

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

Wednesday, January 16, 2019  
8:00 a.m.

**1. Call to Order / Pledge of Allegiance**

The Board of Directors meeting of Three Valleys Municipal Water District (TVMWD) was called to order at 8:00 a.m. at the TVMWD office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

**2. Pledge of Allegiance**

The flag salute was led by President Bob Kuhn.

**3. Roll Call**

Roll call was taken with a quorum of the Board present. Director Brian Bowcock had an excused absence.

**Directors Present**

Bob Kuhn, President  
David DeJesus, Vice President  
Joe Ruzicka, Treasurer  
Carlos Goytia, Director  
John Mendoza, Director

**Directors Absent**

Brian Bowcock, Secretary

**Staff Present**

Matt Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Liz Cohn, Sr. Financial Analyst  
Vicki Hahn, District Clerk/Executive Assistant  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Water Operations Manager  
James Linthicum, Chief Finance Officer  
Dominique Aguiar, Operations Supervisor  
Freeman Ensign, Operations Supervisor  
Ben Peralta, Project Manager  
Esther Romero, Accounting Technician

Guests and others present: Director Ed Hilden, Walnut Valley Water District; Denise Jackman, Rowland Heights resident; Ben Lewis, Golden State Water Company; Brian Teuber, Walnut Valley Water District; Dave Warren, Rowland Water District, Tom Coleman, Rowland Water District, Ted Ebenkamp, Walnut Valley Water District, Eric Hitchman, Walnut Valley Water District, Szu Pei Lu-Yang, Rowland Water District, Steve Patton, City of Glendora, Darron Poulsen, City of Pomona, Jennifer Stark, City of Claremont

**4. Additions to Agenda**

No additions to agenda.

## 5. Reorder of Agenda

No reorder requested.

## 6. Public Comment

There were no requests for public comment.

## 7. Consent Calendar

The Board was asked to consider the consent calendar items (7.A- 7.D) for the January 2019 Board meeting that included: (7A) receive, approve and file, December 2018 Minutes for December 5, 2018 Regular Board Meeting and December 12, 2018 Special Board Meeting. (7B) receive, approve and file financial reports and investment update November/December 2018. (7C) receive, approve and file imported water sales December 2018. (7D) approve Resolution No. 19-01-843 tax sharing exchange with County Sanitation District, Annexation 22-433.

Upon motion and second the floor was open for discussion. There being no discussion, President Kuhn called for a vote.

**Moved: Ruzicka; Second: De Jesus  
Motion No. 19-01-5207 – Approving Consent Calendar Items 7A  
– 7D for January 16, 2019. The motion passed by a 5-0 vote;  
Director Bowcock had an excused absence. Division 7 Vacant**

## 8. General Manager's Report

### 8.A Legislative Update – January 2019

Mr. Howie announced the deadline for Bills to be introduced into legislation is February 22, 2019. Governor Newsom made it clear that he supports a drinking water tax to assist disadvantaged communities with water supplies. Mr. Howie confirmed that water agencies are resisting this and have been clear that they do not want to serve as a "tax collecting" agency.

Director Kuhn mentioned that he reached out to Blanca Rubio about this potential water tax.

Director Mendoza requested that as briefings occur that staff provide status updates. Director Kuhn encouraged any interested/available directors to participate in briefings.

Mr. Tom Coleman, General Manager of Rowland Water District did state that water agencies are meeting to ask for a needs assessment to be conducted to determine what the actual costs may be to help address some of the water supply problems for disadvantaged communities.

Director Mendoza provided comments on a recent article in the local newspapers about this proposed "water tax".

Mr. Howie stated that the Governor does not support re-establishment of redevelopment agencies. He does support enhanced infrastructure finance districts (EIFD). ACWA is looking at how these EIFDs could impact special districts.

Mr. Howie mentioned that the San Gabriel National Monument area, is being proposed to expand in size to protect endangered and threatened species.

## **8.B. Miramar Operations Report**

Mr. Steve Lang discussed the November and December 2018 Miramar Treatment Plant operations. November was typical. No water quality issues. Hydroelectric generation increasing due to increased flows.

Special activities included the Covina Irrigating Co. (CIC) interconnection repair; Well #1 limited operation due to some electronics issues; maintenance program being examined to be integrated in to the updated GIS program; well maintenance and repairs for chemical injections; operations staff training; and school tours all occurred during November.

December 3-12, 2018 Miramar Treatment Plant shutdown. Due to rainy weather, there were lower demands. Both wells operational during the shutdown. There were no supply problems during the shutdown.

Special activities for December included calibrations on all meters; new intern started; numerous shutdown tasks; SCE had some outages.

Mr. Lang presented slides of the projects and tasks completed during the planned Miramar Treatment Plant shutdown.

Mr. Litchfield thanked Mr. Lang and all the Operations staff for their hard work, flexibility and dedication to getting the job done during the shutdown.

Mr. Litchfield also reported that Operations staff has now transitioned to remote operations, eliminating swing and graveyard shifts. He reported that all is going well.

Director Kuhn asked what the definition of "stand by" is for the staff. Mr. Litchfield discussed how the stand by time is compensated and assigned to the Operations staff.

Director DeJesus asked about remote operations and how the "on call" staff person is supported. Mr. Litchfield noted that there is always a primary and secondary on call staff person to respond to any issues that could arise at the Plant. Mr. Lang clarified the details and that any responders must be fully certified to operate the Miramar Treatment Plant.

Director Goytia asked how many staff were working during "swing" and "grave" shifts. Mr. Lang answered that they worked solitary, which was a concern.

## **8.C. Capital Project Status Report**

Mr. Ben Peralta reported on the capital projects' status. The Grand Avenue Well drilling phase is complete. Staff is reviewing the equipping plans now and

awaiting feedback from SCADA consultant. Final plans should be received soon and sent to bid shortly.

Mr. Peralta discussed the Joint Water Line float control valve project. Contractor has been hired and provided a working schedule. This project is being planned to minimize impacts to customers, putting implementation at early summer 2019.

Mr. Peralta reported that the pneumatic tank replacement went very well and the project is now complete.

#### **8.D. Director Expense Reports**

Director Kuhn announced that Director Mendoza's Expense Report needed to be added to the agenda.

Director Kuhn asked if November and December expense reports could be approved in a single motion.

**Moved: Ruzicka; Second: Goytia  
Motion No. 19-01-5208 – Approving Directors' Expense Reports. The motion passed by a 5-0 vote; Director Bowcock had an excused absence. Division 7 Vacant**

#### **8.E. Special Board Meeting**

A special board meeting is scheduled to address the Division VII vacancy. Mr. Litchfield stated that two candidates applied.

**Moved: DeJesus; Second: Ruzicka  
Motion No. 19-01-5209 – Approving Special Board Meeting on January 23, 2019 to address the Division VII vacancy.**

Director Kuhn asked if staff had questions prepared for each candidate. Mr. Litchfield stated that questions were prepared.

Mr. Kennedy stated both candidates should be apprised by staff when and where the meeting will occur. It must be an open and public meeting.

Staff has scripted questions that can go to the Board before the meeting for review. Mr. Kennedy stated that Board Members should not communicate with each other via email or other means. If they had comments or questions about the interview questions, they should send them directly to the General Manager and not include the entire Board. Mr. Kennedy stated that the process must ensure an equal playing field, and the Board must make decisions and deliberations in open session. The appointment can be made during a nomination or regular motion process.

Mr. Kennedy stated that the process is legislated but the substantive requirements only require that the person appointed is a resident of the Division; they sought the appointment and be a registered voter.

Director DeJesus asked that if any of the Board Members have their own questions outside of the scripted questions, that those questions be vetted through Mr. Kennedy. Mr. Kennedy agreed to review such questions.

#### **8.F. Salary Schedule**

Mr. Litchfield discussed the changes to the District's organizational chart to comply with PERS requirements.

**Moved: Ruzicka; Second: Goytia  
Motion No. 19-01-5210 – Approving new Salary Schedule,  
effective January 14, 2019 The motion passed by a 5-0 vote;  
Director Bowcock had an excused absence. Division 7 Vacant**

#### **9. Directors'/GM Oral Reports**

Director Ruzicka stated that he enjoyed Richard Hansen's retirement event.

Director Goytia reported that a Council of Governments (COG) meeting is scheduled for the following week.

Director Kuhn stated that the Main San Gabriel Basin Water Quality Authority (WQA) has scheduled a special meeting for Tuesday, January 22, 2019 at 9am to change legislation that will update how directors are appointed for the cities with pumping rights and cities without pumping rights.

The WQA must also file a 406 plan which needs to be sent in annually and semi-annually and they are seeking new legislation that will allow a single submission.

Director Kuhn reported that Darron Poulsen was appointed to the Chino Basin Watermaster Board by Pomona to be their representative. Darron is vice chairman, Jeff Pierson is chairman, Director Kuhn is the secretary/treasurer. Each of the agencies that make up the Board are now appointed to positions.

Director DeJesus stated that MWD will be hosting a grand opening event of the Carson Demonstration Facility on March 21, 2019 at 10am and everyone is invited.

MWD's new Chairwoman Gray had a reception and swearing in ceremony. It was successful and had good attendance by all the MWD member agencies. She announced her vice chairs and will be announcing her committee chairs at a later date.

Director DeJesus announced that there is no news on the Twin Tunnels.

Mr. Litchfield announced plans for Mr. Richard Hansen's general retirement celebration on February 2, 2019 and everyone is invited. It will be held at the Sheraton Fairplex Conference Center, Pomona.

Next Leadership Breakfast is on February 28, 2019 with Mr. Bill Hasencamp, MWD Manager of the Colorado River Resources presenting on the Colorado River.

## 10. Future agenda items

None

## 11. Closed Session

**11.A. Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(d)(1)**

- Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV51010.

## 12. Closed Session Announcements

Nothing to report.

## 13. Adjournment

Director Kuhn Adjourned to the special meeting scheduled for January 23, 2019 at 8am



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



Recorded by: Cindy DeChaine  
Conservation & Resource Analyst