



# THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, February 4, 2026 | 8:00 a.m.

## 1. CALL TO ORDER

President Ti called the meeting to order at 8:00 a.m. at the Claremont City Council Chamber, 225 W. Second Street, Claremont, CA 91711.

## 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  
Marissa Turner, Admin. Communications Assistant

Virtual Attendees: Ed Chavez, Upper San Gabriel Valley Municipal Water District; Kelly Gardner, Main San Gabriel Basin Watermaster; Myra Malner, Walnut Valley Water District; Dave Michalko, Covina Valley Water Company; Thomas Monk, Walnut Valley Water District; Stephanie Moreno, San Gabriel Valley Water Quality Authority; Justin Nakano, Main San Gabriel Basin Watermaster; Kristie Sanchez, City of La Verne; Henry Woo, Walnut Valley Water District; Michael

In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Tony Lima, Rowland Water District; Dusty Moasio, Rowland Water District; James Ning, Walnut Valley Water District; Dinny Rasmussen, League of Women's Voters; Sherry Shaw, Walnut Valley Water District

3. FLAG SALUTE

President Ti led the flag salute.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO SB 707 – Notification Due to Just Cause

All Directors attended the board meeting in person.

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. APPROVE RETIREE HEALTH BENEFITS POLICY REVISIONS, EFFECTIVE JANUARY 1, 2026

Chief Finance Officer Gomez provided a recap of the January 26, 2026 Special Board of Directors Meeting Workshop regarding refinements to the retiree medical policy originally approved on December 17, 2026, which included a \$1,000 monthly benefit with a 2.5% annual escalator capped at \$1,800. At the Board's direction, staff worked with the District's actuary to evaluate three enhancement scenarios addressing spousal inclusion, a higher escalator, vesting schedule adjustments, and removal of the benefit cap. The Board directed staff to proceed with the lowest-cost enhanced option, noting fiscal prudence, which includes dental and vision coverage for retirees, a Tier 1 vesting schedule allowing full benefits within 15 years of service, a continuing 2.5% annual escalator without a cap, and the ability for unused benefits to be applied toward spousal coverage.

The Board of Directors approved the updated retiree health benefit policy revisions, effective January 1, 2026.

Moved: Director De Jesus                      Second: Director Roberto  
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti  
Noes:  
Abstain:  
Absent:  
Motion No. 26-02-5551 Approval of Retiree Health Benefits Policy Revisions  
Motion passed 7-0-0-0

B. APPROVE PROPOSED ORGANIZATIONAL RESTRUCTURING, EFFECTIVE MARCH 1, 2026

The proposed organizational restructuring was discussed at the January 26, 2026, Special Board of Directors Meeting Workshop. The changes support leadership transition, realign responsibilities to address evolving operational and cybersecurity needs, and improve clarity and consistency in reporting structures. The proposal replaces the Chief Administrative Officer position with a Government Affairs Manager and a Water Resources Specialist, reclassifies the Administrative Communications Assistant to Administrative Assistant, and adds a SCADA Electrical Technician position beginning January 2027. The CAO restructuring results in an estimated annual savings of \$72,000, and the addition of the SCADA Electrical Technician, with a salary range of \$97,164 to \$136,030, results in a net fiscal impact of approximately \$100,000 annually.

Reporting Relationship Changes:

- Information Technology to report to the Chief Finance Officer
- Administrative Assistant to report to the Human Resources/Risk Manager
- Finance Analyst to report to the Finance Manager

Title Changes:

- Operations Supervisor to Operations Manager
- Compliance Specialist to Senior Water Quality Compliance Analyst

The Board of Directors approved the organizational restructuring, effective March 1, 2026.

Moved: Director Roberto                      Second: Director Hanlon  
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti  
Noes:  
Abstain:  
Absent:  
Motion No. 26-02-5552 Approval of Organizational Restructuring  
Motion passed 7-0-0-0

## 8. REPORTS

### A. SUNSHINE ORDINANCE REVIEW

Legal Counsel Kennedy reviewed the key provisions of SB 707 and its impact on the District's Brown Act compliance and Sunshine Ordinance. He noted that staff had already distributed the full Brown Act to Board members as now required by law and outlined updates related to teleconferencing, including codification of remote participation accommodations for disabilities, consolidation of "just cause" and emergency provisions into a single just-cause exception effective through January 1, 2030, expansion of remote meeting authority during declared emergencies, and continuation of annual limits on remote participation. Board members are permitted up to five remote participations per calendar year under the just-cause provisions of the Brown Act. He also highlighted permanent social media restrictions to prevent serial meetings, expanded oral reporting requirements for executive and department head compensation, clarification of authority to remove disruptive individuals from in-person and virtual meetings, and confirmed that new agenda translation requirements do not apply to the District. This item will be brought back with proposed revisions to the District's Sunshine Ordinance to the February 18, 2026, Board of Directors meeting for consideration of approval.

### B. FY 2026-27 BUDGET REVIEW SCHEDULE

Chief Finance Officer Gomez presented the proposed FY 2026–27 budget review schedule, noting that MWD's draft budget is a key driver of the District's timeline. Staff will present the first draft of Three Valleys water sales forecast, budget, and rates at the March 4 Board meeting followed by review with Member Agency Managers on March 11. A second draft will be presented at the April 1 Board meeting and to Member Agency Managers on April 8. MWD is scheduled to adopt its budget on April 14, with the District's budget approval planned for April 15, subject to any adjustments needed based on MWD's final action.

### C. WELL NO. 2 VARIABLE FREQUENCY DRIVE REPLACEMENT PROJECT

Water Resources Analyst Pen presented the Well No. 2 Variable Frequency Drive (VFD) Replacement Project, which will replace the existing 12-year-old, end-of-life VFD with a modern unit that improves energy efficiency and reliability. The current VFD is no longer supported by the manufacturer, and failure would render Well No. 2 inoperable; therefore, staff is proactively pursuing replacement. The project was advertised in December 2025, and two responsive bids were received on January 20, 2026, with LEED Electric, Inc. identified as the apparent low bidder at \$327,903, below the engineer's estimate of

\$366,000 and within the \$350,000 budget. This item will be brought back to the February 18, 2026 Board of Directors meeting for recommendation to award contract.

9. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

A. METROPOLITAN WATER DISTRICT

Director De Jesus reported that MWD's draft budget assumes approval of the Pure Water Southern California project, including approximately \$150 million over the next several years. The draft reflects a base budget increase of approximately 7.5%, rising to about 9.5% with additional components such as staffing increases and capital improvement funding for asset replacement. Further updates will be provided as the budget process advances toward anticipated approval in April.

B. CHINO BASIN WATERMASTER

Director Kuhn reported that the judge made a final decision on the attorney fees that were contested by the City of Onatrio.

C. SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Director Kuhn stated there was nothing new to report.

D. MAIN SAN GABRIEL BASIN WATERMASTER

Director Hanlon stated there was nothing new to report.

E. SIX BASINS WATERMASTER

Director Hanlon stated that Chief Water Resources Officer Lee provided an update on the Golden Mussel at the Board meeting.

F. ADDITIONAL BOARD MEMBER REPORTS

Director Roberto announced that the Special District's Association for the San Gabriel Valley will host a mixer on March 11 at VITA in Pomona.

G. GENERAL MANAGER'S COMMENTS

General Manager Litchfield reminded the Board of the upcoming Leadership Breakfast on February 26 with MWD General Manager Deshmukh as the guest speaker. He will email the Board MWD's draft biannual budget. President Ti, Vice President Goytia,

Secretary/Treasurer Hanlon, Chief Administrative Officer Howie, and General Manager Litchfield will travel to Sacramento on March 3 for the annual Lobby Day.

10. CLOSED SESSION

The Board did not convene into closed session; therefore, the following items were not discussed:

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

11. FUTURE AGENDA ITEMS

No future agenda items were requested.

12. ADJOURNMENT AND NEXT MEETING

President Ti adjourned the Board of Directors meeting at 9:01 a.m. to the next regular board meeting scheduled for Wednesday, February 18, 2026.



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Mike Ti  
*President, Board of Directors*



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Recorded by: Nadia Aguirre  
Executive Board Secretary