



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
July 13, 2021 – 5:00 p.m.  
Location: District Office

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

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

**ABSENT:**

None.

**OTHERS PRESENT:**

Joseph P. Byrne, Legal Counsel, Best Best & Krieger  
Carlos Valenzuela, BB&K Summer Associate  
Adriana Castro, BB&K Summer Associate  
Christina Lee, BB&K Summer Associate  
Jovahn Wiggins, BB&K Summer Associate  
Erin Kaiman, CV Strategies  
Tara Bravo, CV Strategies  
Matt Litchfield, Three Valleys Municipal Water District  
Mike Ti, Director, Three Valleys Municipal Water District  
Danielle Soto, Director, Three Valleys Municipal Water District  
Ed Chavez, Director, Upper San Gabriel MWD  
Michael Busch, Urban Futures  
Branden Kfoury, Urban Futures  
Julio Morales, Urban Futures  
Cyrus Torabi, Stradling Law  
Michael J. Engelbrecht, Wells Fargo Bank  
Veronica Hallman

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Rose Perea, Director of Administrative Services  
Dusty Moisio, Director of Operations  
Myra Malner, Director of Finance  
John Poehler, Project Manager  
Brittnie Van De Car, Education and Community Outreach Coordinator

**ADDITION(S) TO THE AGENDA**  
**PUBLIC COMMENT ON NON-AGENDA ITEM**

Legal Counsel, Joseph P. Byrne, introduced the BB&K Summer Associates who participated in the Zoom Meeting

**TAB 1 – CONSENT CALENDAR**

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

Ayes: Directors Lima, Lu-Yang, Bellah, Lewis and Hsu  
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 June 8, 2021**

**1.2**

**Approval of the Minutes of Special Board Meeting Held on June 22, 2021**

**1.3**

**Demands on General Fund Account for May 2021**

**1.3**

**Investment Report for May 2021**

**1.4**

**Water Purchases for May 2021**

Next Special Board Meeting

July 27, 2021, 5:00 p.m.

Next Regular Board Meeting

August 10, 2021, 5:00 p.m.

**Tab 2 – ACTION ITEMS**

**2.1**

**Review and Approve Directors' Meeting Reimbursements for June 2021**

Upon motion by Director Lima, seconded by Director Lewis, the Directors unanimously approved the Directors' Meeting Reimbursement Report as presented, as follows:

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

**2.2**

**Review and Approve "Policy on Payment Arrangements for Residential Customers"**

After Discussion, a motion was made Director Lewis, seconded by Director Lu-Yang, to approve the policy was presented. The motion was unanimously approved as follows:

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

## 2.3

### **Review and Approve Attachments to Staff Report In Connection With Refunding of 2012 and 2014 Taxable Revenue Bonds**

General Manager, Tom Coleman, provided information on this item and introduced Julio Morales and Branden Kfoury, Urban Futures, who presented a Power Point presentation and discussed the attachments to the Staff Report. They provided background information and summarized the obligations to be refinanced. They advised that by taking advantage of the low interest rates currently available in the market, the District will save approximate \$3.4 million, or 10.5% in debt payments.

After Discussion a motion was made by Director Lu-Yang, seconded by Director Hsu, approving the following attachments:

- Resolution No. 7-2021 Authorizing and Approving the Issuance of Water Revenue Refunding Bonds
- Indenture of Trust
- Escrow Agreement (2012 Bonds)
- Escrow Agreement (2014 Bonds)
- Bond Purchase Contract
- Preliminary Official Statement
- Continuing Disclosure Certificate
- Debt Management Policy

The motion was unanimously approved as follows:

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

## 2.4

### **Review and Approve Resolution No. 7-2021 Authorizing and Approving the Issuance of Water Revenue Refunding Bonds, Approving the Indenture of Trust Pursuant To Which Such Bonds Are To Be Issued, A Disclosure Document, A Bond Purchase Contract, A Continuing Disclosure Agreement, Escrow Agreements and Other Documents In Connection With Such Bonds and Authorizing Certain Other Matters Relating Thereto**

After Discussion, upon motion by Director Lu-Yang, seconded by Director Bellah, the Board approved Resolution No. 7-2021. The motion was approved by the following roll-call vote:

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

Motion was passed by a vote of 5-0.

## 2.5

### **Review and Approve Debt Management Policy**

After Discussion, upon motion by Director Lu-Yang, seconded by Director Lewis, the Board approved the Policy as presented. The motion was approved as follows:

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

## 2.6

### **Review and Approve Resolution No. 7.1-2021 Establishing the District's Reserve Funds Policy**

Finance Director, Myra Malner, provided a summary of the background in connection with this policy. After Discussion, upon motion by Director Hsu, seconded by Director Lewis, the Board approved Resolution No. 7.1-2021. The motion was approved by the following roll-call vote:

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

Motion was passed by a vote of 5-0.

### **Tab 3 – PUBLIC RELATIONS (Rose Perea)**

Mrs. Perea advised the Board that in connection with the “Policy on Payment Arrangements for Residential Customers” adopted by the Board, the District will be sending out a letter by direct mail, advising customers with past due balances that the suspension of late fees and water shutoffs due to non-payment will end as of September 30, 2021. The letter provides a link to California’s COVID-19 Rent Relief Program which offers assistance for past due water bills and rent payments as well as the link on the District’s website for full details on the Disconnection Policy.

## 3.1

### **Communications Outreach (CV Strategies)**

Erin Kaiman, CV Strategies, provided the Board with a copy of the 2020 Consumer Confidence Report and advised that the postcards were mailed to all District Customers prior to the July 1, 2021 deadline. CV Strategies is in the process of updating the District’s Historic Video for posting to the website. They will be preparing press releases on the bond refunding and the Urban Water Management Plan. CV Strategies is also working on four Op Ed pieces on the Drought and outreach materials in connection with the Proposition 218 Rate Hearing. ACWA is interviewing District employee, David Tapia, on the Internship Program to be included in the ACWA News.

### 3.2

#### Education Update

Brittnie Van De Car, Education and Community Outreach Coordinator, provided the following report to the Board:

- Marketing the Fall Community Forum which will be held October 20-21, 2021 and will feature new employee interviews
- Presenting the check to *Shoes That Fit* on August 19, 2021 with the winning team of employees and we will also get to take a tour of their warehouse
- Planning the Mini Solar Challenge and the Mini Science Challenge
- Planning TVMWD treatment plant tours with students participating in both the Mini Solar Challenge and Mini Science Challenge
- Starting a mini social media campaign- “Rowland Connections” to feature short video clips of District employees during the day on the job
- Summer Newsletter will go out starting with the August bills

#### **Tab 4 – DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS (INCLUDING ITEMS THAT MAY HAVE ARISEN AFTER THE POSTING OF THE AGENDA)**

- **CSDA Annual Conference, August 30, 2021 to September 2, 2021, Monterey, CA**  
Upon motion by Director Lu-Yang, seconded by Director Hsu, the Directors unanimously approved the attendance of Directors Lewis and Bellah at the CSDA Conference and authorized the payment of *per diem* compensation for Directors Lewis and Bellah. The motion was approved as follows:

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

Staff was asked to make the reservations for their attendance.

- **ACWA Fall Conference, November 30, 2021 to December 3, 2021, Pasadena, CA**  
Staff was asked to make a reservation for the attendance of Director Lewis and Director Bellah at the ACWA Fall Conference.

#### **Tab 5 – LEGISLATIVE INFORMATION**

##### **5.1**

#### **Updates on Legislative Issues**

None.

#### **TAB 6 - REVIEW OF CORRESPONDENCE**

None.

#### **TAB 7 - COMMITTEE REPORTS**

##### **7.1**

#### **Joint Powers Insurance Authority**

General Manager, Tom Coleman, advised the Board that the Executive Committee voted on a fifteen percent (15%) increase in the Property Program premiums.

## **7.2**

### **Three Valleys Municipal Water District**

Director Lima reported on his virtual attendance at the June 16, 2021 meeting and advised that Assembly Bill 703 regarding the use of teleconferencing was discussed. He also advised the Board that Metropolitan Water District has a new General Manager, Adel Hagekhalil. The next Leadership Breakfast will be held in February 2022.

## **7.3**

### **Association of California Water Agencies**

Nothing to report.

## **7.4**

### **Puente Basin Water Agency**

Directors Lewis and Lima advised that a Special Meeting was held on July 13, 2021 regarding the refunding of the Walnut Valley Water District and Rowland Water District Bond obligations and the Commissioners approved the Resolution and related escrow documents authorizing and approving the refunding. A Change Order to Doty Bros. Equipment Co. on a Time and Materials Basis for the Colima interties project was approved. The next meeting is scheduled for August 5, 2021.

## **7.5**

### **Project Ad-Hoc Committee**

Nothing to report.

## **7.6**

### **Regional Chamber of Commerce**

Director Lewis reported on his virtual attendance at the June 14, 2021 Government Affairs Committee meeting and advised that an update on the Advanced Energy Project was provided.

## **7.7**

### **PWR Joint Waterline Commission**

Director Bellah reported on his virtual attendance at the meeting held on June 10, 2021 and advised that the 2021-2022 Budget was approved.

## **7.8**

### **Sheriff's Community Advisory Council**

Nothing to report.

## **7.9**

### **Rowland Heights Community Coordinating Council (RHCCC)**

Director Lu-Yang reported on her virtual attendance at the meeting held on June 14, 2021 and advised that the residents in attendance at the meeting voiced their disapproval of the proposed Royal Vista Golf Course development.

## **TAB 8 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

### **8.1**

#### **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 May 31, 2021.

General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

### **8.2**

#### **Operations Report**

Director of Operations, Dusty Moisia, provided the Board with the following updates:

- Picture of the commencement of the Reservoir 8 RCS Building capital project. This project will provide a new building to house the RCS, PLC and Scada communications equipment.
- AMI update: 12,487 meters have been converted to AMI, with a reception accuracy of 99%.
- Field Operations Completed Tasks - the following tasks were completed during the month of June:
  - Water Samples – 167
  - Site Inspections - 78
  - Service Orders Completed - 320
  - Meters Replaced - 366
  - Modules Replaced - 478
  - Dig Alerts – 317
  - Service Lines Repaired- 6
  - System Valves Replaced- 17
  - Air Releases Inspections- 53
  - Recycled Water Inspections: 9

### **8.3**

#### **Personnel Report**

General Manager, Tom Coleman, provided an update on the following recruitments currently underway at the District:

- Executive Assistant  
Ninety-nine application/resumes were received by the District. Staff has reviewed the Resumes submitted and will interview seven (7) applicants on August 3, 2021.
- Customer Service Representative  
Open recruitment is in effect with a July 28, 2021 deadline for submission of applications/resumes.
- Engineering and Compliance Manager  
The District is in the process of re-posting the job flyer for a “Safety and Compliance Manager” which is more in line with the District requirements for this position.
- Meter Reader I  
A job offer was made to a current District Intern. The background check is currently in progress.

## **TAB 9 - ATTORNEY’S REPORT**

Legal counsel, Joseph Byrne, provided an update on the status of the Drought in California.

**TAB 10 CLOSED SESSION**

A Closed Session was not held in connection with the item listed below.

**a. 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

**General Manager's and Directors' Comments**

General Manager, Tom Coleman, advised the Board that he will be out of town July 14, 2021 through August 2, 2021. A special meeting will be scheduled on September 28, 2021 on Ethics Training for the Board as well as a special meeting on October 26, 2021 on Sexual Harassment Avoidance.

**Future Agenda Item(s)**

None.

**Late Business**

None.

A motion was made by Director Hsu, seconded by Director Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:27 p.m.

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ANTHONY J. LIMA  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary