



## THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, December 17, 2025 | 8:00 a.m.

### 1. CALL TO ORDER

The Board meeting was called to order at 8:02 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  
Dominique Aguiar, Operations Supervisor  
Brittany Aguilar, Finance Manager  
Nadia Aguirre, Executive Board Secretary  
Antonio Carbajal, Water Resources Intern  
Freeman Ensign, Operations Supervisor  
Erika Gomez, Chief Finance Officer  
Karen Harberson, Compliance Specialist  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Chief Operations Officer  
Joshua Olivares-Hernandez, Finance Analyst  
Kevin Panzer, Engineer  
Brian Pen, Water Resources Analyst  
Robert Peng, I.T. Manager  
Alivn Ramos, I.T. Analyst  
Marissa Turner, Admin. Communications Assistant

Virtual Attendees: Ed Chavez, Upper San Gabriel Valley Municipal Water District; Ed Hilden, Walnut Valley Water District; Bruce Knoles, San Gabriel Valley Municipal Water District; Tony Lima, Rowland Water District; Toby Moore, Golden State Water District; Stephanie Moreno, Water Quality Authority; Dinny Rasmussen, League of Women's Voters; Kristie Sanchez, City of La Verne; Berrett Warnick, LSL CPA's; Henry Woo, Walnut Valley Water District

In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Myra Malner, Walnut Valley Water District; Dusty Moio, Rowland Water District; Sherry Shaw, Walnut Valley Water District

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3. FLAG SALUTE

President Ti led the flag salute.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449

A. NOTIFICATION DUE TO JUST CAUSE

Director David 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. TVMWD TEAM ACHIEVEMENTS AND MILESTONES

Finance Analyst Joshua Olivares and IT Analyst Alvin Ramos were recognized for their one-year anniversaries with the District and for their valuable contributions.

Water Resources Intern Antonio Carbajal was also introduced. He is majoring in Civil Engineering at CSU, Fullerton.

8. CONSENT CALENDAR

The Board of Directors approved consent calendar items 8.A – 8.F: (8.A) Receive, Approve, and File Minutes – November 5 and 19, 2025; (8.B) Receive, Approve, and File Financial Reports and Investment Update, November 2025; (8.C) Imported Water Sales, November 2025; (8.D) Miramar Operations Report, November 2025; (8.E) Approve Director Expense Reports, November 2025; (8.F) Resolution No. 25-12-1019 Honoring Deven Upadhyay Upon his Retirement as General Manager of MWD

Moved: Director Marquez  
 Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti  
 Noes:  
 Abstain:  
 Absent:  
 Motion No. 25-12-5542 Approval of Consent Calendar Items 8.A – 8.F  
 Motion passed 7-0-0-0

## 9. ACTION AGENDA

#### A. CY 2026 BOARD OFFICERS

The Board of Directors approved the CY 2026 Board Officers.

NAME	POSITION
Mike Ti	President, Division VII
Carlos Goytia	Vice President, Division I
Jeff Hanlon	Secretary/Treasurer, Division III
David De Jesus	Director, Division II
Bob Kuhn	Director, Division IV
Jorge Marquez	Director, Division VI
Jody Roberto	Director, Division V

Moved: Director Roberto  
 Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti  
 Noes:  
 Abstain:  
 Absent:  
 Motion No. 25-12-5543 Approval of CY 2026 Board Officers  
 Motion passed 7-0-0-0

## B. CY 2026 BOARD REPRESENTATIVE APPOINTMENTS

The Board of Directors approved the CY 2026 Board Representative Appointments.

COMMITTEE / BOARD	REPRESENTATIVE	ALTERNATE
ACWA Region 8 Delegate	Bob Kuhn	Mike Ti
ACWA / JPIA Representative	David De Jesus	Bob Kuhn
Chino Basin Watermaster	Bob Kuhn	David De Jesus
City of Pomona	Carlos Goytia	Jorge Marquez
Main San Gabriel Basin Watermaster	Jeff Hanlon	Jorge Marquez
MWD Board Representative	David De Jesus	N/A
PWR Joint Water Line Commission	Carlos Goytia	Jody Roberto
Rowland Water District	Mike Ti	Jody Roberto
San Gabriel Basin WQA	Bob Kuhn	Jody Roberto
San Gabriel Valley Chamber of Commerce	Jody Roberto	Jorge Marquez
San Gabriel Valley Economic Partnership	Jody Roberto	Mike Ti
Six Basins Watermaster	Jeff Hanlon	Jody Roberto
Southern California Water Coalition	Jody Roberto	Mike Ti
Spadra Basin GSA	Carlos Goytia	Jody Roberto
Special Districts Association of San Gabriel Valley	Jody Roberto	N/A
Walnut Valley Water District	Jody Roberto	David De Jesus

Moved: Director Marquez                      Second: Director Goytia  
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti  
Noes:  
Abstain:  
Absent:  
Motion No. 25-12-5544 Approval of CY 2026 Board Appointments  
Motion passed 7-0-0-0

#### C. RESERVE SCHEDULE FOR FISCAL YEAR ENDED JUNE 30, 2025

Chief Finance Officer Gomez presented the District's reserve schedule, reporting that reserve balances increased from approximately \$7.7 million in November 2024 to \$9.7 million as of June 30, 2025. The increase reflects strong progress toward the adopted reserve targets, with reserves now 93% funded toward the overall minimum goal and targeted for completion by the end of FY 2026.

The Board of Directors received and filed the FY 24/25 reserve schedule and approved the reserve allocations in accordance with the reserve policy.

Moved: Director Marquez	Second: Director Roberto
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti	
Noes:	
Abstain:	
Absent:	
Motion No. 25-12-5545 Approval of Reserve Allocations	
Motion passed 7-0-0-0	

#### D. APPROVE RETIREE HEALTH BENEFITS POLICY CHANGES

The Board of Directors approved changes to the Retiree Health Benefits Policy effective January 1, 2026, as follows:

- Increase the maximum Retiree Health Benefit to \$1,000 per month for employees who retire on or after January 1, 2026
- Add an annual cost-of-living adjustment of 2.5%, applied each year until the benefit reaches a cap of \$1,800 per month, consistent with the Benefit Escalation Schedule.

The Board directed staff to explore plan enhancements, including expanding eligibility to spouses and adjusting the Benefit Escalation Schedule so the maximum benefit of \$1,800 is reached earlier than the currently established 25-year milestone. Alternative enhancement options will be addressed at a future special Board meeting.

Moved: Director Roberto	Second: Director Hanlon
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti	
Noes:	
Abstain:	
Absent:	
Motion No. 25-12-5546 Approval of Retiree Health Benefits Changes	
Motion passed 7-0-0-0	

#### E. APPROVE SALARY SCHEDULE ADJUSTMENTS

Based on the December 2024 Compensation Survey results, the Board of Directors approved salary schedule adjustments for the following positions, effective January 1, 2026:

##### Under Market Adjustments

Chief Operating Officer  
Executive Board Secretary  
Finance Manager  
Human Resources/Risk Manager  
Operations Supervisor

##### Over Market Adjustment

Chief Financial Officer

Moved: Director Marquez	Second: Director Roberto
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Marquez, Roberto, Ti	
Noes:	
Abstain:	
Absent:	
Motion No. 25-12-5547 Approval of Salary Schedule Adjustments	
Motion passed 7-0-0-0	

## 10. REPORTS

### A. REVIEW PROPOSED ORGANIZATIONAL RESTRUCTURING

Human Resources Manager Robles reviewed proposed organizational changes. Upon the anticipated retirement of the Chief Administrative Officer (CAO) in October 2026, the CAO position would be eliminated and duties redistributed by creating two new positions – Government Affairs Manager and Water Resources Specialist.

In addition, the following changes were recommended:

New job classification as identified in the District's Strategic Plan – SCADA Electrical Technician, estimated start date of January 2027

#### Job Title Changes

- Reclassify Administrative/Communications Assistant to Administrative Assistant
- Operations Supervisor to Operations Manager
- Compliance Specialist to Senior Water Quality & Compliance Analyst

#### Reporting Structure Changes

- Information Technology report to the Finance Department
- Finance Analyst report directly to the Finance Manager

The Board requested to hold a workshop to further discuss the proposed organizational changes.

### B. RECEIVE AND FILE AUDIT AND ANNUAL COMPREHENSIVE FINANCE REPORT FOR FY ENDING JUNE 30, 2025

Chief Finance Officer Gomez recommended that the Board receive and file the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2025, noting the audit resulted in no findings and an unmodified clean opinion. TVMWD has earned the

Government Finance Officers Association Certificate of Excellence in Financial Reporting for 18 consecutive years, and it is anticipated that this year's report will also meet the award criteria.

Auditor LSL CPAs, represented by Senior Manager Barrett Warnick, confirmed the audit was conducted under applicable auditing standards, included internal control and compliance review, and identified no significant deficiencies, disagreements with management, or instances of fraud, waste, or abuse. Mr. Warnick commended staff for their professionalism during the audit process.

The contract with LSL CPAs is scheduled for review ahead of the next fiscal year, and staff will issue a request for proposals for auditing services.

#### C. METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE

Director David De Jesus reported that recent MWD activities were routine in nature and largely consisting of year-end housekeeping matters. He noted that much of the December activity is occurring in conjunction with the Colorado River Water Users Association Conference. An update on Colorado River deliveries and related negotiations will be provided at a future board meeting.

#### D. WATER SUPPLY UPDATE

Chief Water Resources Officer Lee provided an update on MWD supply conditions and District storage. The initial water supply allocation is 10% with the potential to range between 10-40%. While additional State Water Project supplies may become available as Article 21 water due to high system storage levels, local recharge remains constrained by the golden mussel issue, which halted deliveries in mid-September. Current District storage is approximately 6,000 acre-feet, with about 12,700 acre-feet delivered under the cyclic program to date and an estimated year-end balance of 2,900 acre-feet. Staff continues to coordinate with MWD and basin partners on limited recharge opportunities, conjunctive use program obligations, and future Pure Water framework discussions that outline general partnership principles.

#### E. LEGISLATIVE UPDATE

Chief Administrative Officer Howie presented a year-end legislative update marking the conclusion of the first year of the current two-year legislative session. Legislators will return in January 2026 along with the Governor's proposed budget, which is currently projected

to include an approximately \$18 billion deficit subject to further review by the Legislative Analyst's Office. SB 707 preserved key Brown Act provisions extending remote participation by elected officials for four additional years while consolidating participation criteria into a single just-cause category and avoiding translation and posting requirements that would have affected larger agencies. Mr. Howie reviewed the district's updated legislative priorities and continued engagement with statewide associations and its lobbyist, including plans for an advocacy trip to Sacramento in early 2026. Three Valleys was recognized as the ACWA Region 8 Legislative Outreach winner at the fall conference.

#### F. CONSERVATION PROGRAMMING UPDATE

The FY 2024–26 MWD Member Agency Administered Program, allocated Three Valleys \$407,000 in funding over the two-year period and all of the funds have been fully subscribed by member agency conservation projects. Regular coordination continues through the Member Agency Conservation Coordinators Committee, with ongoing program updates provided to member agencies and the next tri-annual meeting scheduled for February 2026. In addition, a three-year review of MWD's regional rebate programs, reflected approximately \$386,000 in device rebates and \$280,000 in turf removal rebates within the Three Valleys service area.

#### G. EDUCATION AND OUTREACH UPDATE

Administrative Communications Assistant Turner reported that the next Leadership Breakfast is scheduled for February 26, 2026, featuring MWD General Manager Designate Shivaji Deshmukh as the guest speaker. Three Valleys also marked its 75th anniversary with a gala celebration on October 30, 2025, attended by nearly 120 guests. Three students from City of Glendora, Walnut Valley Water District, and Rowland Water District were selected as winners in the 2026 Metropolitan Bee Water Wise Calendar Art Program. The next MWD inspection trip to Diamond Valley Lake is planned for March 12, 2026, in partnership with Upper San Gabriel Valley Water District.

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

President Ti extended holiday greetings and best wishes for a happy New Year to all.

General Manager Litchfield reminded the Board of the district's holiday closure. January Board meetings will be held at the city of Claremont Council Chambers due to on-site administration building roofing construction.



## 12. CLOSED SESSION

The Board convened into closed session at 10:20 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: Salla Poornachandra Rao Srinraj and Divya Erra Hareram  
Under Negotiation: Price and terms of payment

### E. 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)

The Board convened out of closed session and back into open session at 10:58 a.m. President Ti stated that no reportable action was taken on any of the listed items.

13. FUTURE AGENDA ITEMS

No future agenda items were requested.

14. ADJOURNMENT AND NEXT MEETING

President Ti adjourned the meeting at 10:58 a.m. to the next regular board meeting scheduled for Wednesday, January 7, 2026.



Mike Ti  
*President, Board of Directors*



Recorded by: Nadia Aguirre  
Executive Board Secretary