

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

Wednesday, March 16, 2022
8:00 a.m.

I. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. via teleconference. The presiding officer was President Jody Roberto.

2. FLAG SALUTE

The flag salute was led by President Roberto.

3. ROLL CALL

Roll call was taken with a quorum of the Board present.

DIRECTORS PRESENT

Jody Roberto, President
Brian Bowcock, Vice President
Carlos Goytia, Secretary
Mike Ti, Treasurer
David De Jesus, Director
Bob Kuhn, Director
Danielle Soto, Director

STAFF PRESENT

Matt Litchfield, General Manager
Steve Kennedy, Legal Counsel
Dominique Aguiar, Operations Supervisor
Nadia Aguirre, Executive Assistant
Liz Cohn, Senior Financial Analyst
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resource Officer
James Linthicum, Chief Financial Officer
Kevin Panzer, Assistant Engineer
Robert Peng, I.T. Manager
Ben Peralta, Project Manager
Viviana Robles, Human Resources/Risk Manager
Esther Romero, Accounting Technician
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Andy Bullington, City of Covina; Josh Byerrum, Walnut Valley Water District; Donna DiLaura, Walnut Valley Water District; Kevin Hayakawa, Walnut Valley Water District; Edwin Hilden, Walnut Valley Water District; Erik Hitchman, Walnut Valley Water District; Jack Kunz, California Assembly 52nd District; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Tony Lima, Rowland Water District; Szu Lu, Rowland Water District; Jared Macias, Walnut Valley Water District; Myra Malner, Rowland Water District; John Mendoza; Dusty Moasio, Rowland Water District; Tom Monk, Walnut Valley Water District; Carolee Monroe, League of Women Voters; John Monsen, Sierra Club; Stephanie Moreno, Water Quality Authority; Gabriela Sanchez, Rowland Water District; Randy Schoellerman, Water Quality Authority; Sherry Shaw,

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Walnut Valley Water District; Jennifer Stark, City of Claremont; Lisa Tarpin, Southern California Group

In person attendee: Tony Lima, Rowland Water District

4. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

5. PUBLIC COMMENT

President Roberto called for public comment and there was none.

6. PRESENTATION

A. FEBRUARY 2022 MIRAMAR PLANT SHUTDOWN

Chief Operations Officer Lang provided an update of activities that occurred during the Miramar Plant shutdown from February 7 – 11, 2022. Operators and contractors worked efficiently and safely with modifications. Some of the items addressed during the shutdown were a pumpback operation to reverse treatment plant water, chlorine system maintenance, replaced CLA VAL's that were eroded with new parts, and high pressure washing of the sedimentation basin. Chief Operations Officer Lang thanked the Operations team for several months of planning and coordination of the shutdown. Director De Jesus had questions regarding the cleaning process. Director Bowcock thanked staff for their management of the shutdown.

B. TVMWD TEAM ACHIEVEMENTS & MILESTONES

Director De Jesus was recognized for 20 years of service as a director at Metropolitan Water District (MWD). Director De Jesus pledged to continue to do his very best for as long as he can and was thankful for the recognition. The directors shared words of appreciation for Director De Jesus.

Chief Administrative Officer Howie was recognized for his 25 years of dedicated service at TVMWD and is the longest tenured employee. General Manager Litchfield stated he is the hardest working employee he has worked with. Chief Administrative Officer Howie reminisced of his time at the district. Director De Jesus stated it has been a pleasure to watch Mr. Howie grow over the years and earn his stripes. President Roberto stated Mr. Howie always lights up the room and appreciates him.

7. CONSENT CALENDAR

The Board was asked to consider consent calendar items 7.A – 7.G for the March 16, 2022 Board meeting that included: (7.A) Receive, Approve and File Minutes, February 2 and February 16, 2022; (7.B) Receive, Approve and File Financial Reports and Investment Update, February 2022; (7.C) Imported Water Sales, February 2022; (7.D) Miramar Operations Report, February 2022; (7.E) Approve Director Expense Reports, February 2022; (7.F) Approve FY 2022-23 Annual Purchase Orders; (7.G) Modified Board Meeting Schedule.

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

Moved: Director De Jesus	Second: Director Soto
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 22-03-5362 Approval of Consent Calendar Items 7.A – 7.G	
Motion passed 7-0	

8. REPORTS

A. METROPOLITAN WATER DISTRICT UPDATE

Director De Jesus provided an update on current MWD activities. Employee ethic complaints are impacting MWD prompting Director De Jesus to create a special committee to address concerns. Project Labor Agreements (PLA) between the construction contractor and the labor unions will establish rules and prevent slowdowns for projects greater than \$5 million. MWD is discussing a potential increase to \$7.5 million allowing smaller entities to bid on projects and not have to go through a PLA. Director De Jesus would like to have an MWD representative present at a future board meeting on current issues. Director Kuhn inquired on the proposed budget rates. MWD is in discussions for an 8% budget increase. Director Ti inquired on MWD rates and if the water stewardship rate was included in the projection. Chief Finance Officer Linthicum affirmed the costs for water stewardship are included but now accounted for as part of the supply rate. This is a primary factor as to why the proposed rate increase is so large. Chief Finance Officer Linthicum provided further explanation stating MWD has allocated an 8% rate increase for the next 2 years and 5% rate increase for years 3-10 after that. If MWD includes the expected costs for the contributions to the State Water Project, primarily the Delta Fix, the years 3-10 will be increased to 6.5%. Director Ti inquired on if MWD adopts the proposed rate how would it impact TVMWD and our member agencies. Chief Finance Officer Linthicum announced that including the TVMWD surcharge, member agencies will see an 11% increase. A second version of the draft budget will be brought to the Board in April.

B. CONSERVATION/OUTREACH PROGRAMMING UPDATE

Chief Administrative Officer Howie reported on conservation, education, and outreach efforts in the area pertaining to the drought. TVMWD along with other water agencies have declared a Level 2 Water Shortage Contingency Plan. The website and printed materials have been updated with local reliability messaging at a cost-effective manner. The state water allocation is currently set at 15% and could possibly be brought down to 10%. TVMWD continues to collaborate with our member agencies to promote conservation. In-person tours are starting back up at TVMWD. MWD's inspection trips and Solar Cup Program could potentially return to in person in 2023. Director Roberto inquired about the Young Legislators Group and what the tour entails. Chief Administrative Officer Howie explained that students participate in a 30-minute presentation in the board room, followed by a tour of the treatment plant. Director Bowcock stated the students at University of La Verne's Reach Program were very excited about their upcoming tour. City of Monrovia and other agencies are considering starting to fine customers for wasting water during drought

conditions. Director Ti stated the need for consistent messaging and a monthly update on drought conditions and water supplies. Moving forward, Chief Water Resources Officer Lee will bring a monthly water resources presentation to the Board. President Lima from Rowland Water District (RWD) stated that the MWD 11% increase is above the 5% increase RWD has allotted for, resulting in a 6% deficit. He asked TVMWD to give the retail agencies a break for the next two years. Director De Jesus responded that TVMWD has supported member agencies by offering discounted rates when applicable. Director Goytia requested a spreadsheet on conservation funding for school districts and cities. Chief Administrative Officer Howie will include information in a presentation in the next couple of months.

C. ALTERNATE COST OF LIVING ADJUSTMENT METHODS

Human Resources/Risk Manager Robles researched alternative methods for determining the Cost of Living Adjustment (COLA). A 10-year average PowerPoint slide was presented showing the current Calendar Year average method TVMWD uses, an alternative single month data point, and alternative annual method. February would be the latest month for data to be based to be brought to the board in March of each year. The monthly February alternative for 2022 is 7.28% and an annual March – February alternative for 2022 would be 5.32%. Chief Finance Officer Linthicum clarified the 4.29% calculated under the current method is comparable to 7.28% and 5.32% under the new methods. The current annual calendar average methodology of January to December is what is being recommended due to less likelihood for volatility. This will provide a 4.29% COLA increase as of July 1, 2022.

9. ACTION AGENDA

A. APPROVE SALARY SCHEDULE EFFECTIVE JULY 1, 2022

Human Resources/Risk Manager Robles stated the salary schedule reflecting a 4.29% to the salary ranges and based on the Consumer Price Index – Urban Wage Earners and Clerical Workers is recommended for approval. General Manager Litchfield added that all staff evaluations will be conducted at the same time each year commencing July 1, 2022. This will allow for the COLA increase to be effective on July 1, 2022, as long as each employee has a satisfactory evaluation, rather than waiting throughout the year. This year will be a transition year and a proration will be necessary to make it fair for everyone. Director Kuhn stated he understands the reasoning behind the calculations but would vote against it because a 4.29% increase is unrealistic at this time. Chief Finance Officer Linthicum stated we will monitor inflation throughout the year and this item can be revisited at a later time.

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

Moved: Director Soto	Second: Director Goytia
Ayes: Bowcock, De Jesus, Goytia, Roberto, Soto, Ti	
Noes: Kuhn	
Absent:	
Motion No. 22-03-5363 Approval of Salary Schedule Effective July 1, 2022	
Motion passed 6-1	

B. ADOPT RESOLUTION NO. 22-03-921 PERSONNEL MANUAL UPDATES

Changes made to the Personnel Manual include general language clean up and clarification. Additional changes made after the March 2, 2022, board meeting include section 4.2 Layoff; section 5.3 Computer, Internet, Instant Messaging and Email; and section 5.16 Social Media. The manual was reviewed by Legal Counsel Kennedy. Director Ti was happy to see relevant changes to the Personnel Manual and thanked Human Resources/Risk Manager Robles for her work on the manual. The Personnel Manual is updated every two years.

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

Moved: Director Ti	Second: Director Soto
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 22-03-5364 Approval of Resolution No. 22-03-921 Personnel Manual	
Motion passed 7-0	

C. SPECIAL DISTRICT LAFCO REPRESENTATIVE BALLOT

Board members voted on the following candidates for the Special District LAFCO Ballot:

Special District LAFCO Voting Member

Steven Appleton
E.G. "Jerry" Gladbach
Sharon S. Raghavachary

Special District LAFCO Alternate Member

Melvin L. Matthews
Baru Sanchez

Director Kuhn & Director De Jesus recommended continued support of Mr. Gladbach as the Voting Member.

Upon motion and second for Voting Member Mr. Gladbach, President Roberto called for a roll call vote.

Moved: Director Kuhn	Second: Director De Jesus
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 22-03-5365 Selecting Mr. Gladbach as Special District LAFCO Voting Member	
Motion passed 7-0	

Director De Jesus and Director Ti commented on the two Alternate Member candidates and after discussion moved to vote for Mr. Sanchez.

Upon motion and second for Alternate Member Baru Sanchez, President Roberto called for a roll call vote.

President Roberto called for a roll call vote.

Moved: Director Roberto	Second: Director Ti
Ayes: Bowcock, De Jesus, Goytia, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 22-03-5368 Approval of Support for AB 2163	
Motion passed 7-0	

10. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

General Manager Litchfield reported that the state water allocation may drop from 15% to 10%. A letter was received from the State Water Resources Control Board asking for water conservation. There is the potential that in addition to the final allocation, the State will provide human health and safety water later this year but will have to be paid back to the State in subsequent years. Discussions among staff regarding various operational scenarios are ongoing to address this issue.

Being that March is Women's History Month, General Manager Litchfield recognized President Roberto and Director Soto for their leadership roles on the board. TVMWD ladies Karen Harberson, Liz Cohn, Esther Romero, Nadia Aguirre, Sylvie Lee, Viviana Robles, and Marissa Turner were recognized for their dedication to TVMWD.

Director Soto will participate in the next virtual session of the WELL Leadership program where she will have the opportunity to interview a water source protection specialist from the California Rural Water Association.

Director Ti stated a more balanced female workforce at TVMWD would be a great benefit and we are moving in the right direction.

Director Bowcock reported that at one time, City of La Verne had an all-female work crew.

Director De Jesus stated he believes in the power of women and that is why he selected an all-female Ethics ad-hoc committee at MWD.

11. FUTURE AGENDA ITEMS

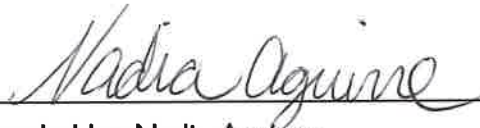
No future agenda items were requested.

12. ADJOURNMENT

The meeting adjourned at 10:35 a.m. to the next regular meeting scheduled for Wednesday, April 6, 2022.



Jody Roberto
President, Board of Directors



Recorded by: Nadia Aguirre
Executive Assistant