



## THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, April 2, 2025 | 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. The presiding officer was President Mike Ti.

### 2. ROLL CALL

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

#### DIRECTORS PRESENT

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

#### STAFF PRESENT

Matthew Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Brittany Aguilar, Finance Manager  
Nadia Aguirre, Executive Board Secretary  
Freeman Ensign, Operations Supervisor  
Karen Harberson, Compliance Specialist  
Steve Lang, Chief Operations Officer  
Kevin Panzer, Engineer  
Brian Pen, Water Resources Analyst  
Robert Peng, I.T. Manager  
Alvin Ramos, I.T. Analyst  
Marissa Turner, Admin. Communications Assistant  
Jose Velasquez, Chief Finance Officer

Virtual Attendees: Ed Chavez, Upper San Gabriel Valley Municipal Water District; Kelly Gardner, Main San Gabriel Basin Watermaster; Ed Hilden, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Dave Michalko, Covina Valley Water Company; Thomas Monk, Walnut Valley Water District; Stephanie Moreno, Water Quality Authority; Gabby Palomares, Rowland Water District; Bertha Perez, Walnut Valley Water District; Henry Woo, Walnut Valley Water District; 13107456518

In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Chris Diggs, City of Pomona; Tony Lima, Rowland Water District; Jared Macias, Walnut Valley Water District; Myra Malner, Rowland Water District; James Ning, Walnut Valley Water District; Sherry Shaw, Walnut Valley Water District; Dinny Rasmussen, League of Women's Voters

3. FLAG SALUTE

President Ti led the flag salute.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449

A. NOTIFICATION DUE TO JUST CAUSE

Director De Jesus participated in the board meeting remotely due to Just Cause.

B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES

There were no requests submitted by any Directors for remote participation due to Emergency Circumstances, and therefore no motion was needed for this item.

5. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

6. PUBLIC COMMENT

President Ti opened public comment and there was none.

7. ACTION AGENDA

A. RESOLUTION NO. 25-04-1004 COMMENDING ASSEMBLY MEMBER BLANCA RUBIO FOR HER RECOGNITION AS LEGISLATOR OF THE YEAR BY THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

The Board of Directors approved Resolution No. 25-04-1004 commending Assembly member Blanca Rubio as Legislator of the year by the California Special Districts Association.

Moved: Director Roberto	Second: Director Goytia
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti	
Noes:	
Abstain:	
Absent:	
Motion No. 25-04-5517 Approval of Resolution No. 25-04-1004	
Motion passed 7-0-0-0	

## 8. GENERAL MANAGER'S REPORT

### A. SALARY SCHEDULE REVIEW EFFECTIVE JULY 1, 2025

Human Resources/Risk Manager Robles reported that a salary survey was conducted to ensure that compensation remains competitive and aligned with market trends. Three positions are at or over market, while 86% of positions are under market. Based on the survey results, the General Manager is recommending the following effective July 1, 2025: market adjustments up to 10%, including a 3.06% cost of living increase to the midpoint of the salary range; remove administrative job classifications that are not currently budgeted; reclassify the Engineer position to Principal Engineer; eliminate the salary range for the General Manager position, state the actual salary; make correction on the Instrumentation/Electrical System Operator midpoint. The updates are reflected and proposed in the FY 2025/26 budget. Director De Jesus requested the Board's Executive Committee be involved in reviewing the salary survey process and results. A comprehensive analysis of salaries and benefits will be conducted and brought to the Board during a future workshop. The salary schedule will be brought back to the April 16, 2025 Board of Directors meeting for consideration of adoption.

### B. FY 2025/26 BUDGET WORKSHOP NO. 2

Chief Finance Officer Velasquez reported on changes from budget version one to budget version two for FY 2025/26. MWD's biannual budget will not change. The proposed budget aims to meet the minimum funding reserve level within two fiscal years. Capital expenditures in the amount of \$150,000 were deferred to FY 26/27 and the projected variable rate surcharge was increased from \$16 to \$32 per acre foot (AF) for the treated and untreated water rate. The budget includes a gradual 1% increase per year in fixed charges over five years. There are no changes to the readiness to serve charge from the previous budget. The district's municipal advisor recommends the district should always be at the minimum reserves levels for best financial practices.

General Manager Coleman, Rowland Water District, commended staff for an amazing job and the open dialogue between the agencies during the budget process. Rowland Water District (RWD) and Walnut Valley Water District (WVWD) are affected by the budget due to limited groundwater supplies. RWD and WVWD prefer budget version one.

General Manager Sherry Shaw, WVWD, reported that a rate study was completed for WVWD, and Three Valleys 2024 rates were incorporated. They were shocked by budget version number two that will put them at \$1.2 million dollars over budget. WVWD lowered their reserves according to the rate study to assist rate payers. Ms. Shaw asked the Board to consider adopting budget version one.

The Board directed the General Manager to move forward with budget version no. two. This item will be brought back to the April 16, 2025 Board of Directors meeting for consideration of adoption.

#### C. REVIEW OF FY 2025/26 WATER STANDBY CHARGE

Finance Manager Aguilar reported that the FY 2025/26 water standby charge resolution of intention will be brought to the board at the April 16, 2025 Board of Directors meeting for consideration of adoption. A public hearing will be held on June 18, 2025 prior to adopting the standby charge. The district is working with an independent engineer to estimate the standby charge per equivalent dwelling unit (EDU), based on the revenue requirement. The estimated FY 25/26 standby charge per EDU is \$29.41, which reflects no change from the current fiscal year standby charge. The standby charge amount is at the maximum permitted per legislation.

#### D. WATER REUSE COLLABORATIVE

General Manager Litchfield reported that Three Valleys was invited as a San Gabriel Valley agency to join the Water Reuse Collaborative. By joining the collaborative, the agencies will work together on future projects such as the Pure Water Southern California project. There is no financial impact in joining the collaborative. The Board agreed that Three Valleys should participate in the collaborative to provide the district's perspective and ensure that our input is recognized.

#### E. WATER RESOURCES UPDATE

The State Water Project (SWP) allocation increased to 40%, with expectations of reaching 50%. This is the third consecutive wet year for the SWP, which is unprecedented. The main San Gabriel cyclic spreading grounds is turned on. General Manager Litchfield is working with Upper District's General Manager to utilize USG-3 connection for cyclic water storage.

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

#### A. METROPOLITAN WATER DISTRICT

Director De Jesus reported that MWD committee meetings will be held next week, and he will report back at the April 16, 2025 Board of Directors meeting. He listened to the Chino Basin Watermaster court session and results from the judge's decision will take several days.

#### B. CHINO BASIN WATERMASTER

Director Kuhn had nothing to report.

C. SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Director Kuhn had nothing to report.

D. MAIN SAN GABRIEL BASIN WATERMASTER

Director Hanlon had nothing to report.

E. SIX BASINS WATERMASTER

Director Hanlon had nothing to report.

F. ADDITIONAL BOARD MEMBER REPORTS

No additional comments were provided.

G. GENERAL MANAGER'S COMMENTS

General Manager Litchfield had nothing to report.

10. CLOSED SESSION

The Board convened into closed session at 9:34 a.m. to discuss the following items:

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

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Government Code Section 54956.9(d)(1)]

Name of Case: San Diego County Water Authority v. Metropolitan Water District of Southern California, et al., San Francisco County Superior Court Case No. CPF-14-514004 (Consolidated with Case Nos. CPF-16-515282 and CPF-18-516389)

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Matthew H. Litchfield, P.E., General Manager

D. CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)

- District Designated Representative: Steven M. Kennedy, General Counsel

- Unrepresented Employee: Matthew H. Litchfield, P.E., General Manager

The Board convened out of closed session and back into open session at 12:32 p.m. Legal Counsel Kennedy stated that no reportable action was taken on Items 10.A and 10.B.

Item 10.C – The Board conducted an evaluation of the General Manager's performance and determined that his performance exceeded the Board's expectations.

Item 10.D – The Board conducted labor negotiations with General Manager Litchfield with General Counsel as the Board's negotiating representative, and unanimously agreed to modify General Manager Litchfield's employment contract as follows: (1) increase the base salary to \$365,000 per year; (2) increase the 401a contribution to \$15,000 per year; and (3) extend the term of his contract for an additional year to run through June 30, 2030, with all changes to be effective July 1, 2025. No other reportable action was taken.

## 11. FUTURE AGENDA ITEMS

There were no requests for future agenda items.

## 12. ADJOURNMENT AND NEXT MEETING

President Ti adjourned the meeting at 12:33 p.m. to the next regular board meeting scheduled for Wednesday, April 16, 2025.



Mike Ti  
*President, Board of Directors*



Recorded by: Nadia Aguirre  
Executive Board Secretary