



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
January 10, 2023 – 6:00 p.m.  
3021 Fullerton Road  
Rowland Heights, CA 91748  
Zoom at: <https://us02web.zoom.us/j/8759899861>

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

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

**ABSENT:**

None.

**OTHERS PRESENT:**

Joseph Byrne, Legal Counsel, Best, Best & Krieger  
Erin Kaiman, CV Strategies

**REMOTE PARTICIPATION:**

Mike Ti, TVMWD  
Paul Kaymark, Nigro & Nigro  
Kyle Miller, Office of Senator Bob Archuleta, Thirty-Second District  
Jody Roberto, TVMWD  
Kirk Howie, TVMWD

**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  
Elisabeth Mendez, Compliance and Safety Coordinator  
Brittnie Gildea, Education and Outreach Coordinator (Meeting host)

**ADDITION(S) TO THE AGENDA**

None.

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

Mr. Kylie Miller, team member of the office of Senator Bob Archuleta, Thirty-Second District, introduced himself to the Board and spoke on matters associated with their constituency within the Thirty-Second District and water-related legislation of interest to the Senator.

### **1. Adoption of RWD Resolution No. 1-2023, Authorizing Virtual Board Meetings and Committee Meetings Pursuant to AB 361**

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously adopted RWD Resolution No 1-2023, Authorizing Virtual Board Meetings and Committee Meetings Pursuant to AB 361, 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. CONSENT CALENDAR**

Upon motion by Director Bellah, seconded by Director Hsu, the Consent Calendar was unanimously approved (5-0) by the following roll call vote:

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

(Motion pass 5-0)

- 2.1** Approval of Minutes of Regular Board Meeting Held on December 13, 2022
- 2.2** Approval of Minutes of Special Board Meeting Held on December 20, 2022
- 2.3** Demands on General Fund Account for November 2022
- 2.4** Investment Report for November 2022
- 2.5** Water Purchases for November 2022
- 2.6** California Reservoir Conditions

Next Special Board Meeting: January 24, 2022, 6:00 p.m.  
Next Regular Board Meeting: February 14, 2023, 6:00 p.m.

### **3. ACTION ITEMS**

#### **3.1 Review and Approve Directors' Meeting Reimbursements for December 2022**

Upon motion by Director Lima, seconded by Director Bellah, 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)

### **3.2 Receive and Approve “Draft” Rowland Water District Financial Audit Report for Fiscal Year 2021-2022, Prepared by Nigro & Nigro, PC**

The Board received a presentation by Mr. Paul Kaymark, CPA, of Nigro & Nigro, PC, a Professional Accountancy Corporation, highlighting elements of the “draft” 2021-2022 RWD Audited Financial Statements. Mr. Kaymark advised that in the firm’s opinion, the financial statements presented fairly, in all material respects, the financial position of the District as of June 30, 2022, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States. As a result, an unmodified opinion was provided.

Upon motion by Director Lima, seconded by Director Bellah, the Directors unanimously approved (5-0) the “draft” RWD Financial Statements and Independent Auditor’s Report for Fiscal Year ended June 30, 2022, by the following roll call vote:

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

Motion pass (5-0)

### **3.3 Receive and File the Puente Basin Water Agency Audit Report for Fiscal Year 2021-2022 Prepared by Fedak & Brown LLP**

Upon motion by Director Lewis, seconded by Director Lima, the Board of Directors received and filed the Puente Basin Water Agency Audit Report for Fiscal Year 2021-2022 as prepare by Fedak & Brown LLP by the following roll call vote:

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

Motion pass (5-0)

### **3.4 Review and Approve Schedule of Monthly Salary Ranges Effective January 1, 2023**

Upon motion by Director Hsu, seconded by Director Lima, the Board unanimously approved the schedule of monthly salary ranges as included in the Board packet by the following roll call vote:

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

(Motion pass 5-0)

### **3.5 Request Additional Funds for Reservoir 11 Project**

The Board was asked to approve additional funds in the amount of \$60,000 for safety enhancements proposed for Reservoir 11. Staff provided detail regarding the proposed safety modifications and entertained questions posed by Board members.

Upon motion by Director Lewis, seconded by Director Bellah, the Board unanimously approved funds in the amount of \$60,000 for proposed modifications to Reservoir 11 by the following roll call vote:

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

(Motion pass 5-0)

### **3.6 Approve Changes in IRS Mileage Rate From 62.5 to 65.5 cents effective January 1, 2023**

Upon motion by Director Lima, seconded by Director Hsu, the Board unanimously approved changes in the IRS mileage rate from 62.5 to 65.5 cents effective January 1, 2023, by the following roll call vote:

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

(Motion pass 5-0)

## **4. PUBLIC RELATIONS**

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

Ms. Erin Kaiman reported on CV Strategies' outreach activities performed on behalf of the District during the month of December 2022. Additionally, she notified the Board of the upcoming customer messaging campaign regarding water quality/perceptions of tap water, and updated the Board on District branding elements and press releases.

### **4.2 Education Update**

Education and Outreach Coordinator Brittne Gildea discussed community outreach and water education activities listed in the Education Outreach Report included in the Board packet. She took a moment to highlight in particular the installation of water bottle filling stations at both Yorbita Elementary School and Telesis Academy, and the District's Residential Landscape Makeover Program.

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

**6. LEGISLATIVE INFORMATION – None.**

**7. REVIEW OF CORRESPONDENCE**

- 7.1** Board members received communication from the Local Agency Formation Commission advising that the voting period for the election appointing a voting member of the Commission has been extended to January 27, 2023.

**8. COMMITTEE REPORTS**

- 8.1 Joint Powers Insurance Authority** – Mr. Coleman advised the Board of the ACWA/JPIA’s upcoming election of Executive Committee members to be held during the JPIA’s Spring 2023 Board of Directors’ meeting. Board members were asked to advise staff of their interest in being placed into nomination.
- 8.2 Three Valleys Municipal Water District** – Director Lima spoke on business matters from the December 2, 2022, and January 4, 2023, TVMWD Board meetings.
- 8.3 Association of California Water Agencies** – None.
- 8.4 Puente Basin Water Agency (PBWA)** – None.
- 8.5 Project Ad-Hoc Committee** – None.
- 8.6 Regional Chamber of Commerce** – Nothing to report.
- 8.7 P-W-R Joint Waterline Commission** – Nothing to report.
- 8.8 Sheriff’s Community Advisory Council** - Nothing to report.
- 8.9 Rowland Heights Community Coordinating Council (RHCCC)** – Nothing to report.

**9. OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

**9.1 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 November 2022.

**9.2 Operations Report**

Director of Operations, Allen Davidson, provided the Board with field operations tasks completed during the month of December 2022 (as listed below) and the collective totals for calendar year 2022.

- Water Samples – 152
- Site Inspections - 96
- Service Orders Completed - 328
- Meters Replaced - 70
- Modules Replaced - 0
- Dig Alerts – 268
- Service Lines Replaced- 8

- System Valves Replaced- 0
- Air Releases Inspections - 20
- Recycled Water Inspections – 12

**9.3 Personnel Report** – None.

**10. ATTORNEY’S REPORT** – None.

**11. 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** – Director Bellah took a moment to brief the Board on an editorial on drought related matters.

**Future Agenda Item(s)** – None.

**Late Business** – None.

A motion was made by Director Hsu, seconded by Director Lima, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:38 p.m.

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SZU PEI LU-YANG  
Board President

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