

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

**Wednesday, April 1, 2020  
8:00 a.m.**

**1. Call to Order**

The Board meeting was called to order at 8:01 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 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  
Carlos Goytia, Secretary  
Brian Bowcock, Treasurer  
Denise Jackman, Director  
John Mendoza, Director  
Jody Roberto, Director –  
(via teleconference)

**Staff Present**

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

Virtual Attendees: John Brettli, Suburban Water Systems; Victor Carno; Tom Coleman, Rowland Water District; Ted Ebenkamp, Walnut Valley Water District; Gregory Foster, Southern California Group; Dean Gipson, HDR, Inc.; Victoria Hahn, resident; Rick Hansen, Cal Poly Pomona; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Michael Holmes, PWAG; Rich Kikuchi, LSL CPA's; Ben Lewis, Golden State Water Company; William Lim, Claris Strategy; Tony Lima, Rowland Water Company; Szu Pei Lu, Rowland Water District; Jennifer Stark, City of Claremont; Ludd Trozpek, resident; Dave Warren, Rowland Water District; Edward Chavez.

#### **4. Additions to Agenda**

No additions to the agenda were requested.

#### **5. Reorder Agenda**

No reorder to the agenda was requested.

#### **6. Public Comment**

President Kuhn called for public comment. Mr. Ted Ebenkamp submitted a public comment card stating, "listen only mode". President Kuhn called for Mr. Ebenkamp to address the Board. It seemed that Mr. Ebenkamp had technical difficulties and we were not able to hear him.

#### **7. Presentations**

Mr. Robert Peng, Information Technology Manager, previewed the new District website. Website improvements are part of the District's Strategic Plan, objective 3.2. The new website will incorporate ADA requirements and improved site navigation. Board members would like to see improvement to the projects page such as a timeline and milestones on current projects. The goal for the new website is to go live before the end of FY 2020.

Mr. Rich Kikuchi from LSL CPA's reviewed the upcoming audit process for FY 2019-20. The scope of audit, responsibilities of the firm and district responsibilities were discussed. The financial audit will commence the week of April 6, 2020 and the year end audit will commence August 17, 2020.

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

##### **8.A – American Water Infrastructure Act (AWIA) Update**

Mr. Kirk Howie advised the Board that the initial phase of the American Water Infrastructure Act has been completed by conducting a Risk and Resilience Assessment of our water system. The final phase requires the completion of an Emergency Response Plan (ERP) by September 30, 2020. Mr. Dean Gibson of HDR, Inc., and Mr. William Lin of Claris Strategy, gave a PowerPoint presentation

of the process the District has gone through and the ERP development process. Another updated will be provided in September 2020.

#### **8.B – Approval of Support for Senate Bill (SB) 1352 (Portantino)**

Senate Bill 1352 is sponsored by Senator Portantino and will require California natural gas utilities to procure at least 20% of gas for residential and small to medium sized businesses from renewable sources. Replacing fossil fuels with biomethane and making it cost effectively accessible will reduce demand for natural gas and ultimately help California achieve its 2030 climate target. A letter in support of SB 1352 will be mailed to The Honorable Ben Hueso, Chair, Senate Energy, Utilities and Communications Committee.

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

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| <p><b>Moved: Director Bowcock      Second: Director Roberto</b><br/><b>Motion No. 20-04-5270 – Approval of Support for SB 1352</b><br/><b>Motion passed unanimously by a 7-0 vote.</b></p> |
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#### **8.C – Review of the FY 2020-21 Budget**

Mr. James Linthicum presented the second draft of the FY 2020-21 budget. Minor changes were made to the budget since the first draft was presented in March and are outlined in the staff report. The District will reduce the current \$10 per acre foot surcharge discount to \$12 for 2021. A discussion ensued on MWD's budget meetings and ongoing changes due to COVID-19. This item will be brought back to the April 15, 2020 Board meeting for consideration of adoption.

#### **8.D – Resolution No. 20-04-DRAFT Adopting Water Rates and Charges for CY 2021**

The draft rate resolution reflecting the rates and charges that will go into effect January 1, 2021 was reviewed. Based on the assumptions for the District's FY 2020-21 Budget Version 2.0, TVMWD will apply a surcharge discount of -\$12 per AF to treated water delivered during calendar year 2021. The District will apply a \$0 surcharge to all untreated water delivered during calendar year 2021. This information is assuming no changes from MWD moving forward. This item will be brought back to the April 15, 2020 Board meeting for consideration of adoption.

#### **8.E – Review FY 2020-21 Water Standby Charge**

Mr. Linthicum reviewed the proposed schedule to implement the FY 2020-21 Water Standby Charge. A Public meeting to consider the resolution to adopt standby charges is scheduled for June 3, 2020. A Public Hearing to consider the resolution to adopt standby charges is scheduled for June 17, 2020. The full schedule is included in the staff report. The proposed standby charge for FY 2020-21 will increase from \$19.25 to \$20.62 per equivalent dwelling units (EDU). The maximum amount per EDU is \$29.41.

### **8.F – Review FY 2019-20 Encumbrance Carryforward**

A list of projects that are expected to be incomplete as of June 30, 2020 is listed on the staff report. Staff requested funds for these projects be carried forward to FY 2020-21 to allow for completion. This item will be brought back to the April 15, 2020 Board meeting for consideration of adoption.

### **8.G – Board of Directors Meeting Compensation Discussion**

President Kuhn brought forth for discussion Board Member compensation during the COVID-19 pandemic. He asked Board members to give detailed descriptions of teleconferences on expense forms along with the agenda from that agency. President Kuhn asked the Board to be cognizant of meetings expensed during the pandemic, especially because of the high unemployment rate developing in the country. President Kuhn reminded all directors that meetings should have a direct value to Three Valleys MWD.

## **9. Closed Session**

The Board convened into closed session at 9:50 a.m. to discuss the following items:

### **9.A – Conference with Legal Counsel – Anticipated Litigation**

- Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)
- One potential case

### **9.B – Conference with Labor Negotiators (Government Code Section 54957.6)**

- District Designated Representative: Steven M. Kennedy General Counsel
- Unrepresented Employee: Matthew H. Litchfield, General Manager

The Board reconvened into regular session at 10:55 a.m. No reportable action was taken on any of the items.

## **10. Future Agenda Items**

None.

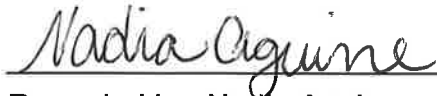
## 11. Adjournment

The Board adjourned at 10:55 a.m. to its next regular Board meeting scheduled for Wednesday, April 15, 2020 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