



Minutes of the Adjourned Regular Meeting
of the Board of Directors of the Rowland Water District
September 15, 2015 - 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 Byrne, Legal Counsel, Best Best & Krieger
Cara VanDijk CV Strategies
Dan Horan, Three Valleys Municipal Water District
Joe Ruzicka, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District
David and Teri Malkin, Residents

ROWLAND WATER DISTRICT STAFF

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

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Malkin provided the Board with information on the Kiwanis Club "A Night to Benefit Our Community & Children" to be held on September 26, 2015.

Tab 1 - CONSENT CALENDAR

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

Ayes: Directors Lu-Yang, Bellah, Lima, Lewis 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 August 11, 2015

1.2

Approval of the Minutes of Special Board Meeting Held on August 25, 2015

1.3

Demands on General Fund Account for July 2015

1.4

Investment Report for July 2015

1.5

Water Purchases for July 2015

Next Special Board Meeting September 29, 2015, 5:00 p.m.
Next Regular Board Meeting October 13, 2015, 6:00 p.m.

Tab 2 - ACTION ITEMS

2.1

Approve Directors' Meeting Reimbursements for August 2015

General Manager, Tom Coleman, advised the Board that the Report contained a mathematical error and provided them with a corrected copy of the Meeting Reimbursement Report. Upon motion by Director Lima, seconded by Director Lewis, the Directors' Meeting Reimbursement Report was unanimously approved as corrected.

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

2.2

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

Upon motion by Director Lima, seconded by Director Lewis, the sponsorship of the Youth Science Center in the amount of \$2,500.00 was unanimously approved.

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

2.3

Review and Approve Changes to Rowland Water District Personnel Rules and Regulations

General Manager, Tom Coleman, noted that the changes had been discussed at length at the Special Board Meeting and workshop held on August 25, 2015, and that no further changes were made to the Personnel Rules and Regulations.

Upon motion by Director Lima, seconded by Director Lewis, the changes made to the District Personnel Rules and Regulations were unanimously approved.

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

2.4

Review and Approve Resolution No. 9-2015 Amending the Policies, Rules and Regulations Applicable to District Employees

Upon motion by Director Lewis, seconded by Director Lima, Resolution No. 9-2015 Amending the Policies, Rules and Regulations Applicable to District Employees was unanimously approved by the following roll call vote:

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

The motion passed with a 5-0 vote.

2.5

Review and Approve Resolution No. 9.1-2015 Modifying Employee Health Benefits for Employees Hired on or After July 1, 2009

General Manager, Tom Coleman, advised that this modification applies to employees hired after July 1, 2009 but before January 1, 2013 who have not had a break in service of greater than six (6) months who are eligible for post-retirement medical, dental and vision benefits if at the time of retirement they have been employed by the District for a minimum of 15 (fifteen) years and have attained the age of 50 (fifty) years.

Upon motion by Director Lewis, seconded by Director Lima, Resolution No. 9.1-2015 Modifying Employee Health Benefits for Employees Hired on or After July 1, 2009 was unanimously approved by the following roll call vote:

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

The motion passed with a 5-0 vote.

2.6

Review and Approve Resolution No. 9.2-2015 Establishing Policy for Use of District Provided Cell Phones

After discussion and upon motion by Director Lewis, seconded by Director Lima, Resolution No. 9.2-2015 Establishing Policy for Use of District Provided Cell Phones was unanimously approved by the following roll call vote:

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

The motion passed with a 5-0 vote.

2.7

Review and Approve Resolution No. 9.3-2015 Requesting Appointment in Lieu of Election for the Office of Member, Board of Directors, Divisions 1 and 2

The Registrar-Recorder has informed the District that Directors Rios and Lima were the only candidates to file a declaration of candidacy for the office of Director for Divisions 1 and 2, respectively, for a full term ending December 7, 2019.

Upon motion by Director Lima, seconded by Director Lewis, Resolution No. 9.3-2015 Requesting Appointment in Lieu of Election for the Office of Member, Board of Directors, Divisions 1 and 2 was unanimously approved by the following roll call vote:

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

The motion passed with a 5-0 vote.

2.8

Review and Approve Revisions to the Following District Policies:

- Revised Policy Regarding Harassment
- Social Media Policy
- Drug Free Workplace Policy

Upon motion by Director Lewis, seconded by Director Lima, the foregoing policies were unanimously approved as presented.

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

2.9

Review and Approve Memorandum of Understanding Between Rowland Water District and the The Learning Centers at the Fairplex (TLCF)

General Manager, Tom Coleman, advised the Board that this Memorandum of Understanding (MOU) between the District and TLCF will set the basis for the intern program. Legal counsel is in the process of preparing the contract to be entered into between the District and the intern at the time of hiring. The internship will provide a six-month, or 1,000 hour, training program for students who are interested in obtaining hands-on experience working for a water utility.

Upon motion by Director Lewis, seconded by Director Rios, the Memorandum of Understanding was unanimously approved as presented.

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

2.10

Public Relations (Rose Perea)

Mrs. Perea reported that staff had attended the Rowland Heights Night Out” event on August 15, 2015. The event was held from 4:00-6:00 and staff was able to answer questions regarding conservation and to provide handouts on the rebates which are available. The District is preparing for the Buckboard Days Parade to be held on October 17, 2015. CV Strategies has designed the banners and provided the artwork for the t-shirts to be worn by Directors and staff on the float. This year’s theme is “Good Neighbors-Good Friends” and the District’s “tag” line on the banner and t-shirts is: “Water Savers Make Good Neighbors”.

Communications Outreach (CV Strategies)

Cara Van Dijk, CV Strategies, reported that letters were sent to all customers identifying 2013 water use and the 2015 target use and a Press Release will be issued in September 2015. The printable version of the Strategic Plan is available on line and hard copies are available at the District office. A Press Release was issued in August 2015. All collateral materials for the Buckboard Days Parade have been completed, including the design of the t-shirts for staff and the banners for the parade float. A Press Release was distributed during the first week in September.

Education Update

For information purposes only.

2.11

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

- **Three Valleys Municipal Water District, Water Resources Update, September 30, 2015, 9:30 a.m., 1021 E. Miramar Ave., Claremont, CA**
Staff was asked to make reservations for Directors Bellah and Lewis to attend.
- **Three Valleys Leadership Breakfast, October 29, 2015, 7:30 a.m., Sheraton Fairplex Suites, Pomona, CA**
Staff was asked to make reservations for Directors Bellah, Lima, Lu-Yang, Rios and Lewis to attend.
- **Annual Public Safety Appreciation Luncheon, October 29, 2015, 11:30 a.m.-2:00 p.m. Pacific Palms Conference Resort, Industry, CA**
Staff was asked to make reservations for Directors Bellah, Lima, Lu-Yang, Rios and Lewis to attend.
- **Three Valleys Inspection Trip to State Water Project-Bay Delta, October 24-25, 2015.**
After discussion, a motion was made by Director Lewis, seconded by Director Lima, approving the attendance of Directors Lewis, Bellah, Rios and Lu-Yang on the inspection trip.
- **ACWA 2015 Fall Conference, December 1-4, 2015, Indian Wells, CA**
Staff was asked to make reservations for Directors Bellah, Lu-Yang, Rios, Lima and Lewis to attend.

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

None.

Tab 4 REVIEW OF CORRESPONDENCE

Letter from State Water Resources Control Board

General Manager, Tom Coleman, noted that the District is continuing to enhance its conservation messaging. The District has purchased a message board which will be strategically placed throughout the District, yard signs encouraging customers to limit outdoor watering have been placed in medians throughout the District, and truck wraps to be placed on all District truck back tailgates encouraging a 20% reduction in water use have been purchased. Banners encouraging conservation will also be placed throughout the District. The District continues to get closer to reaching its 20% reduction each month since June 2015.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Director Lima reported on the Board meeting held on September 2, 2015 and noted that Three Valleys had agreed to sell its excess water to the Puente Basin Water Agency. President Lu-Yang advised that an update on Three Valleys' projects was presented and they are continuing to work on finalizing their JPIA health rates.

5.2

Joint Powers Insurance Authority

Nothing to report.

5.3

Association of California Water Agencies

Director Lewis advised that they are moving forward with the election of their leadership.

5.4

Puente Basin Water Agency

Director Lima reported on the meeting held on September 3, 2015, and advised that an update on the status of the Cal Domestic project was provided and that they anticipate that the line will be operational in February 2016. Regarding Proposition 84, Round 3A, DWR has been directed by the Governor and Legislature to expedite the solicitation and award of \$200 million in available IRWM funding to support local projects that provide regional drought preparedness and conservation support. The Commission approved the purchase of 2,100 acre feet from Three Valleys which is available in the Main San Gabriel Basin and which will be placed in the PBWA storage account with Three Valleys.

5.5

Project Ad-Hoc Committee

Nothing to report.

5.6

Regional Chamber of Commerce

Director Lewis reported that Senator Huff will be hosting a Town Hall Meeting for seniors on September 28, 2015, 10:00 a.m. – 12:00 p.m. He discussed AB 1362, which will place a storm water assessment on property taxes and AB 350, the Clean Energy Act. He also provided information on the MOU between Ontario, Los Angeles and the Ontario Local Commission which will bring the operation and control of the Ontario Airport back to the City of Ontario.

5.7

PWR Joint Water Line Commission

Director Lima reported that the next meeting will be held in October 15, 2015

5.8

Sheriff's Community Advisory Council

President Lu-Yang advised that the next meeting will be held on September 30, 2015.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Finance Report

Finance Officer, Sean Henry, presented a Drought Allocation Chart comparing 2013 to 2015 and charts which displayed the revenue and reserves impact from reduced demand.

6.2

Operations Report

Director of Operations, Dave Warren, provided a presentation and overview of the Reservoir Control System (RCS) and the PAX mixers currently being utilized in several of the District's reservoirs. He also presented pictures of the Fullerton Booster Station, Pump 4 removal for maintenance and the exterior of Reservoir 13 rehabilitation as well as pictures of the interior shell of Reservoir 16 which have been completed.

6.3

Personnel Report

Nothing to report.

Tab 7 ATTORNEY'S REPORT

Nothing to report.

Directors' and General Manager's Comments

General Manager, Tom Coleman, reported on his attendance at the Governor's Drought Task Force – Local Government and Stakeholder's meeting held on September 2, 2015, at the Huntington Library, in Pasadena. The action items and issues discussed were:

- Local Government
- Local Drinking Water Supplies and Emergencies
- Additional Local Challenges or Opportunities to the Regions

Director Rios thanked the General Manager and staff for the tour of the District which she found very informative.

Future Agenda Items

None.

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 7:45 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary