



# THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING MINUTES

March 1, 2023 – 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 Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

## 2. ROLL CALL

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

### DIRECTORS PRESENT

Jody Roberto, President  
Mike Ti, Vice President  
Carlos Goytia, Secretary  
Bob Kuhn, Treasurer  
David De Jesus, Director  
Jeff Hanlon, Director

### DIRECTORS ABSENT

Danielle Soto, Director

### STAFF PRESENT

Matthew 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  
Sylvie Lee, Chief Water Resources Officer  
James Linthicum, Chief Finance Officer  
Kevin Panzer, Engineer  
Brian Pen, Water Resource Analyst I  
Robert Peng, I.T. Manager  
Viviana Robles, Human Resources/Risk Manager  
Marissa Turner, Admin./Communications Assistant

Virtual Attendees: Brian Bowcock, resident; Ed Chavez, Water Quality Authority; Chris Diggs, City of Pomona; Kelly Gardner, Main San Gabriel Basin Watermaster; Ed Hilden, Walnut Valley Water District; Richard Lambros, Engineering Contractors' Association; Ben Lewis, Golden State Water Company; Myra Malner, Rowland Water District; John Mendoza; John Mosen; Stephanie Moreno, San Gabriel Basin Water Quality Authority; Szu Pei, Rowland Water District; Gabby Sanchez, Rowland Water District

In Person Attendees: Tom Coleman, Rowland Water District; Erik Hitchman, Walnut Valley Water District; Tony Lima, Rowland Water District; Jared Macias, Walnut Valley Water District; Dusty Moisio, Rowland Water District

## 3. FLAG SALUTE

The flag salute was led by President Roberto.

## 4. APPROVAL OF AGENDA

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. TVMWD TEAM ACHIEVEMENTS AND MILESTONES**

General Manager Litchfield commended Operations Supervisor (T5) Dominique Aguiar for 15 years of dedicated service to TVMWD as of September 2022. Newly hired employees were introduced and welcomed by the Board: Brian Pen, Water Resources Analyst I; and David Dransfeldt, Water Resources Intern.

**7. ACTION AGENDA**

**A. ADOPT SUNSHINE ORDINANCE NO. 23-03-25**

Based on discussion at the January 18, 2023 board meeting and after receiving additional comments from President Roberto after the posting of the March 1, 2023 agenda, Legal Counsel Kennedy modified language to Sunshine Ordinance Section 2.2 – Special Meetings. In addition, a Board Member Teleconferencing Policy was incorporated into Sunshine Ordinance Section 2.3.6 as Exhibit B. The policy discusses AB 2449 for board members teleconferencing into a board meeting because of Just Cause or Emergency Circumstances. A Remote Board Meeting Attendance form for board members is incorporated into the policy. All discussed modifications are reflected in Sunshine Ordinance No. 23-03-25.

Upon motion and second, President Roberto called for discussion. Legal Counsel Kennedy answered questions from the Board regarding the ending of AB 361. President Roberto called for a roll call vote.

Moved: Director De Jesus	Second: Director Ti
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Ti	
Noes:	
Absent: Soto	
Motion No. 23-03-5426 Adoption of Sunshine Ordinance No. 23-03-25	
Motion passed 6-0-1	

**8. GENERAL MANAGER'S REPORT**

**A. SALARY SCHEDULE REVIEW EFFECTIVE JULY 1, 2023**

Human Resources/Risk Manager Robles reported that a salary survey was conducted, and the results indicate TVMWD is below the market in total compensation, which includes base salaries and benefits. Two contributing factors are (1) a fixed cap on retiree health benefits, and (2) and the district does not pay the employees portion of CalPERS. According to job classifications compared to the market, nineteen positions are under market and 3 positions are at market. Of the positions under market, 12 positions are 0-9% below the market, 5 positions are 10-20% below market, and 2 positions are greater than 20% below market.

Based on the results of the salary survey, the General Manager is recommending the following changes effective July 1, 2023: (1) that the salary schedule reflects range market adjustments of 0% to 15% with a 7.5% cost of living adjustment, (2) an increase to the education incentive from \$3,000 to \$5,000 per calendar year, and (3) sunset the Technology Loan program. Board Members had questions regarding the agencies surveyed and what factors were considered in the proposed figures. The agencies surveyed have been established since 2014 due to the same operation and treatment as TVMWD of a T5 rated agency. Director De Jesus recommended Metropolitan Water District be included in future salary surveys. This item will be brought back to the March 15, 2023 board meeting for consideration of approval.

#### **B. FY 2023/24 BUDGET WORKSHOP**

Chief Finance Officer Linthicum provided a detailed report on the proposed budget rates. The TVMWD water rate for CY 2023 is \$1,209 and the proposed CY 2024 water rate is \$1,280 per acre foot (AF). The proposed CY 2024 water rate is comprised of the Untreated Rate at \$903, Treatment Surcharge at \$353, totaling \$1,256, in addition to a \$24 surcharge per AF, bringing the total TVMWD water rate to \$1,280 per acre foot. Member agencies provided their water demands in February to incorporate into the proposed rates and are forecasted for five years. The budget structure includes the (1) Pass Through Fund, (2) Capital Fund, and (3) Operating Fund. The Pass Through Fund includes the readiness to serve charge, an annual charge passed on by MWD. The current standby charge per equivalent dwelling unit (EDU) is \$24.18 and the FY 2023/24 will be \$27.50. The Board requested to explore options regarding the potential of the EDU increasing past the maximum of \$29.41. Director De Jesus will raise this concern with the MWD Board. The second part of the Pass Through Fund is the capacity charge which is increasing slightly from CY 2023 at \$10,600 to \$11,200 for CY 2024. The Capital Fund includes a budget total of \$3.1 million for FY 2023/24 projects. A list of Capital fund expenditures is included in the packet. Finally, the Operating Fund is predominantly made up of water costs. MWD's untreated water rate is increasing \$48/AF and the treatment surcharge is decreasing \$1/AF. These changes result in an overall increase in the treated water rate of \$47/AF. Operating expenses are staff compensation, operations and maintenance, professional services, and other items listed in the presentation. President Roberto suggested other options be explored to lower the \$24/AF surcharge and the possibility of borrowing from the district's reserve fund and replenishing at a future time. Directors also requested to review district membership levels at a future board meeting.

Director Kuhn departed the meeting at 9:15 a.m.

#### **C. FY 2023/24 ANNUAL PURCHASE ORDERS**

TVMWD's purchasing policy requires board approval for general purchases over \$75,000. Vendors and agencies used on an annual basis that exceed \$75,000 are listed in the staff report with justification as to why they are single source items. Director Hanlon inquired if the items listed are categorized as professional services in the budget. Chief Finance Officer Linthicum confirmed all the items, with the exception of chemicals, are professional services. This item will be brought back to the March 15, 2023 board meeting for consideration of approval.

#### **D. CSDA COMMERCIAL CARD PROGRAM REBATE**

The CSDA Commercial Card Program rebate is administered by Umpqua Bank and allows TVMWD to earn a cash rebate by using a credit card for district purchases. For CY 2022, TVMWD received a rebate in the amount of \$8,733. The rebate amount has increased significantly throughout the years, in 2016 the rebate amount was \$1,252. This item is informational only and does not need to be brought back to a future board meeting.

#### **E. CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT C**

CSDA has called for nominations to their Board of Directors - Seat C, term 2024-26. A resolution, candidate form, and nomination form must be submitted to CSDA by April 6, 2023. Election results will be announced at the August 2023 Annual CSDA Conference. Directors will keep staff informed if anyone is interested in being nominated and a resolution brought to the March 15, 2023 board meeting for adoption.

#### **F. ACWA/JPIA EXECUTIVE COMMITTEE CALL FOR NOMINATIONS**

ACWA/JPIA has four positions available for the Executive Committee, four-year term. Three concurring nomination resolutions were received: Director Szu Pei Lu-Yang, Rowland Water District; Director Lenet Pacheco, Valley County Water District; and Director June Hayes, San Bernardino Valley Municipal Water District. The Board will adopt resolutions of support for the three listed directors and any TVMWD director wishing to continue in the process, at the March 15, 2023 board meeting.

#### **G. CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION – SENATE BILL 366 PUBLIC RELATIONS FUNDING**

General Manager Litchfield reported on Senate Bill (SB) 366 - Public Relations Funding that is being administered through California Municipal Utilities Association. SB 366 was introduced by Senator Caballero based on Solve the Water Crisis (STWC) Coalition efforts. There is a request to contribute \$20,000 toward the public relations program that was established for the current legislative cycle. President Roberto values the work and effort that is being put into this endeavor by General Manager Litchfield but does not agree with the contribution amount. The Board agreed that once language on SB 366 is provided, they can make an informed decision on the contribution. Tom Coleman, General Manager at Rowland Water District, shared that the Puente Basin Water Agency is also a voting member and monetary contributor on the STWC Coalition and stated that support is needed while there is momentum. He asked the Board to consider the goal and what is set to be accomplished. More information on SB 366 and the contribution amount will be brought back to the board at a future date for further discussion and consideration.

#### **H. PROJECTS SUMMARY UPDATE**

Engineer Panzer provided an update on current district projects. The Miragarnd Well has transitioned to a close-out phase given that full testing on the pump has been completed. Once the permit is amended, the pump will be put into service. The final phase of the project, landscaping, is out to bid and will be brought to the Board for approval in April. The goal is to complete landscaping in July. The chlorine tank concrete pedestals were completed during

the Miramar plant shutdown last week. Contractor Pascal & Ludwig completed the project ahead of schedule allowing the Operations team to load the tanks onto the pedestals and back in operation prior to the plant returning to service. The Geographic Information System updates project run by IT Manager Peng, is in the close-out stage with the vendor. Field verification will be completed by staff.

**9. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS**

**A. METROPOLITAN WATER DISTRICT**

Director De Jesus stated he had nothing to report on MWD.

**B. CHINO BASIN WATERMASTER**

Director De Jesus stated he had nothing to report on CBWM.

**C. MAIN SAN GABRIEL BASIN WATERMASTER**

Director Ti reported he attended Watermaster's 101 class on February 15 on judgments and adjudication. He will attend the board meeting today and report back on rainfall totals.

**D. SIX BASINS WATERMASTER**

President Roberto stated Six Basins Watermaster is working on the Annual report due in April and comments are due March 10, 2023.

**E. SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

Director Roberto reported she and Director Kuhn are attending a legislative meeting with WQA in Sacramento later today and will report back at the next meeting.

**F. ADDITIONAL BOARD MEMBER REPORTS/COMMENTS**

Director Hanlon reported he recently visited IEUA's composting organics recycling facility.

Director Goytia attended the Urban Water Institute conference in Palm Springs last week. The main focus of the conference was maximizing water storage. Director Goytia requested a workshop on the six basins with West Yost. MWD Chair Ortega would like to schedule a TVMWD roundtable.

**G. GENERAL MANAGER'S COMMENTS**

General Manager Litchfield reported the Operations team completed the plant shutdown, and Chief Operations Officer Lang will provide a presentation at the next board meeting. A Miragrand Well Open House and summer tours for the Board are being scheduled.

**10. CLOSED SESSION**

The Board did not convene into closed session as there was nothing urgent to discuss.

**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

**11. FUTURE AGENDA ITEMS**

No future agenda items were requested.

**12. ADJOURNMENT AND NEXT MEETING**

The board meeting adjourned at 10:57 a.m. to the next regular board meeting scheduled for Wednesday, March 15, 2023.

  
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Jody Roberto  
President, Board of Directors

  
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Recorded by: Nadia Aguirre  
Executive Assistant