



THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD OF DIRECTORS MEETING MINUTES

1021 E. Miramar Ave., Claremont, CA 91711
Wednesday, September 2, 2026 | 8:00 a.m.

1. CALL TO ORDER

President Ti called the Board of Directors meeting to order at 8:00 a.m.

2. ROLL CALL

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

DIRECTORS PRESENT

Mike Ti, President
Carlos Goytia, Vice President
David De Jesus, Director
Bob Kuhn, Director
Jorge Marquez, Director
Jody Roberto, Director
Division III, Vacant

STAFF PRESENT

Steve Kennedy, Legal Counsel
Matthew Litchfield, General Manager
Dominique Aguiar, Operations Supervisor
Brittany Aguilar, Finance Manager
Nadia Aguirre, Executive Board Secretary
Antonio Carbajal, Water Resources Intern
Erika Gomez, Chief Finance Officer
Freeman Ensign, Operations Supervisor
Karen Harberson, Compliance Analyst
Kirk Howie, Chief Administrative Officer
Steve Lang, Chief of Operations
Sylvie Lee, Chief of Water Resources
Joshua Olivares-Hernandez, Finance Analyst
Kevin Panzer, Principal Engineer
Brian Pen, Water Resources Analyst
Robert Peng, I.T. Manager
Alivn Ramos, I.T. Analyst
Viviana Robles, HR & Risk Manager
Stephania Rodriguez, Administrative Assistant
Debbie Rose, Government Affairs Manager
Marissa Turner, Water Resources Specialist

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; Cristina Lopez, Air Quality Management District; Michael Miller; Stephanie Moreno, Water Quality Authority; Sherry Shaw, resident; 18183971926

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In person attendees: John Bellah, Rowland Water District; Tom Coleman, Rowland Water District; Tony Lima, Rowland Water District; Jared Macias, Walnut Valley Water District; Myra Malner, Rowland Water District; Dusty Moisio, Rowland Water District; Dinny Rasmussen, League of Women's Voters

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; there was none.

7. TVMWD TEAM ACHIEVEMENTS & MILESTONES

General Manager Litchfield recognized Human Resources/Risk Manager Viviana Robles, Principal Engineer Kevin Panzer, and Water Resources Specialist Marissa Turner for five years of exceptional service to the District. Ms. Turner was also congratulated on her recent transition to the Water Resources Specialist position. Chief Finance Officer Erika Gomez was recognized for one year of service and commended for her accomplishments during her first year.

Debbie Rose was introduced as the new Government Affairs Manager, bringing 20 years of experience with the Riverside County Board of Supervisors. Stephania Rodriguez was introduced as the new Administrative Assistant and will provide administrative support throughout the District.

Director Kuhn complimented General Manager Litchfield for building a strong team.

8. ACTION AGENDA

A. RATIFICATION OF GENERAL MANAGER EMPLOYMENT AGREEMENT

The Board of Directors ratified the General Manager's consolidated employment agreement, which incorporates the original employment agreement and subsequent amendments into a single document. All provisions had been previously approved by the Board.

Moved: Director Roberto Second: Director Ti
Ayes: De Jesus, Goytia, Kuhn, Marquez, Roberto, Ti
Noes:
Abstain:
Absent:
Motion No. 26-09-5577 Approval of the General Manager Employment Agreement
Motion passed 6-0-0-0

B. MIRAMAR ADMINISTRATION AND OPERATIONS BUILDING UPGRADES AGREEMENT AMENDMENT

Principal Engineer Panzer presented a proposed \$84,800 amendment to the agreement with Miller Architecture to develop conceptual designs and cost estimates for two alternatives to address space and operational needs at the Miramar Administration and Operations Buildings. Following discussion of facility needs and consultant costs, the Board supported narrowing the scope to a single staff-recommended scenario.

The Board approved authorizing the General Manager to proceed with a revised agreement amendment for a single-scenario scope of work, in an amount not to exceed \$75,000

Moved: Director Marquez Second: Director De Jesus
Ayes: De Jesus, Goytia, Kuhn, Marquez, Roberto, Ti
Noes:
Abstain:
Absent:
Motion No. 26-09-5578 Authorizing a Revised agreement amendment not to exceed \$75,000
Motion passed 6-0-0-0

9. REPORTS

A. CONTRACT COMPLIANCE POLICY UPDATE & MATRIX REVIEW

The Contract Compliance agreement matrix contains long-term agreements that are reviewed every five years to monitor renewal and termination dates. The matrix was refined

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to focus on institutional agreements, with professional services and vendor contracts separated for oversight by the respective departments. The Contract Compliance policy was revised to clarify its application to institutional agreements. This policy will be brought back to the September 16, 2026 Board of Directors meeting for consideration of approval.

B. CONFLICT OF INTEREST CODE BIENNIAL UPDATE

General Manager Litchfield provided an informational update on the biennial review of the District's Conflict of Interest Code, initiated by the Los Angeles County Board of Supervisors. Proposed amendments include changing the *Operations Supervisor* title to *Operations Manager* and deleting the *Chief Administrative Officer* position to reflect the updated organizational chart. The *Government Affairs Manager* position remains under County review to determine whether it should be designated for Form 700 filing. Once the amended Conflict of Interest Code is approved by the Board of Supervisors, it will be returned to the Three Valleys Board of Directors for adoption by resolution with an immediate effective date.

C. MIRAMAR PIPELINE INSPECTION – LEG 1

Principal Engineer Panzer presented an informational update on the Miramar Pipeline Inspection Leg 1, to assess pipeline condition, remaining service life, and potential leaks. The available project budget totals \$514,000, consisting of \$400,000 for FY 2026/27 and \$114,000 carried forward from FY 2025/26. Staff recommended Insight Water Technologies based on the proposal evaluation, including its lower cost of \$410,244.35 and fewer required inspection passes. This item will be brought back to the September 16, 2026 Board of Directors meeting for consideration of approval.

D. WATER RESOURCES MASTER PLAN AND REGIONAL DROUGHT CONTINGENCY PLAN – FINAL ADOPTION

Chief Water Resources Officer Lee presented an informational update on the Water Resources Master Plan and Regional Drought Contingency Plan, which provide a 50-year roadmap for addressing drought vulnerability, infrastructure needs, and regional coordination. The plans were consolidated into one document and revised to address U.S. Bureau of Reclamation comments without changing the previously presented technical findings. The planning effort identified 54 projects, programs, and strategies, including 26 infrastructure projects estimated at more than \$660 million. Next steps include assessing infrastructure conditions, updating the Capital Improvement Program based on identified needs, advancing regional project concepts, and pursuing funding opportunities. This item

will be brought back to the September 16, 2026 Board of Directors meeting for consideration of approval. Following adoption, staff will submit the final plan and resolution to the Bureau to fulfill grant funding obligations.

E. ENGINEERING & WATER RESOURCES UPDATE

- On-Call Contracts: the District's professional, technical, and construction on-call contracts were reviewed. The next solicitations are scheduled for fall 2027 for professional and construction services and 2029 for technical services.
- Studies: a status update was provided on six active studies, including the Chemical Efficiency Study, Miramar Risk Assessment, LAFCO Boundary project, Groundwater Replenishment Improvement Program, Water Use Efficiency Dashboard, and PWBA groundwater permitting. The FYE 2027 studies budget total is \$745,000.
- Groundwater Operations Strategy: a seasonal cost strategy was presented comparing Six Basins groundwater pumping with Miramar treatment and discussed the potential savings from coordinating well operations with hydroelectric generation.
- On-Call Construction Contracts: Approximately \$1.53 million in task orders were issued from 2022–2026 under the District's on-call construction services and emergency contractor agreements, with new solicitations scheduled for 2027.
- Capital Improvement Program: The FYE 2027 Capital Improvement Program includes \$4.1 million in funding for 11 active capital projects currently progressing through the design, bid, and construction phases.

10. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

A. METROPOLITAN WATER DISTRICT

Director De Jesus reported that MWD chair elections will occur in October and provided a brief update on the Colorado River aqueduct system.

B. CHINO BASIN WATERMASTER

Director Kuhn will report during closed session.

C. SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Director Kuhn reported on the \$12 surcharge to be imposed.

D. MAIN SAN GABRIEL BASIN WATERMASTER

Director Marquez had nothing new to report.

E. SIX BASINS WATERMASTER

Director Marquez had nothing new to report.

F. ADDITIONAL BOARD MEMBER REPORTS

Director Roberto reported that the San Gabriel Valley Chapter of the Special Districts Association luncheon hosted at the District was well attended and included recognition of Kirk Howie, with Senator Archuleta serving as the featured speaker. The Association's next event will be a mixer on October 1 at Le Méridien Hotel in Arcadia.

President Ti reported that Walnut Valley Water District appointed Michael Lin as the Division 5 Director.

G. GENERAL MANAGER'S COMMENTS

General Manager Litchfield reported that the San Gabriel Valley Municipal Water District was expected to resume groundwater recharge in the canyon basins on September 14 following receipt of necessary permits and agreements. He also noted that the next phase of the invasive mussel control plan will address the eastern portion of the Main San Gabriel Basin, including PM-26 and the San Dimas Inchworm connection. In addition, the Colorado River/Hoover Dam inspection trip with Upper District will be held on November 6–8 and the ACWA Fall Conference in Anaheim on December 1–3.

11. CLOSED SESSION

The Board convened into closed session at 10:06 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: Main San Gabriel Basin Groundwater Exchange Program Agreement

District Negotiator: Matthew Litchfield, General Manager

Negotiating Parties: Silvertip

Under Negotiation: Price and Terms of Acquisition

E. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): One potential case

The Board reconvened into open session at 12:03 p.m. Legal Counsel Kennedy stated that no reportable action was taken on any of the closed session items.

12. FUTURE AGENDA ITEMS

No future agenda items were requested.

13. ADJOURNMENT AND NEXT MEETING

President Ti adjourned the Board of Directors meeting at 12:04 p.m. to a regular Board Meeting on September 16, 2026, at 8:00 a.m.



Recorded by: Nadia Aguirre
Executive Board Secretary



Mike Ti
President, Board of Directors