

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

Wednesday, March 2, 2022  
8:00 a.m.

**I. CALL TO ORDER**

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

**2. ROLL CALL**

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

**DIRECTORS PRESENT**

Jody Roberto, President  
Brian Bowcock, Vice President  
Carlos Goytia, Secretary  
Mike Ti, Treasurer  
David De Jesus, Director  
Bob Kuhn, Director  
Danielle Soto, Director

**STAFF PRESENT**

Matthew Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Nadia Aguirre, Executive Assistant  
Dominique Aguiar, Operations Supervisor  
Liz Cohn, Senior Financial Analyst  
Freeman Ensign, Operations Supervisor  
Karen Harberson, Compliance Specialist  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Chief Operations Officer  
Sylvie Lee, Chief Water Resources Officer  
James Linthicum, Chief Financial Officer  
Kevin Panzer, Assistant Engineer  
Robert Peng, I.T. Manager  
Ben Peralta, Project Manager  
Viviana Robles, Human Resources/Risk Manager  
Esther Romero, Accounting Technician  
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Josh Byerrum, Walnut Valley Water District; Ed Chavez, Upper San Gabriel Valley Municipal Water District; Tom Coleman, Rowland Water District; Kelly Gardner, Main San Gabriel Basin Watermaster; Kevin Hayakawa, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Jack Kunz; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Szu Lu, Rowland Water District; Myra Malner, Rowland Water District; Richard Martinez, City of La Verne; John Mendoza, resident; Dave Michalko, Valencia Heights Water Company; Dusty Moasio, Rowland Water District; Tom Monk, Walnut Valley Water District; Carolee Monroe, League of Women Voters; Stephanie Moreno, Water Quality Authority; Gabriela Sanchez, Rowland Water District; Ghazal Seino; Sherry Shaw, Walnut Valley Water District; Jennifer Stark, City of Claremont; Lisa Tarpin, Southern California Group; Tony Zampiendo, Main San Gabriel Basin Watermaster

In Person Attendees: Tony Lima, Rowland Water District

**3. FLAG SALUTE**

The flag salute was led by President Roberto.

**4. AGENDA REORDER/ADDITIONS**

No reorder or additions to the agenda were requested.

**5. PUBLIC COMMENT**

President Roberto opened public comment and there was none.

**6. ACTION AGENDA**

**A. ADOPT RESOLUTION NO. 22-03-919 CONTINUING REMOTE TELCONFERENCE MEETINGS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 361**

Upon motion and second, President Roberto called for discussion. There being no discussion, President Roberto called for a roll call vote.

Moved: Director Soto	Second: Director Ti
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Abstain:	
Motion No. 22-03-5360 Adoption of Resolution No. 22-03-919	
Motion passed 7-0	

**7. GENERAL MANAGER'S REPORT**

**A. REVIEW OF THE TVMWD PERSONNEL MANUAL**

Human Resources/Risk Manager Robles briefed the Board on changes to the TVMWD Personnel Manual. General language clean up and new policies were added to the Personnel manual, including: Accommodations for Nursing Moms; Drugs and Alcohol Use; Ethics; Visitors in the Workplace; and Whistleblower Policy. The Personnel Manual was reviewed by legal counsel. The Diversity, Equity and Inclusion Policy will be included in the Policy Manual. Section 4.2 – Layoff, will be revised from *employee's given a two week notice period prior to layoff to the discretion of the General Manager*. This item will be brought back to a future board meeting for consideration of approval.

**B. SALARY SCHEDULE REVIEW EFFECTIVE JULY 1, 2022**

The salary schedule is to be effective July 1, 2022 and reflects a 4.29% increase to salary ranges. This is based on the change from calendar year 2020 to 2021 in the Consumer Price Index (CPI) – Urban Wage Earners and Clerical Workers. CPI is based on prices of food, clothing, shelter, fuel transportation, doctors, drugs and other goods and services. The increase is made to the salary range and not the employee's salary. Director Kuhn stated we

are in unprecedented inflationary times and 4.29% is not a fair increase to the employees, considering that the percentage is outdated from last year. Staff will review the process of determining the formula and compare it to what is currently being recommended and what was done the past ten years. Director Ti would like to see consistencies with other local agencies and for a formula method to be developed. Mr. Tom Coleman of Rowland Water District provided perspective from a retail agency and the employees well-being. This item will be brought back to a future board meeting for further discussion and consideration of approval.

#### **C. FY 2022/23 BUDGET WORKSHOP**

Chief Finance Officer Linthicum presented the first draft of the FY 2022/23 budget. MWD's ready to serve (RTS) charge is increasing \$500,000 for FY 2022/23 and \$250,000 for CY 2023. TVMWD's portion of the RTS charge for FY 21/22 is \$4.1 million. It is paid for by imposing a standby charge per equivalent dwelling unit (EDU) of \$20.43. FY 22/23 the RTS charge will increase to \$4.6 million and the standby charge per EDU will increase to \$23.05. It is projected that for FY 24/25, the standby charge per EDU will be \$32.24, which is over the EDU maximum of \$29.41. Chief Finance Officer Linthicum alerted the Board and member agencies of the need to start exploring options to collect the shortfall. The capacity charge is imposed by MWD, and TVMWD passes it on to our member agencies. The current capacity charge is decreasing \$25,000 for the fiscal year and \$260,000 for CY 2023. The capacity charge for 2023 will be \$10,700.

Chief Finance Officer Linthicum reviewed the capital expenditures that were in the Strategic Plan adopted by the Board last month. Property taxes are utilized to fund capital projects with no need to issue debt.

Lastly, the operating fund was reviewed. MWD is proposing an 11% increase on the untreated water rate and a 6% increase on the treated surcharge, leading to a 10% increase on overall treated rate. The two main reasons for the increase are the return of the water stewardship rate costs and downward trend in sales by MWD.

Chief Finance Officer Linthicum answered several questions for the Directors. Member agencies will be briefed on the budget next week. This item will be brought back for further discussion at the April 6, 2022 board meeting.

#### **D. FY 2022/23 ANNUAL PURCHASE ORDERS**

The staff report contains a list of vendors/contractors of significant cost that TVMWD uses on an ongoing basis throughout the year. The Board was given the opportunity to consider another vendor or open an item for RFP. This item will be brought back to a future board meeting for consideration of approval.

#### **E. PROJECTS SUMMARY UPDATE**

Project Manager Peralta provided a presentation of TVMWD's current projects. The completion date for the Miragrاند Well Equipping project has been pushed to June 2022 due to supply chain/material impacts. The contractor is currently working on the structure's rebar and concrete pouring. The rock drainage swale around the perimeter of the property is

completed. An updated construction flyer was handed out to residents and is posted on the TVMWD website. Positive feedback has been received by the residents on the rock drainage swale. The Emerald Service meter upgrade will be completed in March. The contractor is working on scheduling a crew and the project will last approximately one week.

#### 8. FUTURE AGENDA ITEMS

No future agenda items were requested.

Prior to the adjournment of the meeting, Ms. Jennifer Stark of the City of Claremont thanked the Board, Project Manager Peralta and staff for accommodating the Claremont residents surrounding the Miragrand project.

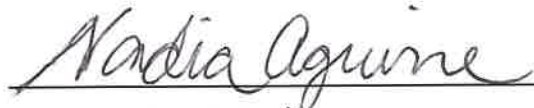
#### 9. ADJOURNMENT AND NEXT MEETING

President Roberto adjourned the board meeting in memory of Tom Thomas, Chairman of Six Basins Watermaster and San Antonio Water Company, at 9:36 a.m. to the next regular meeting scheduled for Wednesday, March 16, 2022.



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Jody Roberto  
President, Board of Directors



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Recorded by: Nadia Aguirre  
Executive Assistant