense Report by Category and Consumption by Class July through September 2020. General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

6.2

Operations Report

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

- Scada Tower Project: Provided the Board with pictures of the construction and an overview of the scope of the project.
- AMI Project: 7,912 meters have been converted to AMI with a reading accuracy of 99%.
- Field Operations Completed Tasks: Provided the Board with a list of the completed tasks for the month of October.

6.3

Personnel Report

General Manager, Tom Coleman, advised the Board that the District is recruiting for a Water Systems Operator I and for an Engineering and Compliance Manager. Interviews will be held in December. He also requested that Director of Administrative Services Mrs. Rose Perea update the Board on the Public Affairs Representative title being changed to “Education and Community Outreach Coordinator” which will more clearly describe the main focus of the position. The job description for the position will remain the same.

TAB 7 ATTORNEY’S REPORT

Nothing to report.

TAB 8 CLOSED SESSION

Legal Counsel, Ryan Guiboa, adjourned the meeting to closed session at 7:17 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

- d. **Public Employee Performance Evaluation Pursuant to Government Code Section 54957**
Performance Review for General Manager. This matter may be discussed in open session.

The closed session was adjourned, and the Board resumed the meeting in open session 7:38 p.m.

Upon returning to open session, legal counsel reported that the Board took no reportable action in connection with these matters.

General Manager’s and Directors’ Comments

General Manager, Tom Coleman, advised that in connection with Director Rios’ request to have updated photographs taken of the Board members, he will obtain the photographer’s availability schedule and coordinate appointment times with members of the Board. Director Rios thanked Mr. Coleman for contacting the photographer. General Manager, Tom Coleman, advised the Board that the December 8, 2020 Agenda will include a request for approval of a COLA increase for all employees based on merit.

Future Agenda Item

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 7:55 p.m.

ROBERT W. LEWIS
Board President

Attest: _____
TOM COLEMAN
Board Secretary