

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

**Wednesday, April 15, 2020
8:00 a.m.**

1. Call to Order

The Board meeting was called to order at 8:01 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. Director Bowcock experienced technical difficulties and was not able to participate in the roll call. Mr. Robert Peng confirmed Director Bowcock was logged in to the meeting and was muted.

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
Nadia Aguirre, Executive Assistant
Liz Cohn, Senior Financial Analyst
Maria Contreras, Admin./Communications Assistant
Wendy Galarneau, Human Resources Manager
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Tim Kellett, Chief Water Resources Officer
Steve Lang, Chief Operations Officer
James Linthicum, Chief Financial Officer
Robert Peng, I.T. Manager
Ben Peralta, Project Manager

Virtual Attendees: John Brettli, Suburban Water Systems; Ted Ebenkamp, Walnut Valley Water District; Gregory Foster, Southern California Group; Kelly Gardner, Main San Gabriel Basin Watermaster; Victoria Hahn, resident; Rick Hansen, Cal Poly Pomona; Ed Hilden, Walnut Valley Water District; Erick Hitchman, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Szu Pei Lu, Rowland Water District; Steve Patton, City of Glendora; Jennifer Stark, City of Claremont; Brian Teuber, Walnut Valley Water District; Ludd Trozpek, resident; 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. Mr. Ludd Trozpek submitted an electronic speaker's card at 7:47 a.m. Mr. Trozpek's speakers card went undetected by staff and did not have the opportunity to participate in public comment.

6. Consent Calendar

The Board was asked to consider consent calendar items (6.A - 6.G) for the April 15, 2020 Board meeting that included: (6.A) Receive, Approve and File Minutes, March 4, 2020 and March 18, 2020; (6.B) Receive, Approve and File Revised Minutes February 24, 2020; (6.C) Receive, Approve and File Financial Reports and Investment Update, March 2020; (6.D) Imported Water Sales, March 2020; (6.E) Miramar Operations Report, March 2020; (6.F) Approve Director Expense Reports, March 2020; (6.G) FY 2019-20 Encumbrance Carryforward.

Upon motion, President Kuhn called for discussion. There being no discussion, President Kuhn called for the vote. Director Bowcock experienced technical difficulties and was unable to participate in the vote.

<p>Moved: Director Jackman Second: Director Goytia Motion No. 20-04-5271 – Approval of Consent Calendar Items 6.A – 6.G for April 15, 2020 Motion passed by a 6-0 vote.</p>

7. General Manager's Report

7.A – Legislative Update, April 2020

Mr. Kirk Howie provided the Board with a brief update on legislative activities TVMWD engaged in through to April 2020. The State Legislature is due back in Sacramento on May 4, 2020, which is three weeks later than the original, attached schedule due to the statewide and global effects of COVID-19. The new state budget is due by June 15, 2020. The monthly Legislative Status Report was prepared by our state lobbyist and includes bills we are watching, supporting, or opposing. President Kuhn requested the annual legislative trip be cancelled due to the current COVID-19 pandemic.

7.B – FY 2020-21 Budget Approval

Mr. James Linthicum presented the third draft of the FY 2020-21 budget. The budget is based on MWD Rates and Charges Option 1 as outlined in the staff report. MWD Option 1 includes 50,000 acre feet of additional treated water sales, a reduction from 90% to 80% for the CIP planned completion, and debt funding increased from 40% to 45% for FY 2020-21.

Director De Jesus briefed the Board on MWD's April 14, 2020 Board meeting approving Option 1. MWD will reevaluate the budget again by August 31, 2020 and make recommendations based on the status of the COVID-19 pandemic and the financial impact it has on the country.

At this point, Director Bowcock confirmed he was able to hear the meeting from commencement, but was not able to unmute his microphone. Upon motion and second on moving forward with budget version 3.0 as presented in the staff report, President Kuhn called for discussion. There being no further discussion, President Kuhn called for a roll call vote.

Moved: Director Bowcock Second: Director Roberto
Ayes: Bowcock, De Jesus, Goytia, Jackman, Kuhn, Mendoza, Roberto
Noes:
Abstain:
Motion No. 20-04-5272 – Approval FY 2020-21 Budget
Motion passed by a 7-0 vote.

7.C – Resolution No. 20-04-872 Adopting CY 2021 Water Rates and Charges

Based on TVMWD's FY 2020-21 budget version 3.0 and MWD's Rates and Charges Option 1, the District will apply a surcharge discount of \$6 per acre feet to treated water delivered during calendar year 2021. The District will apply a \$0 surcharge to all untreated water delivered during calendar year 2021.

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

Moved: Director Goytia Second: Director Bowcock
Ayes: Bowcock, Goytia, Jackman, Kuhn, Mendoza, Roberto
Noes:
Abstain: De Jesus
Motion No. 20-04-5273 – Approval of Resolution No. 20-04-872
Motion passed by a 6-0-1 vote.

7.D – Resolution No. 20-04-873 Initiating Procedures to Fix, Adjust, Levy and Collect a Water Standby Charge

Mr. Linthicum reported that the adoption of Resolution No. 20-04-873 will initiate procedures to fix, adjust, levy, and collect a water standby charge. The District will hold a Public Meeting on June 3, 2020 and a Public Hearing on June 17, 2020. The Standard Engineer’s Report contains some minor discrepancies that will be resolved with Willdan Financial Services.

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

Moved: Director De Jesus	Second: Director Bowcock
Ayes: Bowcock, De Jesus, Goytia, Jackman, Kuhn, Mendoza, Roberto	
Noes:	
Abstain:	
Motion No. 20-04-5274 – Approval of Resolution No. 20-04-873	
Motion passed by a 7-0 vote.	

7.E – Chino Basin Watermaster 2020 Optimum Basin Management Program Update (OBMPU) Progress Report, February 2020

Mr. Litchfield briefed the Board on the status of the OBMPU through February 2020. The OBMPU team completed the Initial Study and the Notice of Preparation of an Environmental Document. On February 27, 2020 IEUA hosted a Public Scoping meeting where a presentation about the project was made to the public. A draft version of the OBMP Implementation Plan Update was circulated to all stakeholders.

7.F – Resolution No. 20-04-874 Adopting Personnel Policies Due to COVID-19

Ms. Wendy Galarneau presented the District’s new Personnel Policies due to COVID-19. The President of the United States signed the Families First Coronavirus Response Act (FFCRA) which is in effect from April 1, 2020 to December 31, 2020. This is in response to the growing health and economic crisis with provisions for paid sick leave and job-protected time off for certain reasons relating to the COVID-19 pandemic. This item will need to be brought back to the Board if the Department of Labor extends the FFCRA past December 31, 2020.

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

Moved: Director Goytia	Second: Director Roberto
Ayes: Bowcock, De Jesus, Goytia, Jackman, Mendoza, Roberto	
Noes: Kuhn	
Abstain:	
Motion No. 20-04-5275 – Approval of Resolution No. 20-04-874	
Motion passed by a 6-1-0 vote.	

7.G – Discussion and Possible Action of Approval of General Manager’s Employment Agreement

The Board discussed approval of General Manager Matthew Litchfield’s employment agreement. The employment agreement is from July 1, 2020 to June 30, 2023. The annual base salary is \$250,000.

Mr. Litchfield thanked the Board for working with him on the agreement and recognized staff for their team effort and support.

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

Moved: Director Goytia Second: Director De Jesus
Ayes: Bowcock, De Jesus, Goytia, Jackman, Kuhn, Mendoza, Roberto
Noes:
Ayes:
Motion No. 20-04-5276 – Approval of General Manager’s Employment Agreement
Motion passed by a 7-0 vote.

8. Directors’ / General Manager’s Oral Reports

Director Jackman reported several local hotels in the San Gabriel Valley will provide housing to the homeless during the COVID-19 pandemic

Director Mendoza participated in an ACWA webinar last week on the COVID-19 crisis. Essential versus non-essential projects were discussed.

Director Roberto participated in the Regional Chamber of Government Affairs teleconference meeting. Local hotels are being used to house the homeless during the COVID-19 crisis. Director Roberto virtually attended the Rowland Water District Board meeting yesterday.

Director Bowcock advised the Main San Gabriel Basin Watermaster (MSGBWM) Board meeting will be held next week.

Director Kuhn reported the WQA will meet today to discuss the approval of the new General Manager’s contract. Director Kuhn asked Directors Mendoza and Goytia to participate in the Chino Basin Watermaster meetings. Director Kuhn congratulated Mr. Litchfield on his employment agreement and thanked Ms. Galarneau for her time at the district.

Director De Jesus reported on the legal status of water supply affecting the farming communities in California.

Director Goytia had nothing to report. President Kuhn requested to discuss the District's involvement with the SGV Council of Governments at the next Board workshop.

Mr. Litchfield reported Ms. Galarneau has relocated out of state and will stay on remotely until the Human Resources Manager position is filled. The Miragrand Well pre bid meeting is scheduled next week at well site. The District continues to work on a modified work schedule. Mr. Litchfield continues to work with MWD on the 10-year MSGBWM cyclic storage agreement and the extension of the current 1-year agreement that is set to expire June 2020.

Mr. Tony Lima congratulated Mr. Litchfield on the approval of his employment agreement.

9. Future Agenda Items

No future agenda items were requested.

10. Adjournment

The Board adjourned at 9:23 a.m. to its next regular meeting scheduled for Wednesday, May 6, 2020.



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



Recorded by: Nadia Aguirre
Executive Assistant