

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

**Wednesday, May 1, 2019**  
**8:00 a.m.**

**1. Call to Order**

The Board meeting was called to order at 8:00 a.m. at the District 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.

**Directors Present**

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

**Staff Present**

Matt Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Dominique Aguiar, Operations Supervisor  
Nadia Aguirre, Executive Assistant  
Maria Contreras, Administrative Assistant  
Karen Harberson, Compliance Specialist  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Chief Operations Officer  
James Linthicum, Chief Finance Officer  
Ben Peralta, Project Manager

Guests present: Ed Hilden, Walnut Valley Water District; Tom Coleman, Rowland Water District; Tony Lima, Rowland Water District; Dave Warren, Rowland Water District; Ben Lewis, Golden State Water Company; Ed Chavez, Upper San Gabriel Valley MWD.

**4. Additions to Agenda**

No additions to the agenda requested.

**5. Reorder Agenda**

No reorder to the agenda requested.

**6. Public Comment**

No public comment.

## 7. General Manager's Report

### 7.A – Government Finance Officers Association Award

Mr. James Linthicum presented to the Board the Comprehensive Annual Financial Report (CAFR) award. This is the twelfth consecutive year the District has received the award. Mr. Linthicum praised Ms. Liz Cohn and Ms. Esther Romero for preparing the CAFR every year.

President Kuhn appreciates the teams hard work.

### 7.B – 2019 Organizational Chart and Salary Schedules Modifications

Mr. Matthew Litchfield presented to the Board the proposed modifications to the Organizational Chart effective May 15, 2019, Salary Schedule effective May 1, 2019 and Salary Schedule effective July 1, 2019. Mr. Litchfield advised the Board of the following changes: reclassification of the *Administrative Assistant* to *Administrative/Communications Assistant* with change in salary range, change in title from *Engineer* to *Engineering Assistant*, addition of a part-time *Human Resources/Risk Manager* position, and addition of an *Information Technology Manager* position. The salary schedules must be submitted to CalPERS to remain in compliance.

This item will be brought back to the May 15, 2019 Board meeting for approval.

### 7.C – Resolution No. 19-05-849 FY 2019-20 Water Standby Charge Initiate Procedures

Mr. Linthicum gave a brief explanation of the Water Standby Charge process. Metropolitan Water District (MWD) imposes a Readiness-To-Serve (RTS) charge in the amount of \$5.4 million. MWD collects \$12.21 per parcel on the districts behalf and the District pays the remaining balance of \$3.5 million.

Approval of Resolution No. 19-05-849 starts the water standby charge process and meets the 45-day window between adoption and final public hearing on June 19, 2019.

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

<p><b>Moved: Joe Ruzicka      Second: Brian Bowcock</b> <b>Motion No. 19-05-5226 - Approving Resolution No. 19-05-849 FY</b> <b>2019-20 Water Standby Charge Initiate Procedures</b> <b>Motion passed by a 7-0 unanimous vote.</b></p>
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## **7.D – Resolution No. 19-05-850 Employee Bonus**

Mr. Litchfield reviewed Resolution No. 19-05-850 for consideration of a one-time employee bonus. ACWA-JPIA presented the District with a \$21,359 refund check at the April 3, 2019 board meeting. The employee bonus is not guaranteed on an annual basis and the board will make a determination at their discretion.

President Kuhn and Director DeJesus reminded staff this is not a guarantee every year, but recognize staff's efforts in keeping claims to a minimum.

This item will be brought back to the May 15, 2019 Board meeting for approval.

## **8. Directors' / General Manager Oral Reports**

President Kuhn – WQA will increase their rates from \$10 to \$12 an acre foot as of July 1, 2019. An update was given on WQA lobbyist status.

Director Mendoza – Six Basins Watermaster is pursuing studies on MS4 projects for future funding and water bonds.

Director Goytia – reached out to COG for monthly summary from water committee. Proposition 68 solicitation announcement is accepting project applications from April 29 to June 28, 2019 for urban low impact recreation water shed improvement, habitat protection or restoration projects and projects for disadvantaged communities to name a few.

Mr. Litchfield – reported 1<sup>st</sup> round interviews for Chief Water Resources Officer were held on April 30 and 2<sup>nd</sup> round interviews will be held on May 16, 2019. Chino Basin Watermaster's 618 AF replenishment delivery was completed on April 28, 2019.

## **9. Closed session - Announcement of Closed Session Actions**

Closed session items:

- Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV51010.
- Upper San Gabriel Valley Municipal Water District v. City of Alhambra, et al., Los Angeles County Superior Court Case No. C924128.

No reportable action was taken on the items listed above.

Public Employee Performance Evaluation  
(Government Code Section 54957)  
Title: General Manager


The Board conducted an evaluation of the General Manager and gave a favorable evaluation. Further evaluation to be given January 2020.

**10. Future Agenda Items**

None

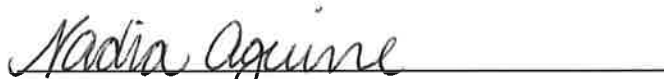
**11. Adjournment**

The Board adjourned at 10:01 a.m. to its next regular meeting scheduled for Wednesday, May 15, 2019 at 8:00 a.m.



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



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Recorded by: Nadia Aguirre  
Executive Assistant