

MINUTES
SPECIAL BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, January 23, 2019
8:00 a.m.

1. Call to Order / Pledge of Allegiance

The Special Board of Directors meeting of Three Valleys Municipal Water District (TVMWD) was called to order at 8:00 a.m. at the TVMWD office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Bob Kuhn.

3. Roll Call

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

Directors Present

Bob Kuhn, President
David DeJesus, Vice President
Brian Bowcock, Secretary
Joe Ruzicka, Treasurer
Carlos Goytia, Director
John Mendoza, Director

Staff Present

Matt Litchfield, General Manager
Steve Kennedy, Legal Counsel
Liz Cohn, Sr. Financial Analyst
Mario Garcia, Engineering/Operations Officer
Maria Contreras, Administrative Assistant
Kirk Howie, Chief Administrative Officer
Steve Lang, Water Operations Manager
James Linthicum, Chief Finance Officer
Dominique Aguiar, Operations Supervisor
Freeman Ensign, Operations Supervisor
Esther Romero, Accounting Technician

Guests and others present: Denise Jackman, Rowland Heights Resident, Michael Ti, MWD, Rick Hansen, Glendora resident, Bob Bowcock, Ted Ebenkamp, Walnut Valley Water, Ed Hilden, Walnut Valley Water, Erik Hitchman, Walnut Valley Water, Ben Lewis, Golden State Water, Szu Pei Lu-Yang, Rowland Water, Jennifer Stark, City of Claremont, Dave Warren, Rowland Water District, Rose Perea, Rowland Water District

4. Public Comment

President Kuhn mentioned he will not be recognizing any public comments at today's meeting due to the fact that this is a Special Board meeting for the sole purpose of interviewing candidates for the Division VII vacancy.

5. Procedural Requirements – Division VII Vacancy

General Counsel Steve Kennedy stated that the Board has a vacancy as a result of Director Horan's resignation and the Board has the opportunity within 60 days from the effective date of that resignation to make an appointment. The Notice of Vacancy has been posted as required by law, in addition published in the newspapers of general circulation. The District has received two applications, both applicants have been verified for Division VII and voting registration. The process will be for the Board to conduct interviews in open session and then entertain appointment following the interviews. A list of questions was prepared and provided to both applicants. The Board President will ask the questions, with any Director having questions being able to follow-up after the questions are answered. This is a public meeting and members of the public are certainly able to attend in addition to both applicants. As a matter of fairness and equity, the board asked that the second applicant voluntarily remove themselves from the board room, so as to not be swayed by the first applicant's answers. President Kuhn asked if there were any questions or comments for Mr. Kennedy. Director Goytia asked if it was possible to expand on the questions asked. Yes, within the question or a possible sub-question at the time the question is asked.

President Bob Kuhn commented that this is an interview and not an interrogation and asked the Board to move to a more comfortable discussion setting format. The Board repositioned themselves to a group of tables next to the dais.

6. Review Credentials of Prospective Candidates for Division VII Vacancy

Candidate number one: Denise Jackman, resident of Rowland Heights. Ms. Jackman dedicates herself to the community and is currently the President of the Rowland Heights Women's Club, a non-profit community service group. Ms. Jackman has 16 years of experience as a paralegal.

Candidate number two: Michael Ti, resident of West Covina. Mr. Ti is currently employed by MWD, with more than 20 years of experience working on water demand and supply analyses.

Each candidate was asked the following questions:

Question 1: Describe your past experience concerning governance and service on a Board of Directors, e.g., private, public or non-profit.

Question 2: What are two contributions you have made to a board, job or community involvement that you have participated in? How did this positively or negatively impact the organization?

Question 3: Describe your understanding of the relationship between the Board and the General Manager.

Question 4: Directors on Three Valleys MWD board are expected to attend the two regular monthly board meetings on the 1st & 3rd Wednesday of each month at 8:00 a.m. and other special meetings and statutorily required meetings in accordance with the District's Sunshine ordinance that was previously provided to you. Are you aware of any conflicts that will prevent you from participating as stated?

Question 5: What strategies do you utilize to influence people to agree with your position?

Question 6: How do you handle situations where people disagree with you?

Question 7: Describe your understanding of parliamentary protocols as it concerns serving as one person on a seven-person board.

Question 8: Describe your familiarity with the California Brown Act and your obligations under this Act.

Question 9: Describe your familiarity with the Fair Political Practices Act and your obligations under this Act.

After the candidates completed the questioning phase of their interview the Board began a discussion on the qualifications of each candidate.

7. Conduct Vote to Determine New Division 7 Director

After much deliberation Director Bowcock nominated to appoint Denise Jackman to the position of Director for Division VII. A roll call vote was taken after the motion was made

Moved: Goytia; Second: Ruzicka

Motion No. 19-01-5211 – Nominate Denise Jackman to the position of Director for Division VII; Motion passed by a 6-0 vote.

8. Oath of Office – New Division 7 Director

The formal Oath of Office will be administered at the February 6, 2019 Board meeting.

9. Future agenda items

None

10. Adjournment

The Board adjourned at 10:09 a.m. to its next regular meeting scheduled for Wednesday, February 6, 2019 at 8:00 a.m.



/s/ Bob Kuhn
President, Board of Directors
Three Valleys Municipal Water District



Recorded by: Maria D. Contreras
Administrative Assistant