

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

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

**1. Call to Order**

The Board meeting was called to order at 8:03 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.

**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  
Dominique Aguiar, Operations Supervisor  
Nadia Aguirre, Executive Assistant  
Liz Cohn, Senior Financial Analyst  
Maria Contreras, Admin./Communications Assistant  
Wendy Galarneau, HR 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

Virtual Attendees: John Brettl, Suburban Water Systems; Gregory Foster, Southern California Group; Rick Hansen, Cal Poly Pomona; Ed Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Luis Juarez; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Szu Pei Lu, Rowland Water District; Richard Martinez, City of La Verne; Stephanie Moreno, Water Quality Authority; Steve Patton, City of Glendora; Bob Pence, Congresswoman Napolitano's Office; Jennifer Stark, City of Claremont; Brian Teuber, Walnut Valley Water District;

**3. Public Comment**

President Kuhn called for public comment.

Mr. Tony Lima tested the "Raised Hand" feature on the webinar and greeted the Board.

**4. Resolution No. 20-07-879 Adopting Administrative Policies and Protocols Related to COVID-19**

Ms. Wendy Galareau proposed a title change to Resolution No. 20-07-879 from “Administrative Policies and Protocols Related to COVID-19” to “Administrative Policies and Protocols Related to COVID-19 & Highly Infectious Diseases”. The content of all materials will remain the same. The Return-to-Work Toolkit is comprised of several policies: Cleaning & Disinfecting the Workplace, Social Distancing & Individual Responsibility in the Workplace, Testing Employees for COVID-19, Temperature Testing & Screening for Symptoms Associated with COVID-19, Disclosure of Confidential Medical Information Related to COVID-19, Accommodation of Employees who are at High-Risk of Severe Illness from COVID-19, and Employee Leave and Compensation Under the Families First Coronavirus Response Act. A return to work date is not included in the packet but polices can be put into practice since some staff is working on site at the District.

Upon motion and second, President Kuhn called for discussion. Director Bowcock inquired if an addendum can be made to Resolution No. 20-07-879 in the future if need be. Ms. Galarneau confirmed an addendum can be added if necessary. Legal Counsel, Mr. Steve Kennedy, advised the motion is to include the title change. A discussion ensued between the Board and staff. President Kuhn called for the vote.

<p><b>Moved: Director Bowcock                      Second: Director Jackman</b> <b>Motion No. 20-07-5286 – Approval of Resolution No. 20-07-879</b> <b>Adopting Administrative Policies and Protocols Related to COVID-</b> <b>19 &amp; Highly Infectious Diseases</b> <b>Motion passed by a 7-0 vote.</b></p>
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**5. Projects Summary Update**

Mr. Timothy Kellett provided a PowerPoint presentation on District projects. The District’s carpet was replaced throughout the building with carpet tiles. The north meeting room table has been converted to a smart table. The Grand Ave Well is currently under a 7-day operational test. As part of the testing, pumps are on and water is immediately being recharged. Grand Ave Well is on track to operate next week as part of our water supply. Title 22 samples must be submitted to Division of Drinking Water before they can issue a permit. President Kuhn requested the Board be notified when permits are received by the District. Weekly updates are sent to residents near the Miragrand project.

Before moving into Closed Session, President Kuhn inquired if any members of the Board or the public had additional comments or questions.

Mr. Lima asked about production levels of the Grand Ave Well. Mr. Litchfield advised it is producing 2 cubic feet per second.

President Kuhn reminded the Board it is election season and TVMWD does not take any certain position. Mr. Kennedy reminded the Board of the memo he issued January 2020.

## 6. Closed Session

The Board convened into closed session at 8:47 a.m. to discuss the following items:

### 6.A – Conference with Legal Counsel – Existing Litigation [Government Code Section 54956.9(d)(1)]

Name of Case: Chino Basin Municipal Water District v. City of Chino, et al., San Bernardino County Superior Court Case No. RCV RS 51010

### 6.B – Conference with Legal Counsel – Anticipated Litigation

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

The Board reconvened to regular session at 9:53 a.m. Mr. Kennedy advised there was no reportable action taken on any of the items.


President Kuhn departed the meeting when Closed Session ended. Vice-President De Jesus closed the meeting.

## 7. Future Agenda Items

No future agenda items were requested.

## 8. Adjournment

The Board adjourned at 9:54 a.m. to its next regular meeting scheduled for Wednesday, September 2, 2020.



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



Recorded by: Nadia Aguirre  
Executive Assistant