



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
November 8, 2022 – 6:00 p.m.
3021 Fullerton Road
Rowland Heights, CA 91748
Zoom at: <https://us02web.zoom.us/j/8759899861>

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Anthony J. Lima
Vice President Szu Pei Lu-Yang
Director John Bellah (Arrived at 6:05 p.m.)
Director Vanessa Hsu (participated remotely)
Director Robert W. Lewis

ABSENT:

None.

OTHERS PRESENT:

Ryan Guiboa, Legal Counsel, Best, Best & Krieger
Erin Kaiman, CV Strategies
Tara Bravo, CV Strategies
Jody Roberto, TVMWD
Mike Ti, Director, TVMWD
Sylvie Lee, TVMWD
Blake Ward

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dusty Moisio, Assistant General Manager
Myra Malner, Director of Finance
Allen Davidson, Director of Operations
Gabby Sanchez, Executive Assistant
Brittnie Gildea, Education and Outreach Coordinator (Meeting host)

ADDITION(S) TO THE AGENDA

PUBLIC COMMENT ON NON-AGENDA ITEM

None.

1. **CONSENT CALENDAR**

Upon motion by Director Lewis, seconded by Director Lu-Yang, the Consent Calendar was unanimously approved (4-0) by the following roll call vote:

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

(Motion pass 4-0)

- 1.1 Authorize Virtual Meetings Pursuant to AB 361
- 1.2 Approval of Minutes of Regular Board Meeting Held on October 18, 2022
- 1.3 Demands on General Fund Account for September 2022
- 1.4 Investment Report for September 2022
- 1.5 Water Purchases for September 2022
- 1.6 California Reservoir Conditions

Next Regular Board Meeting: December 13, 2022, 6:00 p.m.
Next Special Board Meeting: December 20, 2022, 6:00 p.m.

(Director John Bellah Arrived at this moment)

2. **ACTION ITEMS**

2.1 **Review and Approve Directors' Meeting Reimbursements for October 2022**

Upon motion by Director Lewis, seconded by Director Lu-Yang, the Board unanimously approved the Directors' Meeting Reimbursement Report as presented by the following roll call vote:

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

(Motion pass 5-0)

2.2 **Consider Adoption of RWD Resolution No. 11-2022, Increasing the Automobile Allowance for the Assistant General Manager**

General Manager Tom Coleman spoke on the District's Personnel Policy as it relates to the automobile allowance for the General Manager, Assistance General Manager, and Director of Operations. A director request was made to consider replacing the cap on the automobile allowance with an escalation clause contingent upon the CPI measurement. Staff was directed to look further into this request for consideration at a future Board meeting.

Following discussion, upon motion by Director Hsu, seconded by Director Lu-Yang, the Board unanimously adopted RWD Resolution No. 11-2022, Increasing the Automobile Allowance for the Assistant General Manager by the following roll call vote:

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

(Motion pass 5-0)

2.3 Consider Juneteenth as a District-Observed Holiday

Upon motion by Director Lu Yang, seconded by Director Bellah, the Board unanimously adopted Juneteenth as a District paid holiday to employees and directed staff to incorporate the holiday into the District Personnel Rules & Regulations by the following roll call vote:

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

(Motion pass 4-0-1)

2.4 Receive and File the Pomona-Walnut-Rowland Joint Water Line Commission Financial Statements for FY 2021-2022 Prepared by Fedak & Brown LLP

Upon motion by Director Lewis, seconded by Director Hsu, the Board received and filed the P-W-R Joint Water Line Financial Statements for FY 2021-2022 by the following roll call vote noted below:

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

(Motion pass 5-0)

2.5 Consider Additional Funds for Security Upgrades

Following discussion regarding the request for additional funding for security upgrades to district facilities, a motion was made by Director Lu-Yang, seconded by Director Lewis, and unanimously carried to approve \$95,000 for security upgrades by the following roll call vote noted below:

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

(Motion pass 5-0)

3. PUBLIC RELATIONS

3.1 Communications Outreach (CV Strategies)

Ms. Kaiman reported on CV Strategies' communications outreach activities performed on behalf of the District during the month of October 2022. The Board was advised of an upcoming costumer messaging campaign in line with Nationwide AWWA survey on trust and satisfaction, phase two of the drought series and the publication of forthcoming press releases.

3.2 Education Update

Education and Outreach Coordinator Brittnie Gildea provided the Board with an update on community outreach and water education activities as listed in the Education Outreach Report included in the Board packet. She noted that the District received 130 applications for the Front Yard Residential Landscape Makeover Program and fifteen (15) CET Splash Cash program applications, which are all under review by staff. Mrs. Gildea then advised that supplies were purchased for the Mini Science and Mini Solar Challenge programs for approximately 530 student participants of 4th through 6th grade levels.

4. DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS (INCLUDING ITEMS THAT MAY HAVE ARISEN AFTER THE POSTING OF THE AGENDA) – None.

5. LEGISLATIVE INFORMATION – None.

6. REVIEW OF CORRESPONDENCE – None.

7. COMMITTEE REPORTS

7.1 Joint Powers Insurance Authority – Although there were no JPIA matters to discuss, Mr. Coleman noted that the Property Committee is scheduled to hold its annual meeting during the ACWA/JPIA Fall Conference.

7.2 Three Valleys Municipal Water District – Director Lima spoke on business matters from the October 19 and November 2, 2022, TVMWD Board meetings.

7.3 Association of California Water Agencies – Nothing to report.

7.4 Puente Basin Water Agency (PBWA) – Nothing to report.

7.5 Project Ad-Hoc Committee – Nothing to report.

7.6 Regional Chamber of Commerce – Nothing to report.

7.7 P-W-R Joint Waterline Commission – Nothing to report.

7.8 Sheriff's Community Advisory Council - Nothing to report.

7.9 Rowland Heights Community Coordinating Council (RHCCC) – Nothing to report.

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 September 2022. Her presentation concluded with an informational review of the Bureau of Labor Statistics news release noting a 7.8 percent change in CPI for all Urban Consumers for Los Angeles, Long Beach, and Anaheim through September 2022.

8.2 Operations Report

Director of Operations, Allen Davidson, provided the Board with field operations tasks completed during the month of September (as listed below). He, then followed with a presentation on the status of the Colima Road widening project.

- Water Samples – 161
- Site Inspections - 84
- Service Orders Completed - 313
- Meters Replaced - 62
- Modules Replaced - 2
- Dig Alerts – 269
- Service Lines Replaced- 4
- System Valves Replaced- 0
- Air Releases Inspections - 27
- Recycled Water Inspections – 8

8.3 Personnel Report

General Manager Tom Coleman provided updates on recruitment status of the Project Manager and Maintenance I positions in addition to a report on internal staff promotions.

9. ATTORNEY’S REPORT – None.

10. CLOSED SESSION

A closed session was not held in connection with the items listed below:

a. Conference with Real Property Negotiator – [§54956.8]

Property: Portion of Property Located at
839 S. Azusa Ave., City of Industry, CA
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Terms

b. Conference with Real Property Negotiator – [§54956.8]

Property: Assessor Parcel Numbers 8266-002-900, 8266-002-901 and
8269-003-903
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: Puente Hills Habitat Authority
Under Negotiation: Price and Terms of Payment

General Manager’s and Directors’ Comments – None.

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 7:20 p.m.

ANTHONY J. LIMA
Board President

Attest: _____
TOM COLEMAN
Board Secretary