



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
November 9, 2021 – 5:00 p.m.  
Meeting Conducted Via Zoom at: <https://us02web.zoom.us/j/8759899861>

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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:**

Ryan Guiboa, Legal Counsel, Best Best & Krieger  
Lufti Kharuf, Legal Counsel, Best Best & Krieger  
Joanna Gin, Legal Counsel, Best Best & Krieger  
Erin Kaiman, CV Strategies  
Tara Bravo, CV Strategies  
Jordan Taylor, NBS Government Finance Group  
Allan Highstreet, NBS Government Finance Group  
Kirk Howie, Chief Administrative Officer, TVMWD  
Mike Ti, Director, TVMWD  
Jody Roberto, Director, TVMWD  
Eva Thomas  
Earle Johnson  
Sonia Barksdale  
Michael Chiang  
Arturo Aldana  
Jane  
Ms. W

Additional Zoom Participants Identified as:

Samsung Tab  
626....545  
626....461  
626....135  
949....834

## **ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager

Dusty Moisio, Director of Operations

Rose Perea, Director of Administrative Services

Myra Malner, Director of Finance

John Poehler, Project Manager

Gabby Sanchez, Executive Assistant

Elisabeth Mendez, Compliance and Safety Coordinator

Brittnie Van De Car, Education and Community Outreach Coordinator

Dave Warren, Assistant General Manager (Meeting Host)

## **ADDITION(S) TO THE AGENDA**

### **PUBLIC COMMENT ON NON-AGENDA ITEM**

Mr. Earle Johnson, member of the public, spoke on a non-agendized matter pertaining to District property adjacent to the Vantage Point community. Upon receiving Mr. Johnson's comments, General Manager Tom Coleman requested that his contact information be provided to Mr. Johnson's respective Homeowner's Association representative(s) for further dialogue on this matter.

## **TAB 1 – CONSENT CALENDAR**

Upon motion by Director Lewis, seconded by Director Hsu, 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**

**Reaffirm Resolution No. 10-2021 Authorizing Virtual Board and Committee Meetings Pursuant to AB 361**

#### **1.2**

**Approval of the Minutes of Regular Board Meeting Held on October 12, 2021**

#### **1.3**

**Approval of the Minutes of Special Board Meeting Held on October 26, 2021**

#### **1.4**

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

#### **1.5**

**Investment Report for September 2021**

#### **1.6**

**Water Purchases for September 2021**

Next Special Board Meeting

November 16, 2021, 5:00 p.m.

December 15, 2021, 5:00 p.m.

Next Regular Board Meeting

December 14, 2021, 5:00 p.m.

## **TAB 2 – ACTION ITEMS**

### **2.1**

#### **Review and Approve Directors' Meeting Reimbursements for October 2021**

Upon motion by Director Lu Yang, 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**

#### **Water Rate Study Presentation by Jordan Taylor, NBS Government Finance Group**

Ms. Jordan Taylor of NBS Government Finance Group conducted a presentation on the District's Potable and Recycled Water Rate study final report. The PowerPoint presentation covered topics related to the methodology of the rate study which took into account financial planning/revenue requirements, cost-of-service analysis, and lastly the rate design. Following the presentation, Ms. Taylor and Mr. Coleman answered questions received from members of the public pertaining to the presentation.

### **2.3**

#### **Public Hearing to Review Proposed Adjustments in Water Rates and Service Charges**

Board Vice President Lu-Yang opened a public hearing at 5:48 p.m. to review the proposed adjustments in water rates and service charges. Mr. Coleman then advised meeting participants of the rules and procedures of a public hearing.

Following review of the rules and procedures of a public hearing, Vice President Lu-Yang invited members of the public to provide verbal and/or written comments associated to increase in water rates. However, none were received.

Without further objections, Vice President Lu-Yang closed the public hearing at 5:50 p.m.. Mr. Coleman tabulated protests and advised the Board that three (3) valid written protests were submitted prior to the closing of the public hearing.

### **2.4**

#### **Review and Approve Resolution No. 11-2021 Adopting Rates and Service Charges for Potable and Recycled Water**

After Discussion a motion was made by Director Lewis, seconded by Director Bellah, and unanimously carried to approve Resolution No. 11-2021, Adopting Rates and Service Charges for Potable and Recycled Water. The motion was approved as follows:

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

### **2.5**

#### **Public Hearing to Review Increase to Miscellaneous Rates, Fees, and Penalties**

Board Vice President Lu-Yang opened a public hearing at 6:00 p.m. to review the increase to miscellaneous rates, fees, and penalties. General Manager Tom Coleman further advised meeting attendees of the rules and procedures of a public hearing.

Following review of the rules and procedures of a public hearing, Vice President Lu-Yang invited members of the public to provide verbal and/or written comments associated to the proposed increase to miscellaneous rates, fees and penalties. However, no comments were received.

Without further objections, Vice President Lu-Yang closed the public hearing at 6:01 p.m.

## **2.6**

### **Review and Approve Resolution No. 11.1-2021 Adopting Miscellaneous Rates, Fees, and Penalties**

Public comment opened at 6:02 p.m. to allow a member of the public to speak on agenda subject matter 2.6. Public comment period closed at 6:06 p.m.

After discussion, a motion was made by Director Lu-Yang, seconded by Director Hsu, and unanimously carried to approve Resolution No. 11.1-2021, Adopting Miscellaneous Rates, Fees, and Penalties. The motion was approved as follows:

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

## **2.7**

### **Review and Approve Resolution Ordinance No. 0-11-2021 Adopting Rates and Service Charges for Potable and Recycled Water and Miscellaneous Rates, Fees and Penalties**

After discussion, a motion was made by Director Hsu, seconded by Director Bellah, and unanimously carried to approve Ordinance No. 0-11-2021, Adopting Rates and Service Charges for Potable and Recycled Water and Miscellaneous Rates, Fees, and Penalties. The motion was approved as follows:

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

## **2.8**

### **Review and Approve Resolution No. 11.2-2021 Authorizing Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130)**

After discussion, a motion was made by Director Hsu, seconded by Director Lu-Yang, and unanimously carried to approve Resolution No. 11.2-2021, Authorizing Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130). The motion was approved as follows:

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

## **2.9**

## **Consider Approval of Valve Replacement on Saleroso Drive, Rowland Heights, CA Due to Los Angeles County Street Re-Paving Program**

After discussion, a motion was made by Director Lu-Yang, seconded by Director Hsu, and unanimously carried to authorize additional funds of \$126,500 from District Reserves for the installation of nine (9) new isolation and hydrant valves on Saleroso Drive, amount which is inclusive of an additional ten percent (10%) contingency of \$11,500.00 for possible change orders. The motion was approved as follows:

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

### **2.10**

#### **Review and Approve “Wireless Communications Facility Site Lease Agreement” Between Rowland Water District and Los Angeles SMSA Limited Partnership, dba Verizon Wireless**

After discussion, a motion was made by Director Hsu, second by Director Lu-Yang, and unanimously carried to authorize the General Manager to enter into a Wireless Communications Facility Site Lease Agreement with Los Angeles SMSA Limited Partnership, dba Verizon Wireless, to utilize a portion of RWD property located at Blanford Drive, Rowland Heights, CA 91748 (APN) 8269-094-900 for telecommunication purposes. The motion was approved as follows:

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

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

Nothing to report.

### **3.1**

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

Erin Kaiman reported on strategic messaging proposed for Rowland Water District in response to Metropolitan Water District’s call for drought awareness. She then highlighted communications and outreach activities included in the outreach report presented in the Board packet.

### **3.2**

#### **Education Update**

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

- The Mini Science Challenge is underway with sixteen classrooms (approximately 529 students) participating.
- Buckboard Days scavenger hunt was held on October 16. RWD was the final stop on the scavenger hunt, where approximately 190 passbooks were turned into volunteers.
- The District had a successful turnout of participants at the two (2) Pumpkin Carving Contest events held October 27 and 28, 2021.

- District staff attended a Water Wise Pro Expo on November 3<sup>rd</sup>.
- The District was represented by two (2) RWD staff members at the Santiago Canyon College ‘Public Works and Public Administration Fair’ on November 5<sup>th</sup>.
- Lastly, Ms. Van De Car advised that the District’s K-3<sup>rd</sup> graders activity book, created in conjunction with CV Strategies, has been completed and is out for print.

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

- None.

**TAB 5 – LEGISLATIVE INFORMATION**

**5.1**

**Updates on Legislative Issues**

General Manager, Tom Coleman, advised that an application was submitted to the State Water Resources Control Board (SWRCB) for disbursement of funds under the Water and Wastewater Arrearages Payment Program. The Board will continue being apprised of communications received from the SWRCB in relation to the District’s application.

**TAB 6 - REVIEW OF CORRESPONDENCE**

Provided for informational purposes only was a MWD news release dated October 19, 2021, issuing a response to Governor Newsom’s Expanded Statewide Drought Declaration.

**TAB 7 - COMMITTEE REPORTS**

(6:53 p.m. Director John Bellah excused himself from the meeting at this point.)

**7.1**

**Joint Powers Insurance Authority**

Mr. Lewis noted that the ACWA/JPIA Fall conference will be held November 29, 2021.

**7.2**

**Three Valleys Municipal Water District**

Director Lima reported on his virtual attendance at the October 20 and November 3, 2021 Board meeting.

**7.3**

**Association of California Water Agencies**

Mr. Lewis informed the Board of ACWA’s virtual Fall conference scheduled for November 30-December 2, 2021.

**7.4**

**Puente Basin Water Agency**

The next Agency meeting will be held on December 2, 2021.

**7.5**

**Project Ad-Hoc Committee**

Nothing to report.

## **7.6**

### **Regional Chamber of Commerce**

Nothing to report.

## **7.7**

### **PWR Joint Waterline Commission**

Director Lima spoke on business matters from the October 14, 2021 P-W-R Joint Water Line Commission.

## **7.8**

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

Nothing to report.

## **7.9**

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

Nothing to report.

## **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 October 31, 2021. General Manager, Tom Coleman, and Ms. Malner answered questions posed by members of the Board.

## **8.2**

### **Operations Report**

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

- AMI update: 13,714 meters have been converted to AMI, with a reception accuracy of 99.4%. The District is now 99.2% AMI meters.
- Field Operations Completed Tasks- Provided the Board with the following tasks completed for the month of October:
  - Water Samples – 142
  - Site Inspections - 72
  - Service Orders Completed - 298
  - Meters Replaced - 96
  - Modules Replaced - 153
  - Dig Alerts – 335
  - Service Lines Repaired- 10
  - System Valves Replaced- 12
  - Air Releases Inspections - 29
  - Recycled Water Inspections - 9

## **8.3**

### **Personnel Report**

General Manager, Tom Coleman, advised that a new intern joined the District on November 1, 2021.

## **TAB 9 - ATTORNEY'S REPORT**

Legal counsel, Ryan Guiboa, had nothing to report.

## **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, took a moment to recognize RWD staff members and the Board of Directors for their collaboration associated with the District's rate setting process under Proposition 218.

Vice President Lu-Yang spoke on her participation in the Buckboard Days Scavenger Hunt.

Director Hsu added to Mr. Coleman's comment regarding staff's collaboration with the rate setting process, and additionally recognized him for his exemplary leadership in guiding staff and the Board of Directors throughout the development of the water rate study.

### **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 7:25 p.m.

\_\_\_\_\_  
ANTHONY J. LIMA  
Board President

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