



BOARD OF COMMISSIONERS
REVISED MEETING AGENDA

Walnut Valley Water District
271 S. Brea Canyon Road
Walnut, CA 91789

Thursday, August 9, 2018
To begin at 7:00 A.M.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the Walnut Valley Water District office, located at 271 S. Brea Canyon Road, Walnut, California.

- I. Welcome and Introductions Chairman Lima
- II. Flag Salute
- III. Roll Call

Commissioner Lewis	_____	Commissioner Ebenkamp	_____
Commissioner Lima	_____	Commissioner Lee	_____
- IV. Public Comment
The Chair may impose reasonable limitation on public comments to assure an orderly and timely meeting.
- V. Review of Audit Communications Letter (attachment and telephone call) Mr. Teuber
 - a. Discussion
 - b. Action Taken
- VI. Approval of Minutes for June 7, 2018 (attachment) Chairman Lima
 - a. Discussion
 - b. Action Taken
- VII. Biennial Review of Conflict of Interest Code and Determination of Possible Amendment or Confirmation that No Change is Needed (attachment) Mr. Hitchman
 - a. Discussion
 - b. Action Taken
- VIII. Update: Ratification of PBWA's FY 2018-19 Budget (attachment) Mr. Coleman/Mr. Hitchman
 - a. Discussion
 - b. Action Taken
- IX. Regional Water Supply Reliability Program Updates/Status: Mr. Coleman/Mr. Hitchman
 - (1) California Domestic Water Company
 - a. Project Update (verbal)
 - i. Discussion
 - ii. Action Taken
 - (2) Pathfinder Road 20-inch Water Main Installation
 - a. Project Update (verbal)
 - i. Discussion
 - ii. Action Taken

- (4) Central Basin Well
 - a. Project Update (verbal)
 - i. Discussion
 - ii. Action Taken
 - b. Consider Adoption of Resolution No. 08-18-012
Authorizing the Application for funding from WRD's V
and Rehabilitation Loan Program
 - i. Discussion
 - ii. Action Taken

(5) Proposition 1 Integrated Regional Water Management Grant
a. Project Update (verbal)

- | XI. Commissioner Comments | |
|---------------------------|-----------------|
| a. Discussion | b. Action Taken |
| | |

- XIII. Attorney's Report
- a. Legal Counsel will report on matters of interest or having an effect on the Agency

- XV. Closed Session
- (1) CONFERENCE WITH REAL PROPERTY NEGOTIATOR [§54956.8]
Property: Acquisition and/or Lease
Negotiators: Tom Coleman, Erik Hitchman
Negotiating Parties: Various Property Owners
Under Negotiations: Price and Payment Term
 - (2) CONFERENCE WITH REAL PROPERTY NEGOTIATOR [§54956.8]
Property: Acquisition and/or Lease of Central Basin Water Rights
Negotiators: Tom Coleman, Erik Hitchman
Negotiating Parties: Various Water Rights Holders
Under Negotiations: Price and Payment Term
 - (3) CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION [§54956.9(d)(4)]
Initiation of Litigation – One Potential Case

- *Next Commission Meeting: Thursday, October 4, 2018, 7:00 a.m., at Rowland Water District*

Adjournment

**MINUTES OF MEETING
OF THE BOARD OF COMMISSIONERS OF
PUENTE BASIN WATER AGENCY**

**June 7, 2018
At the Offices of the
Walnut Valley Water District**

COMMISSIONERS PRESENT:

Theodore L. Ebenkamp, Commissioner
Theresa Lee, Commissioner
Anthony Lima, Commissioner
Robert Lewis, Commissioner

STAFF PRESENT:

Erik Hitchman, Administrative Officer
Tom Coleman, Assistant Administrative Officer
Jim Ciampa, Legal Counsel
Brian Teuber, Treasurer
Sean Henry, Assistant Treasurer
Carmen Fleming, Secretary

COMMISSIONERS ABSENT:

None

Staff, guests and others in attendance: Ms. Denise Jackman; Mr. Dave Warren, and Ms. Rose Perea, Rowland Water District; Mr. Josh Byerrum, and Ms. Sherry Shaw, Walnut Valley Water District.

The meeting was called to order at 7:00 a.m. with Chair Lima presiding.

Item IV: Public Comment

None.

Item V: Approval of Minutes for April 5, 2018

Upon consideration thereof, it was moved by Commissioner Ebenkamp, seconded by Commissioner Lewis and unanimously carried (3-0-1) (Abstain - Lee) to approve the minutes of the Commission meeting held on April 5, 2018.

Chair Lima indicated that the motion was approved by a 3-0-1 vote (Abstain - Lee)

Item VI: Review of Financial Statements: Third Quarter FY 17-18

- ♦ Mr. Teuber reviewed the Third Quarter Fiscal Year 2017-18 financials.

Upon consideration thereof, it was moved by Commissioner Lewis seconded by Commissioner Ebenkamp, and unanimously carried (4-0), to approve, receive and file the financials for the Third Quarter Fiscal Year 2017-18 with the change of quarter end date March 31, 2017 to March 31, 2018 on the documents presented.

Chair Lima indicated that the motion was approved by a 4-0 vote

Item VII: Puente Narrows Underflow-Fiscal Year 2017-18

- ♦ Mr. Hitchman reported on the letter that was received from the Puente Narrows Watermaster to the Main San Gabriel Basin Watermaster regarding the annual measurement of the Puente Narrows subsurface flow.

Upon consideration thereof, it was moved by Commissioner Ebenkamp seconded by Commissioner Lee, and unanimously carried (4-0), to approve, receive and file the Puente Narrows Underflow-Fiscal Year 2017-18.

Chair Lima indicated that the motion was approved by a 4-0 vote

Item VIII: Regional Water Supply Reliability Program Updates/Status:

(1) *California Domestic Water Company:*

- a. *Project Update:* Mr. Coleman reported that the Cal Domestic project is continuing to produce water and stated the project has been a success.

(2) *Pathfinder Road 20-inch Water Main Installation:*

- a. *Project Update:* Mr. Hitchman reported the project construction would begin soon. Staff has 1,100 feet of pipe in their inventory and will have truck deliveries for the remainder as the construction continues. Completion of installation is scheduled by the end of the year.

(3) *Pomona Basin Regional Groundwater Project:*

- a. *Award of Contract for the Six Basins Groundwater Project Phase 1B (P.N. PB18-0005):*
Mr. Hitchman reported that staff has been working for several years on the Six Basins Groundwater Project, also known as the Pomona Basin Regional Groundwater Project. Phase 1A of the project was completed May 2015. Based on the results of the bid opening and following a review of the bid documents, staff recommended award of the Phase 1B construction contract to Robert Brkich Construction Corp. in the amount of \$4,054,581.00.

Upon consideration thereof, it was moved by Commissioner Lewis seconded by Commissioner Lee, and unanimously carried (4-0), to authorize the Administrative Officer to execute a contract for the Six Basins Groundwater Project – Phase 1B (P.N. PB18-0005) with Robert Brkich Construction Corp. in the amount of \$4,054,581.00.

Chair Lima indicated that the motion was approved by a 4-0 vote

- b. *Pomona Basin Regional Groundwater Project (P.N. PB18-0005)-Authorization to Purchase CLA Val's:* Project No. PB18-0005 requires three CLA VAL control valves to be installed. One 16-inch valve was originally purchased for use on the Cal Domestic Project but was not used in the redesigned pressure reducing building and was planned for use in this project. The remaining two valves needed will be purchased through Western Waterworks for the quoted amount of \$156,024.87.

Upon consideration thereof, it was moved by Commissioner Ebenkamp, seconded by Commissioner Lewis, and unanimously carried (4-0), to authorize the Administrative Officer to purchase two CLA VAL control valves from Western Waterworks Supply Company at the price of \$156,024.87 for the Pomona Basin Regional Groundwater Project-Phase 1B (P.N. PB18-0005).

Chair Lima indicated that the motion was approved by a 4-0 vote

- c. *Update: Proposition 84:* Mr. Hitchman stated that a grant application extension request will be made to the Department of Water Resources (DWR) and the County, and the County has executed that request. Notification will be given to staff upon final execution from DWR.

(4) *Central Basin Well*

- a. *Project Update:* Mr. Coleman stated that staff has received the study from the Hydrogeologist the Agency has engaged with respect to potential sites for that proposed well. Staff will review the eight recommendations received and will report to the Commission at the next meeting.

(5) *Proposition 1 Integrated Regional Water Management Grant:*

- a. *Project Update:* Mr. Hitchman reported that staff is continuing to work with LASER, Inc., on potential projects for which grant funding may be sought. He also stated that the draft guidelines for that grant funding are still under review by the state and are not available at this time.

Item XI: Commission Follow-Up

- ♦ The Commission received a follow-up report on prior actions.

Item XII: Commissioner Comments

None.

Item XIII: Items for Future Discussion/Review

None.

Item XIV: Attorney's Report

Nothing to report.

Item XV: Public Comment on Closed Session

There were no requests to comment on closed session.

Item XVI: Closed Session at 7:37 a.m.

- (1) The Commission met in closed session in accordance with Government Code [§54956.8] to discuss one real property matter pertaining to the acquisition and/or lease of Central Basin and Main San Gabriel water rights. The negotiators are Mr. Tom Coleman and Mr. Erik Hitchman. The negotiating parties are various water rights holders. Under negotiations are the price and terms of payment.
 - The Commission was briefed on the facts and circumstances and no reportable action under the Brown Act was taken.
- (2) The Commission met in closed session in accordance with Government Code [§54956.8] to discuss one real property matter. The negotiators are Mr. Tom Coleman and Mr. Erik Hitchman. The negotiating parties are various water rights holders. Under negotiations are the price and terms of payment.
 - No discussion on this item.
- (3) The Commission was briefed on the facts and circumstances of anticipated litigation under Government Code Section [§54956.9(d)(4)] (one case)
 - The Commission was briefed on the facts and circumstances and no reportable action under the Brown Act was taken.

Item XVII: Reconvene in Open Session at 7:42 a.m. – see above for the closed session reports concerning Items 1 and 3.

Adjournment – 7:44 a.m.

There being no further business to discuss, upon consideration thereof, it was moved by Commissioner Lewis, seconded by Commissioner Lee and unanimously carried (4-0), to adjourn the Commission meeting.

Chair Lima indicated that the motion was approved by a 4-0 vote



Commission Meeting
Guest Register

Meeting Date: June 7, 2018, 7:00 a.m.

COMMISSIONERS

- ☒ Ted Ebenkamp, Walnut Valley Water
- ☒ Theresa Lee, Walnut Valley Water
- ☒ Robert W. Lewis, Rowland Water
- ☒ Tony Lima, Rowland Water

ALTERNATE COMMISSIONER

- ☐ Scarlett Kwong, Walnut Valley Water
- ☐ Tom Coleman, Rowland Water

- ☒ Joshua Byerrum, Walnut Valley Water
- ☒ Jim Ciampa, Attorney
- ☒ Tom Coleman, Rowland Water
- ☒ Sean Henry, Rowland Water
- ☒ Erik Hitchman, Walnut Valley Water
- ☒ Rose Perea, Rowland Water
- ☒ Brian Teuber, Walnut Valley Water
- ☒ Dave Warren, Rowland Water

NAME (please print)	AGENCY
DENISE JACKMAN	
SHERRY SHAW	WVWD

NOTE: PROVIDING THE INFORMATION REQUESTED BELOW IS
VOLUNTARY AND NOT A PRECONDITION FOR ATTENDING THE MEETING

May 29, 2018

Board of Commissioners
Puente Basin Water Agency
Walnut, California

We are in the process of performing the audit of the Puente Basin Water Agency for the year ending June 30, 2018. Professional Auditing standards recommend that, as a part of our audit, we inquire with those whose duties include oversight of the financial reporting process (review and acceptance of audit reports, etc.) to ascertain whether or not anyone on the Board of Commissioners has knowledge of matters that might have a bearing on the auditor's risk assessment for the Agency's annual audit.

Example of these matters are:

- Known or suspected instances of employee fraud
- Areas in which the internal controls of the Agency are thought by the Board to be weak
- Known or suspected misstatements in the accounting records of the Agency
- Known or suspected use of improper accounting practices by the Agency
- Any awareness of pressure upon the Agency or Agency's management with respect to achieving certain financial results
- Matters that warrant particular attention during the audit
- Information about unusual transactions or other matters relevant to the audit

Generally, the scope of the audit is limited to matters involving amounts that would be significant to the financial statements of the Agency taken as a whole. If additional time is required to respond to the concerns of the Board, we will estimate for the Agency the costs involved.

Please respond within 45 days from the date of this letter if the Board has any matters to report that meet the above criteria.

Auditing Standards require the auditors to communicate the planned scope and timing of the audit. Additionally, at the conclusion of the audit, we plan to communicate the auditor's responsibilities under generally accepted auditing standards and significant findings from the audit.

Timing of Audit

We plan to begin the final audit examination of the Agency on August 27, 2018. We plan to have the audit complete and finalize the financial statements by November 2018. We will present the results of the audit to you at the completion of our engagement.

Planned Scope of Audit

In addition to our standard audit approach, we have identified significant audit risk areas for the Agency and plan to modify our audit approach as follows:

- Risk of errors in recording transactions with Walnut Valley Water District and Rowland Water District: We will review agreements between Walnut Valley Water District, Rowland Water District, and Puente Basin Water Agency. We will evaluate how significant transactions are recorded in each entity and ensure the transactions and required footnote disclosures are properly reported.
- Risk of errors associated with recording capital asset additions: As a result of the significance of capital projects and adjustments detected in the prior year, we plan to test the most significant capital projects to ensure asset additions are properly recorded and removed from construction in progress when completed. We also plan to test current year depreciation calculations.
- Each year we are required to incorporate an element of unpredictability into our audit approach. This year, we plan to obtain a listing of the Agency's vendors and test the vendors to determine that they are valid and appropriate for use by the Agency.

If any member of the Board has information relevant to our audit (matters involving amounts that would be significant to the financial statements of the Agency taken as a whole), please contact the undersigned at (949) 783-1740 or JFarr@davisfarr.com.

Very truly yours,



Jennifer Farr
Davis Farr LLP



August 9, 2018

TO: Board of Commissioners
FROM: Erik Hitchman, Administrative Officer
RE: Biennial Review of Conflict of Interest Code

Recommendation:

That the Commission approve the modification to the Agency's Conflict of Interest Code.

Background Information:

Staff and Legal Counsel reviewed the District's current code in conjunction the California Fair Political Practices Commission (CFPPC) information sheet on *2018 Biennial Review Certification Form* (copy enclosed). This review found issues that require change(s) to the current Code, including the Disclosure Categories (Exhibit "A") and the Designated Positions (Exhibit "B") - both attached.

The biennial review of the Agencies Conflict of Interest Code as required by State law, will be submitted by October 1, 2018.

Attachments:

- *2018 Biennial Review Certification Form*
- *PBWA Conflict of Interest Code (with Attorney suggested edits)*

2018 BIENNIAL REVIEW CERTIFICATION FORM

Submit now or no later than October 1, 2018

Name of Agency: _____

Name of Agency Head: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Agency Code Officer: _____ Office Phone No.: _____

E-Mail Address: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

☐ **1. AN AMENDMENT IS REQUIRED (Check all that apply):**

Include new positions

Revise disclosure categories

Revise the titles of existing positions

Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

Other (describe) _____

☐ **2. THE CODE IS CURRENTLY UNDER REVIEW BY THE CODE REVIEWING BODY.**

☐ **3. NO AMENDMENT IS REQUIRED.**

If your code has not been amended in more than five years, amendments may be necessary.

Verification (to be completed if no amendment is required)

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Signature of Agency Head or Designee

Date

Please complete your form electronically by first typing in your name in the signature field above and then clicking the "Submit Form" button.

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please submit this notice no later than Monday, October 1, 2018.

PLEASE DO NOT RETURN THIS FORM TO THE FPPC

Conflict of Interest Code
of the

PUENTE BASIN WATER AGENCY~~DISTRICT~~

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Commission ~~Board~~ Members, ~~Governing Board Members~~, Alternate ~~Board~~ Commission Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

~~(6/02) (Rev.)~~

PUENTE BASIN WATER AGENCY~~DISTRICT~~
EXHIBIT “A”

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

~~Types of business entities, business positions, investments, sources of income or real property reportable, according to disclosure categories set forth for the designated position as listed on Exhibit B.~~

CATEGORY 1

~~Persons in this category shall disclose, in accordance with this Code, all interests in real property within the Agency, except personal residences. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the Agency.~~

CATEGORY 2

~~Persons in this category shall disclose in accordance with this Code, all income from, and investments and business positions in businesses that produce products or provide services of a type utilized by the Agency including the following areas:~~

- ~~1. Office equipment and supplies~~
- ~~2. Banks and savings and loan institutions~~

3. ~~Securities dealers and underwriters~~
4. ~~Real property~~
5. ~~Public utilities~~
6. ~~Financial audit services~~
7. ~~Insurance services~~
8. ~~Computer equipment, services, and supplies~~
9. ~~Printing, reproduction, or photographic equipment, services and supplies~~
10. ~~Periodicals, books, newspapers~~
11. ~~Chemicals~~
12. ~~Motor vehicles and specialty vehicles, parts and supplies~~
13. ~~Construction and maintenance equipment, services and supplies and building materials~~
14. ~~Petroleum products~~
15. ~~Transportation and lodging services~~
16. ~~Safety equipment and supplies~~
17. ~~Security services~~
18. ~~Food services and supplies~~
19. ~~Communication services~~
20. ~~Water quality testing equipment, supplies and services~~
21. ~~Cathodic protection equipment, services and supplies~~
22. ~~Engineering services~~
23. ~~Employment/temporary help agencies~~
24. ~~Educational equipment, services and supplies~~
25. ~~Medical supplies, services and informational materials~~
26. ~~Landscape services and supplies~~
27. ~~Typographical services~~

PUENTE BASIN WATER DISTRICT

EXHIBIT "A" (CONTINUED)

- ~~28. 4-color separations~~
- ~~29. General and specialty equipment rentals~~
- ~~30. Consulting Services: legal, energy and power, engineering, soils testing, water treatment, advertising, communications, design, art work, audio/visual, movie productions, planning, water pricing and demand, economists, desalting, environmental, appraisers, real estate sales, and investment services.~~

CATEGORY 3

~~Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.~~

~~In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Secretary of the Agency.~~

PUENTE BASIN WATER DISTRICT
EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<u>Commission Member/Alternate</u>	<u>1, 2, 3</u>
<u>Administrative Officer</u>	<u>1, 2, 3</u>
<u>Treasurer</u>	<u>4</u>
<u>Consultants/New Positions *</u>	

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Commission or its designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Commission or its designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE:

<u>Designated Positions</u>	<u>Disclosure Categories</u>
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<u>Technical Committee</u>	<u>1, 2</u>
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Officials who Manage Public Investments

~~It has been determined that the positions listed below manage public investments and make disclosure pursuant to State Law.~~

~~Members of Board of Commissioners Secretary~~

~~Consultant*~~

~~Individuals who, under contract, exercise primary responsibility
for the management of public investments, as determined by the
Secretary of the Agency.~~

~~AMENDED: 02/05/03~~



August 9, 2018

TO: Board of Commissioners
FROM: Brian Teuber, Treasurer
RE: Ratification of the Annual PBWA Budget for FY 2018-19

Recommendation:

Information only.

Attachment:

- *PBWA FY 2018-19 Budget*
- *Rowland Water District Board approval documents*
- *Walnut Valley Water District Board approval documents*



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
June 12, 2018 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Szu Pei Lu-Yang
Vice President Robert W. Lewis
Director Anthony J. Lima
Director John Bellah
Director Teresa P. Rios

ABSENT:

None

OTHERS PRESENT:

Joseph P. Byrne, Legal Counsel, Best Best & Krieger (By Conference Call)
Erin La Combe Gilhuly, CV Strategies
Tara Bravo, CV Strategies
Matt Litchfield, Three Valleys Municipal Water District
Joe Ruzicka, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District
David and Teri Malkin, Residents
Denise Jackman, Resident

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Rose Perea, Director of Administrative Services
Sean Henry, Finance Officer

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Resident, Teri Malkin, acknowledged Brittanie Van De Car's valuable contributions to the Buckboard Days Committee and thanked the District for allowing her to participate at the committee meetings. She also advised the Board that the Rowland Heights Community Coordinating Council's annual BBQ will be held on June 30, 2018, 1:00p.m.-4:30p.m. at Pathfinder Park.

Tab 1 - CONSENT CALENDAR

Upon motion by Director Lewis, seconded by Director Lima, the Consent Calendar was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on May 1, 2018

1.2

Approval of the Minutes of Special Board Meeting Held on May 22, 2018

1.3

Demands on General Fund Account for April 2018

1.4

Investment Report for April 2018

1.5

Water Purchases for April 2018

Next Special Board Meeting
Next Regular Board Meeting

June 26, 2018, 6:00 p.m.
July 10, 2018, 6:00 p.m.

Tab 2 - ACTION ITEMS

2.1

Review and Approve Directors' Meeting Reimbursements for May 2018

Upon motion by Director Lima, seconded by Director Lewis, the Directors' Meeting Reimbursement Report was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.2

Review and Approve 2.7% Cost of Living Increase for all Employees Based on Merit

After discussion and upon motion by Director Lima, seconded by Director Lewis, the 2.7% Cost of Living Increase for employees based on merit was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.3

Review and Approve Rowland Water District Budget – Fiscal Year 2018-2019

Finance Officer, Sean Henry, and General Manager, Tom Coleman, reviewed the Budget and answered questions posed by members of the Board.

After discussion and upon motion by Director Lima, seconded by Director Rios, the District Budget for Fiscal Year 2018-2019 was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.4

Review and Approve 2018-2019 Salary Schedule

Mr. Coleman explained that CalPERS requires its contracting agencies to certify their salary schedule at least once a year for purposes of enabling CalPERS to ensure that compensation is not “spiked” in the last year prior to retirement.

After discussion and upon motion by Director Bellah, seconded by Director Lima, the 2018-2019 Salary Schedule was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.5

Receive and File Rowland Water District’s Quarterly Investment Review as of March 31, 2018

Mr. Henry provided a Power Point presentation to the Board to graphically illustrate and compare the District’s investments as of March 31, 2018. He noted that the short term interest rates are increasing reflecting a higher yield on the District’s investments. Mr. Henry provided clarification and answers to questions posed by members of the Board.

After discussion, a motion was made by Director Lewis, seconded by Director Lima, to receive and file the Quarterly Investment Report as presented. The motion was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.6

Receive and File Rowland Water District's Statement of Operations for Period Covering January 1, 2017 through March 31, 2018

Mr. Henry reviewed line items contained in the Power Point presentation covering the period January 1, 2018 through March 31, 2018, in detail and explained the variances in several categories and answered questions posed by members of the Board. After discussion a motion was made by Director Lima, seconded by Director Rios, to receive and file the Statement of Operations as presented. The motion was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.7

Review and Approve Resolution No. 6-2018 Oppose Unless Amended – SB 623 and Budget Trailer Bill

General Manager, Tom Coleman, provided background information on SB 623 and answered questions posed by members of the Board. After discussion, a motion was made by Director Lewis and seconded by Director Bellah, to approve the Resolution as presented.

The motion was approved with the following 5-0 roll-call vote:

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.8

Review and Approve Agreement for Personnel Sharing Between Bellflower-Somerset Mutual Water Company and Rowland Water District

General Manager, Tom Coleman, discussed the purpose of the Agreement and the advantages to be realized by the District. After discussion and upon motion by Director Lewis, seconded by Director Lima, the Agreement was unanimously approved as presented.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.9

Receive and File Puente Basin Water Agency (PBWA) Budget for FY 2018-2019

After discussion a motion was made by Director Lima, seconded by Director Lewis, to receive and file the Puente Basin Water Agency Budget for FY 2018-2019 as presented. The motion was unanimously approved.

Ayes: Directors Lu-Yang, Lewis, Lima, Bellah and Rios
Noes: None
Abstain: None
Absent: None

2.10

Public Relations (Rose Perea)

Mrs. Perea reported that the last day of school for Rowland Unified School District will be June 7, 2018; school starts August 13, 2018. The Hacienda-La Puente Unified School District's last day of school was May 24, 2018. The 2018-2019 School Year begins August 8, 2018.

Communications Outreach (CV Strategies)

Erin La Combe Gilhuly, CV Strategies, advised that they have prepared five press releases for distribution on the following: SB623, the MWD Poster Contest, the Transparency Award, the 2018-2019 Budget and the CCR. She distributed samples of the CCR which will be printed and kept in house as well as the CCR post cards which will be mailed to District customers prior to July 1, 2018. She also advised that CV Strategies is working with Rowland staff on the Buckboard Days float and banners. The District's theme this year is "Rowland's Water Journey to the Tap".

Education Update

No comments.

2.11

Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)

- None.

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

General Manager, Tom Coleman, advised the Board that SB606 and AB1668 passed and were signed by Governor Brown on May 31, 2018. These two bills establish an indoor, per person water use goal of 55 gallons per day until 2025, 52.5 gallons from 2025 to 2030 and 50 gallons beginning in 2030. They create incentives for recycled water and require both urban and agricultural water suppliers to set annual water budgets and prepare for drought.

Tab 4 REVIEW OF CORRESPONDENCE

- Thank you letter from Superintendent of Rowland Unified School District
- ACWA/JPIA letter

Provided for information purposes only.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Director Lima reported on his attendance at the June 6, 2018 Board meeting and advised that the standby charge was increased from \$18.51 to \$18.79. President Lu-Yang reported that the elections were discussed. Three Valleys' Assistant General Manager, Matt Litchfield, thanked General Manager, Tom Coleman, and staff for taking the time to meet with him. He found the information provided on the Rowland Water District very helpful and informative.

5.2

Joint Powers Insurance Authority

General Manager, Tom Coleman, advised the Board that the District had received the Workers' Compensation renewal for next year.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Puente Basin Water Agency

Director Lewis reported on his attendance at the June 7, 2018 meeting which was held at Rowland Water District. The Third Quarter Financial Statements were reviewed and the annual measurement of the Puente Narrows subsurface flow was discussed. Updates were provided on the Regional Water Supply Reliability Program in connection with the California Domestic Water Company project and the Pathfinder Road 20-inch Water Main Line installation. Mr. Coleman reported that the Lease Agreement with the City of La Verne for the old Baldy Well facility had been signed and that a 12" line from the Old Baldy well site to the Durward Well site at the Fairplex would include the installation of a 36" Cla-Val valve. Director Lima reported that a verbal update was provided on the Proposition 1 Integrated Regional Water Management Grant.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis reported that a presentation was made by the Fairplex Community Foundation and that the next meeting will be held on July 9, 2018.

5.7

PWR Joint Water Line Commission

Nothing to report. The next meeting will be held on June 21, 2018.

5.8

Sheriff's Community Advisory Council

Nothing to report.

5.9

Rowland Heights Community Coordinating Council

President Lu-Yang reported on her attendance at the meeting held on June 11, 2018 and advised that Board elections were held and that the June 30, 2018 annual BBQ to be held at Pathfinder Park was discussed. The development at Paso Real and Colima Road, at the former site of the Arco service station, was also discussed. Director Bellah advised that commencing in July Sheriff Officers will be required to complete a six-page incident report per person which will be placed in a data base.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Nothing to report.

6.2

Operations Report

Nothing to report.

6.3

Personnel Report

General Manager, Tom Coleman, advised the Board that the District had made an offer to fill the General Services Worker position and that the individual is currently undergoing a background check.

Tab 7 ATTORNEY'S REPORT

Nothing to report.

Tab 8 CLOSED SESSION

Legal Counsel, Joseph P. Byrne, adjourned the meeting to closed session at 7:27 p.m. and announced that the purpose of the closed session, and the provisions of the Brown Act authorizing the closed session were listed in the agenda.

- a. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**
Paragraph (1) of subdivision (d) of Section 54956.9: Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088
- b. **Personnel; Public Employee Performance Evaluation; Cross Connection Control Specialist, Pursuant to Government Code Section 54957**

The closed session was adjourned and the Board resumed the meeting in open session at 7:46 p.m.

Upon returning to open session, Legal Counsel reported that the Board took no reportable action in connection with these matters.

Late Business

None.

A motion was made by Director Lima seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:48 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
WALNUT VALLEY WATER DISTRICT**

**April 16, 2018
At the Offices of the District**

DIRECTORS PRESENT:

Theodore L. Ebenkamp
Edwin Hilden
Scarlett Kwong
Theresa Lee
Allen Wu

STAFF PRESENT:

Erik Hitchman, General Manager/Chief Engineer
Brian Teuber, Director of Finance
Sandy Olson, Director of Administrative Services
Joshua Byerrum, Accounting Manager
Sherry Shaw, Engineering Manager and Production Superintendent
Donna DiLaura, Executive Secretary
Jim Ciampa, Legal Counsel

DIRECTORS ABSENT:

None

The meeting was called to order at 4:30 p.m. with President Ebenkamp presiding.

Guests and others in attendance: Three Valleys Municipal Water District Directors Joe Ruzicka and David DeJesus, and Three Valleys Municipal Water District Chief Financial Officer Mr. James Linthicum.

Item 3: Public Comment

- ◆ There were no requests. (Item 3)

Item 4: Additions to the Agenda

- ◆ There were no requests. (Item 4)

Item 5: Reorder of Agenda

- ◆ The Board deferred Item 6 until the arrival of Mr. Gladbach. (Item 5)

Item 6: Presentation of Retrospective Rate Premium Adjustment Stabilization Fund Refund: Association of California Water Agencies Joint Powers Insurance Authority

- ◆ Mr. Jerry Gladbach, Ms. Kathy Tiegs, and Mr. Andy Sells of ACWA/JPIA presented the District with a \$12,910 rebate check from the ACWA/JPIA Retrospective Premium Rate Adjustment Stabilization Fund. (Item 6-A)

Item 7: Public Comment on Closed Session

- ◆ There were no requests to comment on either open or closed session items. (Item 7)

Item 8: Adjourn to Closed Session – 4:33 p.m. (Item 7)**Item 9: Closed Session**

- A. The Board met in closed session in accordance with Government Code [§54956.9(d)(4)] to discuss anticipated litigation matters with Legal Counsel – Four Potential Cases. (Item 9-A)
- B. The Board met in closed session in accordance with Government Code [§54957] to discuss a threat to public services or facilities. (Item 9-B)

Item 10: Reconvene in Open Session/Report of Action Taken in Closed Session – 5:08 p.m.

- A. The Board met in closed session in accordance with Government Code [§54956.9(d)(4)] to discuss four anticipated litigation matters with Legal Counsel. The Board was briefed on the facts and circumstances of those four matters and no reportable action under the Brown Act was taken on these matters. (Item 10-A)
- B. The Board met in closed session in accordance with Government Code [§54957] to discuss a threat to public services or facilities. The Board was briefed on the facts and circumstances of the matter and no reportable action under the Brown Act was taken on the matter. (Item 10-B)

Item 11: Consider Approval of Consent Calendar

- ◆ The Board was asked to approve the Consent Calendar, including: the minutes of the regular Board meeting held March 19, 2018, and the minutes of the special Board meeting held March 22, 2018, the check register, the WVWD Employee Expense Reimbursement Report, and the Community Outreach Update. (Items 11-1, 2, 3, 4, and 5)

Motion No. 18-04-1218: *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu and unanimously carried (5-0), to approve the Consent Calendar, including the minutes of the regular Board meeting held March 19, 2018, and special Board meeting held March 22, 2018, the check register, the WVWD Employee Expense Reimbursement Report, and the Community Outreach Update. (Items 11-1, 2, 3, 4 and 5)*

President Ebenkamp indicated Motion No. 18-04-1218 was approved by a (5-0) vote

Item 12: Director Expense Reports

- ♦ The Board was asked to receive, approve, and file the Board member expense reports indicating per diem requests for meeting attendance and the individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during March 2018. (Item 12)

Motion No. 18-04-1219: *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong and unanimously carried (5-0), to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during the month of March 2018. (Item 12)*

President Ebenkamp indicated Motion No. 18-04-1219 was approved by a (5-0) vote

Item 13: Treasurer's Report

- ♦ Mr. Teuber then presented the District's Statement of Revenues, Expenses, and Change in Net Assets as of March 31, 2018; the District's Statement of Net Assets as of March 31, 2018; and the Summary of Cash and Investments as of March 31, 2018. (Items 13 A-C)

Motion No. 18-04-1220: *Upon consideration thereof, it was moved by Director Wu, seconded by Director Hilden and unanimously carried (5-0), to receive, approve, and file the District's Statement of Revenues, Expenses, and Change in Net Assets as of March 31, 2018, the District's Statement of Net Assets as of March 31, 2018, and the Summary of Cash and Investments as of March 31, 2018. (Item 13 A-C)*

President Ebenkamp indicated Motion No. 18-04-1220 was approved by a (5-0) vote

Committee Chair Reports**Item 14: Engineering Committee – Director Lee**

- ♦ Director Lee reported that all is working impeccably, and there are no Engineering Committee items to come before the Board at this time. (Item 14-A)

Item 15: Personnel Committee – Director Hilden

- ♦ The Board was asked to consider adoption of District Election Services Resolution No. 04-18-649, requesting the Los Angeles County Board of Supervisors to permit the Registrar/County Clerk to render election services for the November 6, 2018 District election (Divisions II and III), approve District payment of its pro-rata share of the election, to continue to have candidates pay statement printing, handling, and mailing costs at the time of filing, maintain the maximum 400-word limitation for campaign statements, and also direct staff to complete the election questionnaire upon receipt. (Item 15-A)

Motion No. 18-04-1221: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and unanimously carried (5-0) to adopt Resolution No. 04-18-649 requesting the Los Angeles County Board of Supervisors to permit the Registrar/County Clerk to render election services for the November 6, 2018 District election (Divisions II and III), approve District payment of its pro-rata share of the election, to continue to have candidates pay statement printing, handling, and mailing costs at the time of filing, maintain the maximum 400-word limitation for campaign statements, and also direct staff to complete the election questionnaire upon receipt. (Item 15-A)*

Yes: Ebenkamp, Hilden, Kwong, Lee and Wu

No: None

Absent: None

Abstain: None

Motion Passed (5-0)

President Ebenkamp indicated Motion No. 18-04-1221 was approved by a (5-0) roll call vote

- ♦ The Board was asked to consider approval of the revised salary chart to include ranges for the new Safety Sensitive (DOT Covered) Employees. Mr. Hitchman and Ms. Olson provided background information on this item and noted that the new employee category requirements and additional responsibilities warranted a review of the salary ranges for those positions (included in the Board packet). As a result, staff is recommending approval of the revised salary ranges effective January 1, 2018, as this is when the new requirements and responsibilities for Safety Sensitive (DOT) Employees went in to effect. (Items 15-B)

Motion No. 18-04-1222: *Following discussion, and upon consideration thereof, it was moved by Director Lee, seconded by Director Wu, and carried (3-2), with Directors Hilden and Kwong opposed, to approve the revised salary chart to include the new Safety Sensitive (DOT Covered) Employees effective April 1, 2018. Both Director Hilden and Director Kwong noted that they supported staff's recommendation of January 1, 2018. (Items 15-B)*

President Ebenkamp indicated Motion No. 18-04-1222 was approved by a (3-2) vote

Item 16: Finance Committee – Director Wu

- ◆ The Board was asked to consider adoption of Resolution No. 04-18-650 authorizing signers for the Local Agency Investment Fund. (Item 16-A)

Motion No. 18-04-1223: *Upon consideration thereof, it was moved by Director Wu, seconded by Director Lee, and unanimously carried (5-0) to adopt Resolution No. 04-18-650 authorizing signers for the Local Agency Investment Fund. (Item 16-A)*

Yes: Ebenkamp, Hilden, Kwong, Lee and Wu

No: None

Absent: None

Abstain: None

Motion Passed (5-0)

President Ebenkamp indicated Motion No. 18-04-1223 was approved by a (5-0) roll call vote

- ◆ The Board was asked to consider adoption of Resolution No. 04-18-651 designating check signers for the District's East West Bank Accounts. (Item 16-B)

Motion No. 18-04-1224: *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu, and unanimously carried (5-0) to adopt Resolution No. 04-18-651 designating check signers for the District's East West Bank accounts. (Item 16-B)*

Yes: Ebenkamp, Hilden, Kwong, Lee and Wu

No: None

Absent: None

Abstain: None

Motion Passed (5-0)

President Ebenkamp indicated Motion No. 18-04-1224 was approved by a (5-0) roll call vote

- ◆ The Board was asked to receive, approve, and file the March 2018 Consolidated Investment Transactions Report included in the Board packet. (Item 16-C)

Motion No. 18-04-1225: *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu and unanimously carried (5-0), to receive, approve, and file the District's Consolidated Investment Transactions Report for the period of March 1, 2018 through March 31, 2018. (Item 16-C)*

President Ebenkamp indicated Motion No. 18-04-1225 was approved by a (5-0) vote

- ◆ Mr. Teuber reviewed the Revenue Bond Funds Held in Trust and detailed disbursement of bond proceeds report through March 31, 2018. As this was an informational item only, Board action was not needed. (Item 16-D)

Item 17: Public Information/Community Relations/Legislative Action Committee – Director Wu

- ◆ The Board was asked to consider support for Proposition 68 (SB 5) Parks, Environment and Water Bond for the June 2018 Ballot. (Item 17-A)

Motion No. 18-04-1226: *Upon consideration thereof, it was moved by Director Wu, seconded by Director Lee and carried (3-2), with Directors Ebenkamp and Hilden opposed, to support Proposition 68 (SB 5) Parks, Environment and Water Bond for the June 2018 Ballot. (Item 17-A)*

President Ebenkamp indicated Motion No. 18-04-1226 was approved by a (3-2) vote

- ◆ The Board received an update on MS4/Stormwater. As this was an informational item only, Board action was not needed. (Item 17-B)
- ◆ The Board received an update on the California WaterFix. As this was an informational item only, Board action was not needed. (Item 17-C)

Other Items**Item 18: TVMWD/MWD – Director Hilden**

- ◆ The Board received the TVMWD 'Action Line' reports for the Board meetings held on March 21, 2018, and April 4, 2018. (Item 18-A)
- ◆ Director Hilden noted that the next TVMWD Leadership Breakfast will be held on May 31, 2018. (Item 18-B)

Item 19: The P-W-R Joint Water Line Commission

- ◆ Mr. Hitchman reviewed the P-W-R Joint Water Line Commission water use reports for the month of March included in the Board packet. (Item 19)

Item 20: Puente Basin Water Agency – Director Lee

- ◆ The Board was asked to ratify the Puente Basin Water Agency FY 2018-19 Budget, as approved by the PBWA Commission at the April 5, 2018, Commission meeting. (Item 20)

Motion No. 18-04-1227: *Upon consideration thereof, it was moved by Director Lee, seconded by Director Wu and unanimously carried (5-0), to receive, approve, and file the Puente Basin Water Agency FY 2018-19 Budget. (Item 20)*

President Ebenkamp indicated Motion No. 18-04-1227 was approved by a (5-0) vote

Item 21: General Manager's Report

- ◆ The Board received a follow-up report on prior Board actions. (Item 21-A)
- ◆ The Board received the District's activities calendars for May, June and July 2018. (Item 21-B)
- ◆ Mr. Hitchman proposed that the Board establish a standing schedule for monthly Committee meetings. The Board agreed and directed staff to poll the Directors for preferred meeting dates. (Item 21-C)
- ◆ Ms. Olson reminded the Board that the City of Walnut will present the District with a Water Awareness Proclamation at its April 25, 2018 City Council meeting, and the City of Diamond Bar will do the same at its May 1, 2018 City Council meeting. (21-D)
- ◆ The Board congratulated Mr. Gladbach and Mr. Ruzicka on their re-election to LAFCO. (21-E)

Item 22: Water Supply and Drought

- ◆ The Board received a report on the District's drought and water conservation outreach efforts. (Item 22-A)
- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, FY 2017-18 purchase water projections, conservation goal summary, 2017-18 climate summary, and 2018 monthly water consumption versus the 2013 baseline year. Staff made note that the District's water usage for March 2018 was 34.73% lower than usage in March 2013. (Item 22-B)
- ◆ The Board viewed reports on California's water supply and reservoir conditions as of April 10, 2018. (Item 22-C)

Item 23: Directors' Oral Reports

(NOTE: Board meeting Minutes provide written reports of Board meeting activities and committee meeting reports are given during the course of regular Board meeting activities. Directors include reports of their participation in non-expense/per diem paid community events as a matter of information.) (Item 23)

- ◆ In addition to the District committee and Board meetings, Director Wu reported that he attended an event at the San Gabriel Basin Water Quality Authority, the Board sponsored District BBQ, MWD poster judging, and a webinar on a new Groundwater Recharge Assessment Tool.
- ◆ Director Hilden stated that, in addition to District committee and Board meetings previously reported, he attended the Salute to Heroes Prayer Breakfast, the Rotary Club of Walnut Valley's Four-way Speech Contest, the Board sponsored District BBQ, two TVMWD Board meetings, an Ethics Training webinar, the Miss Diamond Bar Scholarship Pageant, the Grand Opening of Chipotle in Diamond Bar, and the City of Diamond Bar State of the City event.
- ◆ Director Kwong reported that she attended the Salute to Heroes Prayer Breakfast, a Chinese-American Elected Officials members briefing, the Board sponsored District BBQ, the Miss Diamond Bar Scholarship Pageant, MWD poster judging, an Ethics Training webinar, and the Grand Opening of Chipotle in Diamond Bar.
- ◆ In addition to attending District committee and Board meetings, Director Lee also attended the Salute to Heroes Prayer Breakfast, the Board sponsored District BBQ, the Miss Diamond Bar Scholarship Pageant, and the Walnut High School Baseball Team Sponsor Appreciation Day.
- ◆ Director Ebenkamp stated that, in addition to attending District committee and Board meetings, he also attended the Board sponsored District BBQ, two TVMWD Board meetings, and MWD poster judging.

Item 24: Legal Reports

- ◆ Mr. Ciampa thanked everyone for accommodating his limited availability for tonight's meeting. He also provided an update on SB 998 relative to recent amendments addressing protocols for disconnection of water service. As this was an informational item only, Board action was not needed. (Item 24)

Item 25: Items for Future Discussion

- ◆ No requests were received. (Item 25)

Item 26: Board of Directors Business

- ◆ The Board was asked to consider revisions to Board appointments, replacing Michael Holmes with Erik Hitchman as Secretary, and replacing Erik Hitchman with Joshua Byerrum as Second Assistant Treasurer. (Item 26-A)

Motion No. 18-04-1228: *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Lee and unanimously carried (5-0), to approve revisions to Board appointments, replacing Michael Holmes with Erik Hitchman as Secretary, and replacing Erik Hitchman with Joshua Byerrum as Second Assistant Treasurer. (Item 26-A)*

President Ebenkamp indicated Motion No. 18-04-1228 was approved by a (5-0) vote

- ◆ The Board received an announcement from ACWA on the upcoming retirement of Timothy Quinn. As this was an informational item only, Board action was not needed. (Item 26-B)

Adjournment at 6:17 p.m.

Motion No: 18-04-1229: *Upon consideration thereof, it was moved by Director Hilden, seconded by Director Wu and unanimously carried (5-0), to adjourn the meeting.*

President Ebenkamp indicated Motion No. 18-04-1229 was approved by a (5-0) vote



August 9, 2018

TO: Board of Commissioners
FROM: Erik Hitchman
RE: Consider Adoption of Resolution No. 08-18-012
Authorizing the Application for funding from WRD's Well Construction
and Rehabilitation Loan Program

Recommendation

That the Commission Adopt Resolution No. 08-18-012 Authorizing the Application for funding from WRD's Well Construction and Rehabilitation Loan Program.

Background

As you may recall, Exhibit 4 of the Central Basin Adjudication allow the Puente Basin Water Agency to export up to 2,500 acre-feet of water from the Central Basin. As a result of this provision, staff has been pursuing the development of a Central Basin Well and have engaged the services of a hydrogeologist to find a suitable location for the drilling of a test well.

Recently, staff was made aware of the Water Replenishment District of Southern California's (WRD) Well Construction and Rehabilitation Loan Program. Under the terms of the program, WRD will provide funding to the successful applicants a ten (10) year no interest loan for new well construction and well rehabilitation projects.

Applications are being accepted on a "first applied, first considered" basis. In addition to the application, WRD is also requiring the submittal of a resolution adopted by the governing body which authorizes the organization to apply for funding and allows for the designation of an officer to sign and submit the application.

Attached is Resolution No. 08-18-012, patterned after the sample resolution contained in the application packet, authorizing the application for funding from WRD's Well Construction and Rehabilitation Loan Program and designating the Administrative Officer to sign and submit the application.

**RESOLUTION NO. 08-18-012
OF THE BOARD OF COMMISSIONERS
OF THE PUENTE BASIN WATER AGENCY
AUTHORIZING SUBMITTAL OF A LOAN APPLICATION
FOR FUNDING FROM THE WELL CONSTRUCTION
AND REHABILITATION LOAN PROGRAM
(WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA)**

WHEREAS, the Puente Basin Water Agency desires to construct a new well in the Central Basin as part of the Puente Basin Water Agency Regional Water Supply Reliability Program;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Puente Basin Water Agency that, pursuant and subject to all of the terms and provisions of the Well Construction and Rehabilitation Loan Program ("Program"), that Puente Basin Water Agency is authorized to prepare and submit an application to the Water Replenishment District of Southern California for funding under the Program; and

BE IT FURTHER RESOLVED that Erik Hitchman, Administrative Officer of said Puente Basin Water Agency, is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Water Replenishment District of Southern California.

The foregoing Resolution was passed and adopted at a regular meeting of the Puente Basin Water Agency on the 9th day of August, 2018, by the Puente Basin Water Agency Commissioners.

Chairman

Attest:

Secretary



August 9, 2018

TO: Board of Commissioners
FROM: Erik Hitchman, Administrative Officer
RE: Consider Agreement with Woodard & Curran (W & C) for Engineering Services during Construction for the Six Basins Groundwater Project – Phase 1B (P.N. PB18-0005)

Recommendation

That the Board of Commissioners authorize the Administrative Officer to execute a Professional Engineering Services Agreement with Woodard & Curran (W & C) for Engineering Services during construction of the Six Basins Groundwater Project Phase 1B in the not-to-exceed cost of \$102,417.

Background

On December 1, 2014 the PBWA entered into an agreement with RMC, now Woodard & Curran (W & C), for the design of the Six Basins Groundwater Project, Phase 1 and 2 Final Design. The contract for the construction of this Project was awarded on June 7, 2018.

Engineering services are required during construction for: reviewing contractor submittals, overall construction management and administration, construction observation, any special inspections and testing required that are not the responsibility of the Contractor, providing field direction and preparing record drawings. Due to W & C's expertise with the Project, having provided the engineering design, it is recommended that an agreement be entered into for these services.

W & C provided a proposal for the "Engineering Services during Construction" on August 7, 2018. The cost is not-to-exceed \$102,417.

A summary of the contract components is provided below and W & C's Proposal is attached:

Task	Total
1 – Engineering Services During Construction	\$63,364
2 – Construction Meetings and Site Visits	\$7,884
3 – Project Close Out and Record Drawings	\$12,085
4 – Project Management	\$8,472
5 – Test and Startup Support	\$10,612
Totals	\$102,417

Attachment

SLS:cf

Via Electronic Mail

August 7, 2018



Erik Hitchman, General Manager
Puente Basin Water Agency
271 South Brea Canyon Road
Walnut, California 91789

Subject: PBWA Six Basins Groundwater Project Phase 1B– Proposal for Engineering Services during Construction

Dear Mr. Hitchman:

Woodard & Curran (W&C) is pleased to submit the attached proposal for Engineering Services During Construction (ESDC) for the Puente Basins Water Agency (PBWA) Six Basins Groundwater Project Phase 1B. Attached to this cover letter are the scope of work and our proposed fee estimate. Our team understands the needs of the project based on our design phase involvement.

Our Project Manager will continue to be Rich Bichette. Romy Sharafi will act as deputy project manager and ESDC lead and will be responsible for overseeing the day-to-day project work and coordinating our project team, which includes TJC and Associates, Inc. (TJCAA) for electrical and structural engineering support, and Corpro Companies, Inc. for corrosion engineering support. Mike Matson will be the Principal-in-Charge and technical advisor.

We appreciate this opportunity and we are open to discussing our scope and fee to meet PBWA's needs. If you have any questions, please contact me at (213) 223-9460.

Sincerely,

A handwritten signature in blue ink, appearing to read "RB", is written over a light blue horizontal line.

Rich Bichette
Project Manager

A handwritten signature in blue ink, appearing to read "Alyson Watson", is written over a light blue horizontal line.

Alyson Watson
Executive Vice President

Attachments:

- Scope of Work
- Fee Estimate



SCOPE OF WORK

Our proposed scope of work is based on our anticipated level of effort to support the construction phase of the project based on the Contract Documents prepared by Woodard & Curran for the of Six Basins Groundwater Project – Phase 1B. W&C’s role during construction will be to review certain contractor submittals, provide clarifications to the Contract Documents via request for information (RFI’s) responses, and review change order requests related to cathodic protection. In addition, the W&C team will participate in a limited number of construction meetings/site visits throughout construction. PBWA will be responsible for reviewing some contractor submittals (refer the table below), overall construction management and administration, construction observation, any special inspections and testing required that are not the responsibility of the Contractor and making all financial decisions and providing field direction.

W&C will provide support for the duration of construction, assumed to be 16 months based on the contract duration. The level of effort required may change from the estimate included herein according to the selected contractor’s performance as well as other unknown conditions that could arise during construction of the project. As such, our services will be limited to the hours shown in our fee estimate. These services will be performed in an as-requested basis and billed based on time and expenses charged at the hourly rates provided in Attachment 1 . Woodard & Curran will notify PBWA when our expenditures reach approximately 75% of the authorized budget so that PBWA can consider a supplemental authorization.

Task 1: Engineering Services During Construction

Task 1.1: Submittal Reviews

W&C and its subconsultants will assist PBWA in submittal reviews for the project. A list of submittals required in Division 1 through 16 of the Contract Documents is presented in the table below, along with the party responsible for review. The level of effort in the fee estimate assumes a 25% re-submittal rate for each W&C reviewed submittal. If excessive resubmittals are required, additional budget may be required. PBWA will be responsible for reviewing and logging items submitted in accordance with the Front End bid forms.

Woodard & Curran will use our submittal review form for all written submittal comments.

No.	Spec Section	Submittals	Reviewed By
1	01010, 01025	Schedule of Values, Initial Project Schedule and Schedule Updates	PBWA
2	01050	Surveyor Qualifications	PBWA
3	01312	Construction Sequencing and Constraints – Outage Plan	PBWA
4	01550	Site Access and Storage – Plan for Storing and Disposing of Hazardous Materials	PBWA
5	01612	Seismic Design Criteria - Calculations and/or shop drawings for Anchorage System	W&C (TJCAA)
6	01614	Wind Design Criteria - Calculations and/or shop drawings for Anchorage System	W&C (TJCAA)
7	01650	Manufacturer’s Services <ul style="list-style-type: none"> • Training Schedule 	PBWA



		<ul style="list-style-type: none"> • Training Materials • Quality Control 	
8	01660	Equipment Testing and Startup <ul style="list-style-type: none"> • Testing and Startup Plan • System Outage Requests • Records and Documentation 	PBWA/W&C
9	02100	Site Preparation <ul style="list-style-type: none"> • Product data for materials used for protection, if applicable • Utility pothole data 	PBWA
10	02200	Earthwork <ul style="list-style-type: none"> • Detailed plan of shoring • Excavation permit • Earthwork materials • Gradation results • Compaction curves • Samples for earthwork materials 	PBWA
11	02210	Controlled Low Strength Material <ul style="list-style-type: none"> • Information in accordance with General and Special Provisions • Mix Design • Certified Test Results 	PBWA
12	02227	Shaft Excavation and Support – Shop Drawings	W&C
13	02227	Shaft Excavation and Support – Reports and Records	W&C
14	02233	Settlement Monitoring – Initial Survey Report of Settlement Monitoring Points	PBWA
15	02233	Settlement Monitoring – Survey Monitoring Reports <ul style="list-style-type: none"> • Copy of Encroachment Permit 	PBWA
16	02270	Erosion Control (Vegetative) – Seed Mix and Seeding Product Information <ul style="list-style-type: none"> • Signed Certification 	PBWA
17	02343	Guided Boring Methods – Shop Drawings and Calculations <ul style="list-style-type: none"> • Qualifications • Equipment Information • Jacking Shaft Layout Drawings • Pre- and Post-Construction Surveys • Ground Stabilization around Shafts • Safety Plan • Calculations • Maximum Jacking Force • Design Calculations 	W&C
18	02343	Guided Boring Methods - Schedule	W&C
19	02343	Guided Boring Methods – Contingency Plans	W&C
20	02343	Guided Boring Methods – Progress Reports and Records	PBWA



21	02460	Asphalt Concrete Pavement and Base – Materials and Methods & Suitability Tests	PBWA
22	02500	Buried Pipe Installation – Shop Drawings and Calculations	PBWA
23	02561	Steel Pipe and Fabricated Specials – Shop Drawings, Calculations, and Certifications	PBWA
24	02565	Ductile Iron Pipe – Shop Drawings <ul style="list-style-type: none"> • Lay diagrams, bulkhead information, and pipe closure information • Affidavit of Compliance • Quality Assurance and Certifications 	PBWA
25	02618	Steel Casing Pipe – Shop Drawings	PBWA
26	02619	Casing Spacers – Shop Drawings	PBWA
27	02643	Pipeline Testing and Disinfection – Testing Plan and Records	PBWA
28	03100	Concrete Formwork – Falsework and Drawings <ul style="list-style-type: none"> • Detailed Plans • Location and Sequence 	W&C (TJCAA)
29	03150	Concrete Joints and Joint Accessories – Product Data and Certifications	W&C (TJCAA)
30	03200	Concrete Reinforcement – Drawings, Details, and Test Reports	W&C (TJCAA)
31	03300	Cast-in-Place Concrete – <ul style="list-style-type: none"> • Safety Data Sheets • Product Data • Concrete Mix Design • Sheeting Curing Material • Liquid Curing Compound • Samples • Test Reports • Certifications 	W&C (TJCAA)
32	03360	Overcut Void Grouting – Work Plan and Methods, Details, Reports and Records	W&C
33	05500	Miscellaneous Metals – <ul style="list-style-type: none"> • Layout Drawings • Product Data • Shop Drawings for Pre-manufactured Shelter • ICC-ES Report • Samples • Design Data • Certificates 	W&C (TJCAA)
34	09900	Paintings and Coatings – <ul style="list-style-type: none"> • Coating Materials List • Paint Manufacturer's Information • Samples • Operation and Maintenance Manual 	PBWA
35	15000	Piping, General – Shop Drawings and Certifications	PBWA



36	15005	Piping Identification Systems – Samples	PBWA
37	15006	Pipe Supports – Shop Drawings and Calculations	PBWA
38	15010	Mill Piping, Exposed and Buried – Furnish required submittals under Piping, General	PBWA
39	15200	Valves, General (with individual valve submittals) <ul style="list-style-type: none"> • Shop Drawings • Certifications • O&M Manuals • Spare Parts List 	PBWA
40	15201	Valve Actuators – <ul style="list-style-type: none"> • Shop Drawings • Certifications • O&M Manuals 	PBWA
41	15230	Air Valves – Furnish required submittals under Valves, General	PBWA
42	15215	Flow Control Valves – Furnish required submittals under Valve, General (directly from Cla-Val)	PBWA
43	16001	Electrical, General Provisions – <ul style="list-style-type: none"> • Hardware and Shop Drawings • Calculations • Operation and Maintenance Data • Test Results 	W&C (TJCAA)
44	16640	Cathodic Protection – Manufacturers Catalog Cuts	W&C (Corrpro)

Task 1.2: RFI Reviews

The W&C team will review and respond to requests for information (RFIs). The level of effort assumes up to 20 RFI reviews. Woodard & Curran will use our RFI response form for all written RFI responses.

Task 1.3: Change Order Request Reviews

PBWA will generally be responsible for review of all change order requests; however, the W&C team will review corrosion protection system related requests for change orders and provide input to support PBWA's direction to the contractor. The level of effort assumes 1 change order review.

Task 1 Deliverables

- Submittal review responses (pdf via email)
- RFI review responses (pdf via email)
- Change order request review responses (pdf via email)

Task 2: Construction Meetings and Site Visits

W&C staff will attend up to four visits/meetings at the site or PBWA offices throughout construction. TJCAA will perform up to one field visit to observe structural elements and one field visit to observe electrical, instrumentation and controls work. It is assumed PBWA or the Contractor will prepare the construction meeting agenda, meeting notes, and preside over the meeting.



Task 3: Project Close out and Record Drawings

W&C will review the punch list prepared by PBWA at completion of the project and provide written comments. A site visit for punch list review is included in Task 2.

The W&C team will prepare record drawings in AutoCAD based on redline markups provided by PBWA's construction contractor. W&C is not responsible for the accuracy of the information obtained from contractor redline markups. It is assumed the contractor's markups will include changes made via RFI, submittals, and field direction. A draft and final record drawing set will be submitted in PDF format.

Task 3 Deliverables

- *Punch list review comments (pdf via email)*
- *Record Drawings (full size pdf via email)*

Task 4: Project Management

W&C will manage the ESDC team and prepare monthly progress reports that will be submitted with each invoice. The progress reports will list the submittals, RFI's and change orders reviewed during the period, and note site visits and other support services provided.

Task 4 Deliverables

- *Monthly invoice and progress report (pdf via email and/or hard copy via mail)*

Task 5: Testing and Startup Support

W&C will provide support to PBWA during startup and commissioning of the flow control facilities. This includes the backflow testing needed to meet Division of Drinking Water requirements for protecting the Pomona turnout from the Joint Water Line upstream of Bypass No. 2 and verifying Bypass No. 1 achieves the low flow control of its supply from the MWD treatment plant.



PBWA SIX BASINS GROUNDWATER PROJECT PHASE 1B

ATTACHMENT 1 - FEE ESTIMATE

Tasks	Woodard & Curran													
	Labor					Subconsultants					ODCs			Total Fee
	Mike Matson	Rich Bichette	Romy Sharafi	CAD	Dede Thomas	Total Hours	Total Labor Costs (1)	Corpro	TJC	Subtotal	Total Subconsultant Cost (2)	ODCs	Total ODCs (3)	
	PIC/QAQC (STPL)	Project Manager (SPM)	Project Engineer (E3)	D1	Project Assistant			Corrosion Engineering	Electrical and Structural Engineering					
\$301	\$274	\$206	\$145	\$108										
Task 1: Engineering Services During Construction														
1.1 Submittal reviews		18	37			55	\$12,554	\$2,000	\$28,000	\$30,000	\$33,000		\$0	\$45,554
1.2 RFI reviews		8	20			28	\$6,312	\$1,000	\$6,000		\$7,000		\$0	\$13,312
1.3 Change Order Request reviews		2				2	\$548	\$1,000	\$2,950		\$3,950		\$0	\$4,498
Subtotal Task 1:	0	28	57		0	85	\$19,414	\$4,000	\$36,950	\$40,950	\$43,950	\$0	\$0	\$63,364
Task 2: Construction Meetings and Site Visits														
2.1 Construction Meetings and Site Visits		8	12			20	\$4,664		\$3,000		\$3,000	\$200	\$220	\$7,884
Subtotal Task 2:	0	8	12		0	20	\$4,664	\$0	\$3,000	\$3,000	\$3,000	\$200	\$220	\$7,884
Task 3: Project Close Out and Record Drawings														
3.1 Project Close Out and Record Drawings	1	4	8	32		45	\$7,685		\$4,000	\$4,000	\$4,400		\$0	\$12,085
Subtotal Task 3:	1	4	8		0	45	\$7,685	\$0	\$4,000	\$4,000	\$4,400	\$0	\$0	\$12,085
Task 4: Project Management														
Project Management		8	20		20	48	\$8,472				\$0			\$8,472
Subtotal Task 4:	0	8	20		20	48	\$8,472	\$0	\$0	\$0	\$0	\$0	\$0	\$8,472
Task 5: Testing and Startup Support														
5.1 Testing and Startup Support	16		16			32	\$8,112		\$2,000		\$2,500	\$500		\$10,612
Subtotal Task 5:	16	0	16		0	32	\$8,112	\$0	\$2,000	\$2,000	\$2,500	\$500	\$0	\$10,612
TOTAL	17	48	113		20	\$230	\$48,347	\$4,000	\$45,950	\$49,950	\$53,850	\$700	\$220	\$102,417

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.



2018 Standard Rates	
Labor Category	Rate
Engineer 1 (E1) Scientist 1 (S1) Geologist 1 (G1) Planner 1 (P1) Technical Specialist 1 (TS1)	157
Engineer 2 (E2) Scientist 2 (S2) Geologist 2 (G2) Planner 2 (P2) Technical Specialist 2 (TS2)	182
Engineer 3 (E3) Scientist 3 (S3) Geologist 3 (G3) Planner 3 (P3) Technical Specialist 3 (TS3)	206
Project Engineer 1 (PE1) Project Specialist 1 (PS1) Project Geologist 1 (PG1) Project Planner 1 (PP1) Project Technical Specialist 1 (PTS1)	215
Project Engineer 2 (PE2) Project Specialist 2 (PS2) Project Geologist 2 (PG2) Project Planner 2 (PP2) Project Technical Specialist 2 (TS2)	229
Project Manager 1 (PM1) Technical Manager 1 (TM1)	244
Project Manager 2 (PM2) Technical Manager 2 (TM2)	258
Senior Project Manager (SPM) Senior Technical Manager (STM)	274
Senior Technical Practice Leader (STPL)	301
National Practice Leader (NPL)	315
Strategic Business Unit Leader (SBUL)	
Software Engineer 1 (SE1)	140
Designer 1 (D1)	145
Designer 2 (D2)	153
Designer 3 (D3)	158
Senior Software Developer (SSD)	
Senior Designer (SD)	165
Project Assistant (PA)	108
Marketing Assistant (MA)	115
Graphic Artist (GA)	
Senior Accountant (SA)	125
Billing Manager (BM)	
Marketing Manager (MM)	145
Graphics Manager (GM)	

Note: The individual hourly rates include salary, overhead and profit. Other direct costs (ODCs) such as reproduction, delivery, mileage (as allowed by IRS guidelines), and travel expenses will be billed at actual cost plus 10%. Subconsultants will be billed as actual cost plus 10%. Woodard & Curran, Inc., reserves the right to adjust its hourly rate structure at the beginning of each year for all ongoing contracts.



August 9, 2018

TO: Board of Commissioners
FROM: Erik Hitchman, Administrative Officer
RE: Commission Follow-Up

Recommendation

For information only.

Background

Following is an update regarding matters that have recently come before the Commission.

Item	Meeting Date	Commission Activity	Completed	Follow-Up
Proposed Annual PBWA Budget for FY 2018-19	4/5/2018	Approve the PBWA Operating Budget for Fiscal Year 2018-19	6/12/2018: RWD 4/16/2018: WVWD	Approved from member agencies' Board of Directors.
Award of Contract for the Six Basins Groundwater Project Phase 1B (P.N. PB18-0005)	6/7/2018	Approved agreement	7/9/2018: Notice to Proceed delivered	
Pomona Basin Regional Groundwater Project (P.N. PB18-0005) Authorization to Purchase CLA Val's	6/7/2018	Authorized order of CLA Val control valves	8/3/2018: 18-inch and 36-inch CLA Val control valves ordered	