



# BOARD OF DIRECTORS Adjourned Regular Meeting

**DATE :**  
June 24, 2026

**TIME:**  
8:00 A.M.

- 
-  1021 E. Miramar Avenue | Claremont, CA 91711
  -  [www.threevalleys.com](http://www.threevalleys.com)
  -  909.621.5568

The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.



# THREE VALLEYS MUNICIPAL WATER DISTRICT ADJOURNED REGULAR BOARD MEETING AGENDA

1021 E. Miramar Avenue, Claremont, CA 91711  
June 24, 2026 – 8:00 AM

*The mission of Three Valleys Municipal Water District is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.*

## NOTICE OF VIDEOCONFERENCE/TELECONFERENCE ACCESSIBILITY

Three Valleys MWD will hold this meeting of its Board of Directors on the date and time, and at the location set forth above. The public may participate in the meeting by physical attendance at the meeting or by videoconference or teleconference utilizing the following links:

**Link to join webinar:** <https://tvmwd.zoom.us/j/82450034273>

OR

**Dial in:** (669) 900-9128, Webinar ID: 824 5003 4273

Any member of the public wishing to participate in public comment may do so in any of the following manners: (1) by using the "Raise Hand" feature on the Zoom platform and when prompted by the Board President during the public comment period, (2) by filling out the electronic speaker's card at the following link <https://arcg.is/0z5GqO> prior to the close of public comment, (3) by sending an email to [PublicComment@tvmwd.com](mailto:PublicComment@tvmwd.com) prior to the close of public comment, or (4) those attending the meeting in person may complete a speaker's card and provide it to the Executive Board Secretary prior to the close of public comment.

- 1. CALL TO ORDER TI
- 2. ROLL CALL AGUIRRE  
 Mike Ti, President  
 Carlos Goytia, Vice President  
 David De Jesus, Secretary/Treasurer  
 Bob Kuhn, Director  
 Jorge Marquez, Director  
 Jody Roberto, Director  
 Division III, Vacant
- 3. FLAG SALUTE TI
- 4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO SB 707 [Government Code Section 54953.8.3] – Notification Due to Just Cause TI

**5. AGENDA REORDER/ADDITIONS [Government Code Section 54954.2(b)(2)]** TI

Additions to the agenda may be considered when two-thirds of the board members present determine a need for immediate action, and the need to act came to the attention of TVMWD after the agenda was posted; this exception requires a degree of urgency. If fewer than two-thirds of the board members are present, all must affirm the action to add an item to the agenda. The Board shall call for public comment prior to voting to add any item to the agenda after posting.

**6. PUBLIC COMMENT (Government Code Section 54954.3)** TI

Opportunity for members of the public to directly address the Board on items of public interest within its jurisdiction. The public may also address the Board on items being considered on this agenda. TVMWD requests that all public speakers complete a speaker's card and provide it to the Executive Board Secretary.

We request that remarks be limited to three minutes or less. Pursuant to Government Code Section 54954.3, if speaker is utilizing a translator, the total allotted time will be doubled.

**7. ACTION AGENDA** TI

The following items on the Action Agenda call for discussion and action by the Board. All items are placed on the agenda so that the Board may discuss and take action on the item if the Board is so inclined.

**7.A CONSIDERATION OF PROCEDURES AND DIRECTION FOR FILLING THE DIVISION III VACANCY** KENNEDY

**BOARD ACTION REQUIRED ITEM 7.A**

Staff Recommendation: For the Board of Directors to approve the procedures and process for filling the vacancy

**8. DIRECTORS'/GENERAL MANAGER'S ORAL REPORTS** TI

Directors may report on activities for meetings to which they are assigned to serve as the representative or alternate of TVMWD and on other areas of interest.

**9. CLOSED SESSION** TI

**9.A PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)**

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

**9.B 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

**10. FUTURE AGENDA ITEMS**

TI

**11. ADJOURNMENT AND NEXT MEETING**

TI

The Board will adjourn to a Regular Board of Directors meeting on September 2, 2026 at 8:00 AM. The Board will not hold any regular meetings in July and August 2026.


In compliance with the Americans with Disabilities Act Government Code Section 54954.2(a), if special assistance is needed to participate in this public meeting, please contact the Executive Board Secretary at (909) 621-5568 at least 24 hours prior to the meeting.

Pursuant to Government Code Section 54957.5, materials related to an item on this agenda submitted after distribution of the agenda packet will be posted on the TVMWD website at.

Three Valleys MWD Board meeting packets and agendas are available for review at [www.threevalleys.com](http://www.threevalleys.com)

**BOARD ACTION****BOARD OF DIRECTORS  
STAFF REPORT**

**To:** TVMWD Board of Directors

**From:** Matthew H. Litchfield, General Manager 

**Date:** June 24, 2026

**Subject:** Consideration of Procedures and Direction for filling the Division III Board Vacancy

**Staff Recommendation**

Staff recommends that the Board of Directors provide direction regarding the preferred method for filling the Division III Board vacancy, either by direct appointment or call for election

**Background**

Effective June 3, 2026 a vacancy in the Division III Board seat became open. State law allows the Board to fill the vacancy within 60 days of the effective date by (1) Direct appointment, or (2) Call for Election Per Govt Code. If the second option is chosen, the Board must make the determination at least 130 days before November 3rd, General Election, or June 26, 2026. The Board's 60-day period to fill the vacancy expires on August 2, 2026. If the Board does not act by that date, the Board of Supervisors may appoint a replacement.

**Discussion**

Staff has received additional clarification from the Los Angeles County Registrar-Recorder (RR) regarding two key matters related to the Division 3 Board vacancy.

First, initial communications from the RR office indicated that the Three Valleys Municipal Water District Board of Directors (Board) would be required to call a special election no later than "Friday, June 22, 2026". Upon further inquiry, the Division Manager of the Election Information and Preparation Section clarified that the referenced date was incorrect and should have been Friday, June 26, 2026. Accordingly, the Board retains the authority to call a special election by resolution through June 26, 2026.

Second, the Division Manager confirmed that no additional election costs would be incurred if the Board elects to call a special election to fill the Division 3 vacancy. Because the Division 3 seat is already scheduled to appear on the November 3, 2026 ballot, along with Divisions 1 and 5, the cost of conducting the election is already included in the regularly scheduled election process. As a result, there would be no additional financial impact to the District if the Board chooses to leave the seat vacant and allow it to be filled through the November 3, 2026 election.

Additional facts and legal analysis prepared by District Legal Counsel are attached as Exhibit A.

**Fiscal Impact**

**Environmental Impact**

None

**Strategic Plan Objective(s)**

3.3 – Be accountable and transparent with major decisions

**Attachment(s)**

Exhibit A – Brunick, McElhaney & Kennedy Memorandum

Exhibit B – Joint Letter from the City of Claremont & City of La Verne

Exhibit C – Draft Resolution No. 26-06-1029

**Meeting History**

Board of Directors Meeting, June 17, 2026, Board Action Required – Deferred to Adjourned Regular Board Meeting June 24, 2026.

NA/ML

BRUNICK, MCELHANEY & KENNEDY

PROFESSIONAL LAW CORPORATION

1839 COMMERCENTER WEST

SAN BERNARDINO, CALIFORNIA 92408

TELEPHONE: (909) 889-8301

FAX: (909) 388-1889

WILLIAM J. BRUNICK  
LELAND P. MCELHANEY  
STEVEN M. KENNEDY

MAILING ADDRESS:

POST OFFICE BOX 13130

SAN BERNARDINO, CALIFORNIA 92423-3130

June 9, 2026

TO: Board of Directors  
THREE VALLEYS MUNICIPAL WATER DISTRICT

FROM: Steven M. Kennedy, General Counsel

RE: Board Vacancy

The purpose of this memorandum is to provide the Board with information concerning the creation of a vacancy on the Board before the expiration of a director's term and the manner in which such a vacancy may be filled.

Under Government Code Section 1770(c), a director's seat becomes vacant upon his or her resignation from the Board prior to the expiration of the term of office. In this regard, Director Hanlon publicly notified the District that he resigned his position on the Board effective upon conclusion of the Board meeting held on June 3, 2026. As a result, a vacancy on the Board currently exists.

Water Code Section 71254 provides the method for filling vacancies on the Board and states that all such vacancies "shall be filled pursuant to Section 1780 of the Government Code, by a qualified person, who shall be a resident of, and otherwise qualified to be a director from, the division in which the vacancy occurred." The text of Government Code Section 1780 is attached hereto.

In this regard, the District must first notify the county elections official of the vacancy no later than fifteen (15) days following either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Government Code Section 1780(b). Therefore, the District should notify the Los Angeles County Registrar of Voters of former Director Hanlon's resignation from the Board on or before June 18, 2026.

Pursuant to Government Code Section 1780(c), the remaining Board members of the District may fill the vacancy by either appointment or election. If the Board wishes to proceed by filling the vacancy by appointment, the District must post a notice of the vacancy at least fifteen (15) days before an appointment is made in at least three (3) conspicuous places within the District. The appointment to the vacancy must be made within sixty (60) days following the effective date of the vacancy. Government Code Section 1780(d)(1).

TVMWD Board of Directors  
June 9, 2026  
Page Two

In lieu of making an appointment, the Board may within sixty (60) days following the effective date of the vacancy call an election to fill the vacancy. Government Code Section 1780(e)(1). However, since any such election called by the Board to fill the vacancy must be held on the next established election date that is 130 or more days after the date that the Board calls the election [Government Code Section 1780(e)(2)], the Board would have to make that decision before June 26, 2026, since the election for the Division III seat is already scheduled to occur during the next general district election to be held on November 3, 2026. By calling for an election to fill a seat on the Board that that is already scheduled to be filled pursuant to a general election to be held in less than five months, the District may be forced to incur additional special-election costs from the Los Angeles County Registrars of Voters.

If the vacancy is not filled by the District either by appointment or by election in the manner discussed above, the San Bernardino County Board of Supervisors may fill the vacancy within ninety (90) days of the vacancy. Government Code Section 1780(f)(1).

With respect to the period of time in which any appointment to fill the vacancy shall be in effect, Government Code Sections 1780(d)(2) and (3) provide as follows:

“(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or *if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.*” (Emphasis added.)

In this case, former Director Hanlon’s term of office on the Board was scheduled to expire following the next general District election scheduled to be held on November 3, 2026. Thus, pursuant to Government Code Section 1780(d)(3), any person appointed to fill that seat in the interim would only hold office for the balance of the remaining term – i.e., until 12:00 noon on December 4, 2026. Water Code Section 71505; Elections Code Section 10554.

If the Board has any questions or comments regarding this information, please feel free to address them to me as appropriate.

Enclosure

cc: Matthew H. Litchfield, TVMWD General Manager

§ 1780. Special districts; vacancies in elective offices of governing board; election dates; term

(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to the subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Election Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.



June 8, 2026

Board of Directors  
Three Valleys Municipal Water District  
1021 Miramar Avenue  
Claremont, California 91711

**Subject: Vacancy in Division 3 and Consideration of a November 3, 2026, Election**

Honorable President and Members of the Board:

On behalf of the Cities of Claremont and La Verne, the two cities represented by the recently vacated seat of Jeff Hanlon on the Three Valleys Municipal Water District Board of Directors ("District Board"), we respectfully submit this letter regarding the process for filling the current vacancy.

We recognize that Government Code section 1780 provides the District Board with two options to address a vacancy on the governing board of a special district: (1) appoint a replacement, or (2) call an election to fill the vacancy. We further understand that the District Board has expressed a preference for filling the position prior to the November 3, 2026, General Election to ensure representation for the affected communities.

At the same time, we believe it is important to recognize that Government Code section 1780(e)(1) expressly authorizes the remaining members of the District Board, within sixty (60) days of the vacancy, to call an election in lieu of making an appointment. If the District Board exercises that authority within the statutory period, but at least 130 days prior to the next scheduled election, Government Code section 1780(f) would not be triggered because the Board would have timely acted to address the vacancy by selecting the election option authorized by law. Accordingly, it is our understanding that a timely resolution calling an election would eliminate any basis for the County Board of Supervisors to make an appointment to the vacant seat.

Based upon our review of the applicable timelines, if the District Board takes action at its June 17, 2026, meeting to call an election, the vacancy could be filled by the voters at the November 3, 2026, General Election. Such action would allow the electorate of the affected division to directly select its representative while remaining fully consistent with Government Code section 1780.

Request to Call for Election – District 3

Page 2

While an interim appointment may provide immediate representation, the vacancy arose sufficiently close to the November 2026 election that the public interest may be best served by allowing the voters to choose their representative at the ballot box. The Cities of Claremont and La Verne are directly impacted by District decisions concerning water reliability, infrastructure investment, rates, and regional planning. For that reason, we believe there is substantial value in providing the voters with the opportunity to select the individual who will serve them.

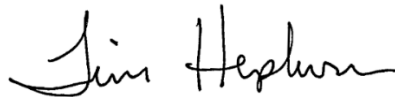
We recognize that reasonable minds may differ regarding the most appropriate course of action. However, we respectfully request that the District Board carefully consider exercising its authority under Government Code section 1780(e) to call an election for November 3, 2026, and leave the position vacant until that election is conducted. In our view, this approach preserves the public's right to elect its representative while avoiding any risk that the vacancy would otherwise be filled by an outside appointing authority.

Thank you for your consideration of this matter and for your continued service to the residents of our communities. We value our collective collaboration and partnership on important water issues and greatly appreciate the Board's understanding of our position.

Sincerely,



Jennifer Stark  
Mayor



Tim Hepburn  
Mayor

C: Matt Litchfield, General Manager, Three Valleys MWD  
Board of Directors, Three Valleys MWD  
City of Claremont City Council  
City of La Verne City Council  
Adam Pirrie, City Manager, City of Claremont  
Ken Domer, City Manager, City of La Verne

**RESOLUTION NO. 26-06-1029**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THREE VALLEYS MUNICIPAL WATER DISTRICT CALLING FOR GENERAL DISTRICT ELECTION FOR DIVISION 3 IN LIEU OF APPOINTMENT TO FILL UNEXPIRED TERM OF OFFICE**

**WHEREAS**, the Three Valleys Municipal Water District ("District") is duly organized and existing as a local public entity located within the County of Los Angeles pursuant to the Municipal Water District Law of 1911, Water Code Section 71000 et seq.;

**WHEREAS**, the enactment into law of Senate Bill 1742 establishes the boundaries of the seven divisions within the District from which Directors are elected in accordance with Water Code, Chapter 6, Section 71540;

**WHEREAS**, pursuant to Government Code Section 1770(c), Division 3 of the District's Board of Directors ("Board") became vacant by virtue of former Director Jeff Hanlon's resignation on June 3, 2026;

**WHEREAS**, pursuant to Water Code Section 71254 and Government Code Section 1780, the Board is authorized to fill the unexpired term of the Division 3 vacancy by either appointment or by call for an election; and

**WHEREAS**, an election for Division 3 of the Board is already scheduled to occur during the next general district election to be held on November 3, 2026.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE THREE VALLEYS MUNICIPAL WATER DISTRICT HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:**

1. That pursuant to Government Code Section 1780(e), the Board calls for an election for Division 3 thereof to be conducted at the next general district election that is scheduled to be held on November 3, 2026, which is more than 130 days from the date of this Resolution.
2. That the District's General Manager is hereby directed to file a certified copy of this resolution with the Los Angeles County Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

**ADOPTED and PASSED** at a regular meeting of the Three Valleys Municipal Water District's Board of Directors held on this 24<sup>th</sup> day of June 2026, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Mike Ti, President

ATTEST:

---

David De Jesus, Secretary/Treasurer

SEAL: