



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, November 5, 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
Erika Gomez, Chief Finance Officer
Karen Harberson, Compliance Specialist
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief Operations Officer
Sylvie Lee, Chief Water Resources Officer
Joshua Olivares-Hernandez, Finance Analyst
Kevin Panzer, Engineer
Brian Pen, Water Resources Analyst
Robert Peng, I.T. Manager
Alvin Ramos, I.T. Analyst
Viviana Robles, HR & Risk Manager
Marissa Turner, Admin. Communications Assistant

Virtual Attendees: Chris Diggs, City of Pomona; Ed Hilden, Walnut Valley Water District; Tony Lima, Rowland Water District; Dave Michalko, Covina Valley Water Company; Thomas Monk, Walnut Valley Water District; Henry Woo, Walnut Valley Water District; 13107456518

In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Kelly Gardner, Main San Gabriel Basin Watermaster; Jared Macias, Walnut Valley Water District; Dusty Moisio, Rowland Water District; Sherry Shaw, Walnut Valley Water District

3. FLAG SALUTE

President Ti led the flag salute.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449

A. NOTIFICATION 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. REPORTS

A. GENERAL COUNSEL AGREEMENT WITH BRUNICK, McELHANEY, & KENNEDY

General Manager Litchfield reported that the District is proposing to transition from an hourly billing structure to a flat monthly retainer agreement with legal counsel Brunick, McElhaney & Kennedy to enhance efficiency and provide more predictable legal expenses. After reviewing historical billings, current workload, and the recent settlement of the San Diego County Water Authority–MWD case, staff and counsel agreed that a \$10,000 monthly fee appropriately reflects anticipated needs. The agreement allows for renegotiation of the monthly flat fee at any time should the legal firm's circumstances warrant an increase that exceeds \$10,000 a month. The Board expressed its appreciation to Mr. Kennedy for his 37 years of dedicated service to the District. This item will be brought back to the November 19, 2025 Board of Directors meeting for consideration of approval.

B. REVIEW OF FINAL 2025 MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Chief Administrative Officer Howie provided an update on the Multi-Jurisdictional Hazard Mitigation Plan. Three Valleys is participating with Rowland Water District as the lead agency and several Public Water Agencies Group (PWAG) member agencies to meet

federal requirements under the Disaster Mitigation Act, which mandates an approved hazard mitigation plan for eligibility for emergency response and recovery funding. After presenting the draft plan to the Board in early 2024, the document underwent extensive review by the Federal Emergency Management Agency and California Governor's Office of Emergency Services, resulting in revisions that have now been incorporated into the final version. The plan identifies major hazards relevant to the District, including earthquakes, fires, flooding, and rising groundwater, and outlines mitigation strategies to enhance regional resilience. The full plan, including the base document and all agency-specific annexes, has been made available for review via the PWAG website. This item will be brought back to the November 19, 2025 Board of Directors meeting for consideration of approval.

8. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

A. METROPOLITAN WATER DISTRICT

Director De Jesus reported that MWD Committee and Board meeting dates have changed due to the upcoming holidays. MWD increased the Capital Improvement Program (CIP) budget by \$30 million to advance previously approved projects. The FY 2026-27 CIP budget may need to be increased significantly to meet upcoming infrastructure demands. Director De Jesus will keep the Board informed as additional updates become available.

B. CHINO BASIN WATERMASTER

Director Kuhn stated that this item will be discussed during closed session.

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 reported on the renewed contract with West Yost for engineering services.

F. ADDITIONAL BOARD MEMBER REPORTS

Director Roberto commended President Ti, General Manager Litchfield, and staff for the time and effort that went into the 75th Anniversary Gala. She thanked VMA Communications for their work on the video.

Vice President Goytia announced the recent passing of Anthony Duarte of the San Gabriel Valley Regional Chamber and requested that the Board adjourn the meeting in his honor.

G. GENERAL MANAGER'S COMMENTS

General Manager Litchfield reported on the continued collaboration with Main San Gabriel Basin Watermaster and member agencies on developing the Golden Mussel Control Plan for the Main San Gabriel Basin. Recharge activities have been paused since September 24, 2025, and efforts are underway to secure County approval despite several challenges. He appreciated the cooperation of participating agencies and retailers, as well as Watermaster's support in advancing the plan. General Manager Litchfield thanked staff for all their time and effort put into planning the gala. Several positive remarks were received.

9. CLOSED SESSION

The Board convened into closed session at 8:40 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 REAL PROPERTY NEGOTIATORS [Government Code Section 54956.8]

Property: DD64045-01-01, North of Rte. 210 Fwy., East of Padua Ave., Claremont, California

District Negotiator: Matthew Litchfield, General Manager

Negotiating Parties: State of California Department of Transportation

Under Negotiation: Purchase and Sale Agreement

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS [Government Code Section 54956.8]

Property: 1021 E. Miramar Avenue, Well No. 3, Claremont, California

District Negotiator: Matthew Litchfield, General Manager

Negotiating Parties: Golden State Water Company

Under Negotiation: Price and Terms of Acquisition

D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: 2105 Oxford Avenue, Claremont, California

District Negotiator: Matthew H. Litchfield, General Manager

Negotiating Parties: Property Owner

Under Negotiation: Price and terms of payment

The Board convened out of closed session and back into open session at 9:27 a.m. Legal Counsel Kennedy stated that no reportable action was taken on any of the items.

10. FUTURE AGENDA ITEMS


No future agenda items were requested.

11. ADJOURNMENT AND NEXT MEETING

President Ti adjourned the meeting in memory of Anthony Duarte of the San Gabriel Valley Regional Chamber at 9:27 a.m. to the next regular board meeting scheduled for Wednesday, November 19, 2025.



Mike Ti
President, Board of Directors



Recorded by: Nadia Aguirre
Executive Board Secretary