



Minutes of the Adjourned Meeting
of the Board of Directors of the Rowland Water District

September 18, 2012 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

None

OTHERS PRESENT:

Janet Morningstar, Legal Counsel
Dan Horan, Three Valleys Municipal Water District
Joe Ruzicka, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District
Erin Gilhuly, CV Strategies
Teri Malkin, Rowland Heights Resident

ROWLAND WATER DISTRICT STAFF:

Ken Deck, General Manager
Ted Carrera, Assistant General Manager
Sean Henry, Finance Officer
Rose Perea, Director of Administrative Services

ADDITION(S) TO AGENDA

Sponsorship of the Youth Science Center in the amount of \$2,500.00 added at Tab 2.9

PUBLIC COMMENT ON AGENDA ITEMS

None.

Tab 1 - CONSENT CALENDAR

Upon motion by Vice President Lu-Yang, seconded by Director Lewis, the Consent Calendar was approved as presented. The motion was unanimously carried.

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on August 14, 2012

1.2

Approval of the Minutes of Special Board Meeting Held on August 21, 2012

1.3

Demands on General Fund Account for August, 2012

1.4

Investment Report for August, 2012

1.5

Water Purchases for July, 2012

1.6

Calendar of events for September and October 2012

Special Board Meeting: September 29, 2012

Regular Board Meeting: October 9, 2012

Tab 2 - ACTION ITEMS

2.1

Approve Directors’ Meeting Reimbursements for August 2012

Legal counsel noted a clerical error on Director Lu-Yang’s itemization schedule.

Upon motion by Director Lewis, seconded by Director Rios, the Directors’ Meeting Reimbursement Report was approved as corrected. The motion was unanimously carried.

2.2

Review and Approve Draft Joint Use Agreement and Agreement for Relocation of Waterlines—Alameda Corridor-East Project—Nogales Street Grade Separation

General Manager, Ken Deck, advised the Board that the Agreement sets forth the responsibilities of each party to the Agreement. Legal counsel, Janet Morningstar, has reviewed and approved the Agreement. Staff’s recommendation is that the Board approve the Agreement as presented.

It was the consensus of the Board that the District approve the Agreement and upon motion made by Director Lewis, seconded by Vice President Lu-Yang, and unanimously carried, the Agreement was approved. Staff was instructed to finalize and execute the Agreement.

2.3

Review and Approve Leasing of 20 Acre Feet Puente Basin Water Rights to Royal Vista Country Club at \$560.00 Per Acre Foot

General Manager, Ken Deck, advised the Board of the opportunity for Walnut Valley Water District, City of Industry and Rowland Water District to each lease 20 acre feet (60 acre feet total) of water rights in the Puente Basin to Royal Vista Golf Course. Staff's recommendation is that the Board approve leasing of 20 acre feet of water rights in the Puente Basin by Rowland Water District to Royal Vista Golf Course at \$560.00 per acre foot for a total cost of \$11,200.00. Upon motion by Director Lewis, seconded by Director Rios, the motion to lease 20 acre feet of water rights in the Puente Basin to Royal Vista Golf Course at a total cost of \$11,200.00 was unanimously approved.

2.4

Review and Approve 2012-2013 Salary Schedule

Staff advised the Board that it is a requirement of the State of California that the Board of Directors approve a salary schedule for all positions as funded in the budget. The salary schedule presented reflects the salary ranges previously approved by the Board. Upon motion by Director Bellah, seconded by Vice President Lu-Yang, the positions and salaries were unanimously approved as presented.

2.5

Discuss Rowland Water District 60th Anniversary

Erin Gilhuly of CV Strategies provided comments and recommended that as a part of the District's Strategic Communications Plan, the District message its 60th Anniversary throughout 2013 via bill messages, bill stuffers, the website and a newsletter providing information on the history of the District. After discussion, it was the consensus of the Board to proceed with this type of messaging throughout 2013.

2.6

Buckboard Days Parade, October 20, 2011

Staff invited the Board to participate in this year's Buckboard Days Parade and advised that CV Strategies had prepared the full-page Program Ad and Banner which the District will display on its parade float. There will be a festival at Rowland Heights Park directly following the parade and the District will be hosting a booth which will provide conservation and recycled water information to those in attendance.

2.7

Communications and Public Outreach Strategic Plan Update

Erin Gilhuly, from CV Strategies, provided an update on the District's public outreach strategic plan which included an update on the Proposition 218 Notice which was mailed out on August 23, 2012, and noted that the District has received very few calls and no written comments. She attributes this to the public outreach and transparency which the District has committed to throughout this process. CV Strategies also conducted Board Member and Customer Service

training in an effort to prepare all for the official process and possible inquiries prior to the hearing. She also provided an overview of Media, General Outreach, Community Service, Customer Service and the continuing development of the District's Strategic Communication Plan in conjunction with the District's progress in Strategic Planning. She advised that CV Strategies will be working closely with the District's newly hired Public Affairs Representative in the preparation of press releases and the messaging of our school programs and community involvement.

2.8

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

- Public Safety Appreciation Luncheon, November 14, 2012, at the Pacific Palms Conference Resort. Staff was asked to make reservations for Directors Lu-Yang and Lewis at this time and to send an e-mail reminder to all other members of the Board.

ADDITION TO THE AGENDA:

2.9

Sponsorship of the Youth Science Center at Wedgeworth Elementary in the amount of \$2,500.00

After discussion, it was the consensus of the Board that the District sponsor the Project WET fifth grade water education program for schools in the Rowland Water District. The program will be provided to the Telesis Academy in October, and thereafter to Jellick, Blandford and Northam elementary schools.

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

Nothing to report.

Tab 4 REVIEW OF CORRESPONDENCE

This was provided for information purposes only.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Vice President Lu-Yang reported on the Water Conference held at the Pomona Fairplex on September 7, 2012 and advised that it was well-attended with approximately 250 in attendance.

5.2

Joint Powers Insurance Authority

Nothing to report.

5.3

Association of California Water Agencies

Nothing to report.

5.4

Project Ad-Hoc Committee

President Lima reported on the meeting held on August 17, 2012, and advised that Mr. Deck reviewed all current projects and their status with the Committee. The next meeting has not been scheduled.

5.5

Regional Chamber of Commerce

Vice President Lu-Yang reported that the Chamber Mixer is scheduled in October and the Farmers Market continues to be held at the Mt. San Antonio College campus. The Power Lunch will be held on September 19, 2012, at 11:30 a.m. and every third Wednesday of each month thereafter. The HR Forum meets on the third Thursday of each month at 7:30 a.m. at the Quality Inn in diamond Bar.

5.6

PWR Joint Water Line Commission

President Lima reported that the next PWR meeting will be held on October 18, 2012.

5.7

Puente Basin Water Agency

President Lima reported that the next meeting will be held at the Rowland Water District on September 20, 2012.

5.8

Sheriff's Community Advisory Council

Vice President Lu-Yang reported that no meeting was held last month. The Community Affairs Committee will meet in October and she will be in attendance.

5.9

Rowland Heights Community Coordinating Council

Director Bellah reported that the crime rate is down in Rowland Heights and that acting Supervisor, Reuben Frutos, advised that the Council is back on budget.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Public Relations

Mrs. Perea reported that the District's Public Relations Representative started on September 17, 2012 and that she, Mr. Deck and CV Strategies will be working with her to develop a timeline and public outreach plan which will include messaging of the District's school projects and community involvement through press releases and media coverage of such programs as the

National Theater for Children which will commence their presentations at the elementary schools this month. She also advised the Board that the District had two winners in the Metropolitan Water District (MWD) Poster Contest and that their posters will be included in the 2013 “Water Is Life” calendar. MWD will host a recognition luncheon which will be held in December 2012 at the Union Station Headquarters. The two winners were from Nogales High School. She has posted the winning posters on the District’s website. The Edu Grant applications for the \$750.00 grant for a water-related classroom project will be distributed this month to the schools in our area with an application deadline of November 8, 2012. The Project Wet Teachers’ Workshop will be held on October 17, 2012 in Cucamonga and at this time we have one teacher from Nogales registered to attend. The drawing for the Solar Cup Competition was held at Three Valleys on September 14, 2012. They had eleven (11) letters of interest submitted from the high schools in their service area and were only allotted four (4) by MWD. The schools drawn were: Claremont High School, Diamond Ranch High School, Glendora High School and Walnut High School.

6.2

Personnel Report

Nothing to report.

6.3

Engineer’s Report

Mr. Carrera reported on the progress of the ACE Project and on the re-routing of traffic that will be required.

Tab 7 ATTORNEY’S REPORT (Ms. Morningstar)

Legal counsel, Janet Morningstar, provided information to the Board on the use of electronic devices and guidelines for their use in relation to the Public Records Act. She advised that since the District’s Records Retention Policy focuses primarily on content not format, she feels that the policy does not have to be revised in connection with the use of the iPads by Board members. She advised Board members that e-mails received from sources other than the District which have to do with District business must be retained until eliminated by the District. All communication on the tablets is a matter of public record and that confidential files and information cannot be distributed to the public.

Tab 8 CLOSED SESSION

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**
 - Property: Purchase of Water Rights in the Central and Main San Gabriel Basins
 - District Negotiator: Ken Deck, General Manager
 - Negotiating Parties: Hawks Bay
 - Under Negotiation: Price and Terms

b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: Lease of Water Rights in the Main San Gabriel Basin
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Covina Irrigating Company
Under Negotiation: Price and Terms

c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: Lease of Water Rights in the Main San Gabriel Basin
District Negotiator: Ken Deck, General Manager
Negotiating Parties: Sierra Water Group
Under Negotiation: Price and Terms

d. Conference with Real Property Negotiator Pursuant to Government Code Sec. 54956.8

Property: A Portion of the Parcel at 1015 Nogales Street, Rowland Heights, Ca APN# 8264-021-028
Negotiating Parties: John A. Rowland, Jr., Trustee
District Negotiator: Ken Deck, General Manager
Under Negotiation: Price and Terms of Sale

There was nothing to report in connection with any of the foregoing real property negotiations, therefore, a closed session was not necessary and the meeting continued without interruption.

Directors' and General Manager's Comments

None.

Future Agenda Items

None.

Late Business

None.

Special Meeting of the Board of Directors:
Regular Meeting of the Board of Directors:

September 29, 2012
October 9, 2012

A motion was made by Director Rios, seconded by Vice President Lu-Yang, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:20 p.m.

ANTHONY J. LIMA
Board President

Attest: _____
KEN DECK
Board Secretary