

**MINUTES**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**THREE VALLEYS MUNICIPAL WATER DISTRICT**  
**VIA TELECONFERENCE**

**Wednesday, June 3, 2020**  
**8:00 a.m.**

**1. Call to Order**

The Board meeting was called to order at 8:00 a.m. via teleconference. The presiding officer was President Bob Kuhn.

**2. Roll Call**

Roll call was taken with a quorum of the Board present.

**Directors Present**

Bob Kuhn, President  
David De Jesus, Vice President  
Carlos Goytia, Secretary  
Brian Bowcock, Treasurer  
Denise Jackman, Director  
John Mendoza, Director  
Jody Roberto, Director

**Staff Present**

Matt Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Dominique Aguiar, Operations Supervisor  
Nadia Aguirre, Executive Assistant  
Liz Cohn, Senior Financial Analyst  
Maria Contreras, Admin./Communications Assistant  
Freeman Ensign, Operations Supervisor  
Wendy Galarneau, HR Manager  
Karen Harberson, Compliance Specialist  
Kirk Howie, Chief Administrative Officer  
Tim Kellett, Chief Water Resources Officer  
James Linthicum, Chief Finance Officer  
Robert Peng, I.T. Manager  
Ben Peralta, Project Manager

Virtual Attendees: Michael Arnold, Arnold & Associates; John Brettl, Suburban Water Systems; Tom Coleman, Rowland Water District; Gregory Foster, Southern California Group; Kristi Foy, Arnold & Associates; Kelly Gardner, Main San Gabriel Valley Watermaster; Victoria Hahn, resident; Rick Hansen, Cal Poly Pomona; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Richard Lambros, Southern California Group; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Szu Pei Lu-Yang, Rowland Water District; Steve Patton, City of Glendora; Bob Pence, Congresswoman Napolitano's Office; Jerry Tang, Walnut Valley Water District; Edgar Tellez Foster, Chino Basin Watermaster; Brian Teuber, Walnut Valley Water District; Dave Warren, Rowland Water District.

### **3. Additions to Agenda**

No additions to the agenda were requested.

### **4. Reorder Agenda**

No reorder to the agenda was requested.

### **5. Public Comment**

President Kuhn called for public comment.

Ms. Victoria Hahn submitted a public comment card to be read. She inquired if the District would consider continuing Board meetings via webinar post COVID-19.

### **6. Presentations**

#### **6.A – Optimum Basin Management Program Update**

Mr. Edgar Tellez Foster from Chino Basin Watermaster gave a PowerPoint presentation on the Optimum Basin Management Program. Mr. Tellez Foster reviewed the history and achievements of the region, and current developments with the OBMP CEQA.

#### **6.B – State Legislative Update**

Mr. Michael Arnold and Ms. Kristi Foy provided the Board with a state legislative update. The legislature is going into summer recess and will return July 13. The deadline to submit bills to the Governor's desk is August 31. Many bills are to be held under appropriation unless related to COVID-19 or issues that can't be put off due to the public policy process. A discussion ensued on bills of interest to the District: AB 2107, AB 3256 and SB 1099. President Kuhn requested for Mr. Arnold and Ms. Foy to provide quarterly or biannual updates via webinar.

Ms. Victoria Hahn submitted a second public comment card to be read inquiring about the current risk level to the District's reserves due to the budget shortfall in the state budget.

#### **6.C – Legal Update: Annual Sunshine Ordinance Review**

Mr. Steve Kennedy provided an annual Sunshine Ordinance and Brown Act review. Due to the COVID-19 pandemic, the Governor issued an Executive Order in March suspending teleconference conditions. This allows the Board to conduct Board meetings via teleconference if requirements listed in the Executive Order are met. The requirements are described in the board memo provided by Mr. Kennedy. Currently, there are no other significant changes to the Brown Act requiring an amendment to the Sunshine Ordinance. A discussion ensued between Mr. Kennedy and the Board regarding discussions held via teleconference prior to the

commencement of Board meetings. Mr. Kennedy confirmed no discussions regarding the business of the District should be held without the item being agendaized. Out of an abundance of caution, discussions regarding the upcoming election should be refrained from as well.

## **7. Public Meeting FY 2020-21 Standby Charge**

President Kuhn opened the Public Meeting at 9:53 a.m. and requested the staff report. Mr. James Linthicum briefed the Board on the implementation of the standby charge for FY 2020-21. Notice of the Public Meeting was published in the Inland Valley Daily Bulletin and the San Gabriel Valley Tribune on April 29, May 6 and May 13, 2020. The standby charge is used to pay MWD's annual Readiness-to-Serve (RTS) charge. The Equivalent Dwelling Unit (EDU) charge will increase from \$19.23 to \$19.90. The Engineer's Report is included in the board packet and explains the cost and methodology of the assessment. No written protests were received and only one inquiry.

President Kuhn called for public testimony. There being none, the Public Meeting closed at 9:58 a.m. A Public Hearing will be held at the June 17 Board meeting for consideration of adoption of the water standby charge.

## **8. General Manager's Report**

### **8.A – Resolution No. 20-06-DRAFT for FY 2020-21 Standby Charge**

A resolution will be brought back to the Board at the June 17 Board meeting for consideration of adoption along with the FY 2020-21 Standby Charge.

### **8.B – Modified Board Meeting Schedule**

The Board will consider approval of a modified Board meeting schedule at the June 17 Board meeting. The following Board meetings will be considered for cancellation: July 1, July 15, August 5, and August 19, 2020. The Board will be provided with an information packet of ongoing district activities during that time. This item will be brought back to the June 17 Board meeting for consideration of approval.

### **8.C – Cyclic Storage Agreement Among the Metropolitan Water District of Southern California (MWD), Three Valleys MWD and Main San Gabriel Basin Watermaster (Watermaster)**

The current 1-year cyclic storage agreement among MWD, Three Valleys MWD and Watermaster expired June 1, 2020 and an extended letter agreement was executed. The new agreement will be for 10 years and the storage volume amount will increase from 40,000 acre-feet to 50,000 acre-feet. Once all parties execute the agreement, the court will have to be presented with the agreement for final approval. Due to the court shutdown as a result of the COVID-19 pandemic, the scheduled hearing for July 2020 may be rescheduled to a future date. This item will be brought back to the June 17 Board meeting for consideration of approval.

#### **8.D – Review of FY 2020-21 General Manager’s Work Plan**

Mr. Matthew Litchfield briefed the Board on the FY 2020-21 General Manager’s Work Plan. The draft work plan is included in the board packet. Several items in the work plan were included in the General Manager’s evaluation and only minor changes have been made to the draft. This item will be brought back to the June 17 Board meeting for consideration of approval.

#### **8.E – State Lobbyist Letter Agreement**

Mr. Kirk Howie updated the Board on items the district lobbyist Arnold & Associates is working on for the District. The lobbyist provides regular updates on a weekly and monthly basis and attends hearings on the District’s behalf. The agreement included in the staff report is for a 1-year contract extension year at the same rate of \$6,000/month until June 2021. President Kuhn requested a 2-year agreement due to legislative changes and COVID-19 updates. Mr. Howie will ask the lobbyist to resubmit an updated 2-year letter agreement for the June 17 Board meeting. This item will be brought back to the June 17 Board meeting for consideration of approval.

#### **8.F – SCADA Software Upgrade**

Mr. Timothy Kellett briefed the board on the SCADA software upgrade and budget amendment request. Mr. Freeman Ensign explained the Residual Control System (RCS) for distribution systems experiencing chlorine residual loss. An RCS system is not necessary at the Fulton Reservoir since there are no water quality issues. Mr. Dominique Aguiar explained the benefits of hardware and software upgrades associated with the SCADA system. The total cost for the project with Prime Systems is \$150,000 and includes a \$10,000 discount. A budget amendment is necessary to fund the purchase and will come from the budget that was dedicated to install a residual control system at the Fulton Reservoir. This item will be brought back to the June 17 board meeting for consideration of approval.

#### **8.G – Urban Water Management Plan (UWMP) 2020**

Mr. Kellett provided a brief update on the UWMP 2020. Three Valleys has partnered with five (5) member agencies to create a regional UWMP and select a consultant. The UWMP will satisfy the needs of the Department of Water Resources and California Water Code Act that requires urban water providers to create a UWMP every 5 years. The plan must be submitted by July 1, 2021. The deadline for consulting firms to submit RFP’s is June 3, 2020. A selection committee will be formed with member agencies to select the consultant. This item will be brought back to the June 17 Board meeting for consideration of approval.

**9. Future Agenda Items**

No future agenda items were requested.


**10. Adjournment**

The Board adjourned at 10:33 a.m. to its next regular Board meeting scheduled for Wednesday, June 17, 2020 at 8:00 a.m.



---

Bob Kuhn  
*President, Board of Directors*  
Three Valleys Municipal Water District



---

Recorded by: Nadia Aguirre  
Executive Assistant