



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
August 14, 2018 - 6:00 p.m.  
Location: District Office

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**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  
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

**ROWLAND WATER DISTRICT STAFF**

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

**ADDITION(S) TO THE AGENDA**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mr. David Malkin, resident, thanked General Manager, Tom Coleman, for making the presentation at the Rowland Heights Community Coordinating Council on August 13, 2018. He commended him on the information provided and advised that it was very well received by those in attendance.

**Tab 1 - CONSENT CALENDAR**

Upon motion by Director Bellah, 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 July 10, 2018**

**1.2**

**Approval of the Minutes of Special Board Meeting Held on July 24, 2018**

**1.3**

**Demands on General Fund Account for June 2018**

**1.4**

**Investment Report for June 2018**

**1.5**

**Water Purchases for June 2018**

Next Special Board Meeting  
Next Regular Board Meeting

August 28, 2018, 6:00 p.m.  
September 11, 2018, 6:00 p.m.

**Tab 2 - ACTION ITEMS**

**2.1**

**Review and Approve Directors’ Meeting Reimbursements for July 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**

**Discuss RCS Building Dedication in Honor of Marcos Aspeitia**

After discussion by the Board, a motion was made by Director Lima, seconded by Director Rios, to approve the dedication of the RCS Building as recommended. The motion was unanimously approved.

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

## 2.3

### **White Nelson Diehl Evans LLP – Audit Information**

- **Planning Letter**
- **Engagement Letter**
- **Engagement Letter, State Controller**

This item was provided for informational purposes only.

## 2.4

### **Public Relations (Rose Perea)**

Mrs. Perea reported that CV Strategies is working with Brittnie to update the Classroom Activities and Presentations handout. Brittnie has contacted the Girl Scouts and Boy Scouts to create a “Water Conservation” patch that they can earn. She is working with them on what will be required of them in order to earn the patch. The organization came up with a colorful rendering of the patch and they have been ordered. This is the first time the District has had the opportunity to work with the organization. CV Strategies is working on the slider for the website. CV Strategies also completed the Customer Survey questions and it is on the website with copies in the District lobby for customers who come in to the office to pay their bills. There is also a message included on the customer bills encouraging them to complete the survey in order to be entered in a raffle to win an irrigation controller. We have received approximately 68 completed surveys – 24 on line and approximately 42 in person since starting on August 1. Brittnie created “survey monkey” which includes the answers completed on line which can then be imported on to a matrix of the survey answers completed both on line and in person. We are planning to provide a summary to the Board for review. The District attended the “National Night Out” event on Tuesday, August 7, 2018. The event was held at Carolyn Rosas Park and was very well attended. Approximately 200 attended the event and all of the conservation materials were given away.

### **Communications Outreach (CV Strategies)**

Erin La Combe Gilhuly, CV Strategies, advised that all items for the Buckboard Days Parade have been completed and delivered. CV Strategies is working on an in depth customer survey which will consist of one-on-one interviews with customers, as well as telephone surveys. Ms. Gilhuly advised the Board that the August 28, 2018 Special Board meeting will be a strategic planning workshop. Press Releases will be prepared in connection with the Conservation Ordinance, the RCS Building dedication and the Girl Scout/Boy Scout Water Patch program.

### **Education Update**

No comments.

## 2.8

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

- **CSDA Annual Conference, September 24-27, 2018, Indian Wells, CA**  
After discussion and upon motion by Director Lima, seconded by Director Rios, the Board approved Director Lewis’ and Director Bellah’s attendance at the CSDA Annual Conference and authorized the payment of *per diem compensation*. Staff was asked to make reservations for Directors Lewis and Bellah.

### **Tab 3 LEGISLATIVE INFORMATION**

#### **3.1**

##### **Updates on Legislative Issues**

General Manager, Tom Coleman, advised the Board that the Water Tax is once again being proposed as a “voluntary remittance”. A simple majority in both houses is required in order for the Bill to pass and the Governor will sign the Bill.

### **Tab 4 REVIEW OF CORRESPONDENCE**

None.

### **Tab 5 COMMITTEE REPORTS**

#### **5.1**

##### **Three Valleys Municipal Water District**

There were no meetings held during the months of July and August. The next regular meeting is scheduled for September 5, 2018.

#### **5.2**

##### **Joint Powers Insurance Authority**

Nothing to report.

#### **5.3**

##### **Association of California Water Agencies**

Nothing to report.

#### **5.4**

##### **Puente Basin Water Agency**

Director Lima reported on the meeting held on August 9, 2018. He advised that the audit communications letter was discussed and the Commissioners approved the modifications made to the Agency’s Conflict of Interest Code to be submitted to the Board of Supervisors on October 1, 2018. The Budget was ratified by both Walnut Valley Water District and Rowland Water District. The Agency adopted Resolution No. 08-18-012 Authorizing the Application for Funding from WRD’s Well Construction and Rehabilitation Loan Program. The Agreement with Woodard & Curran for engineering services during construction of the Six Basins Groundwater Project-Phase 1B was approved. The Pathfinder Road 20-inch water main installation is moving forward and the Cal Domestic project has continued to provide water during the summer months.

#### **5.5**

##### **Project Ad-Hoc Committee**

Nothing to report.

#### **5.6**

##### **Regional Chamber of Commerce-Government Affairs Committee**

The next meeting of the Government Affairs Committee will be held on August 20, 2018.

#### **5.7**

##### **PWR Joint Water Line Commission**

Director Lima advised that there were no scheduled meetings during the months of July and August.

## 5.8

### **Sheriff's Community Advisory Council**

Nothing to report.

## 5.9

### **Rowland Heights Community Coordinating Council**

Mr. Coleman gave a presentation on the water tax, the Delta Fix and other water-related legislation. Director Lu-Yang reported on her attendance at the August 13, 2018 meeting and commended General Manager, Tom Coleman, on a very informative presentation. Director Bellah advised that the California Highway Patrol reported that over 2,000 citations were issued for texting while driving and that many more warnings than citations for miscellaneous infractions were issued during the previous month.

## **Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

### 6.1

#### **Finance Report**

Finance officer, Sean Henry, made a power point presentation displaying the monthly revenue comparisons and advised that potable sales during the month of June were less than last year during the same period. Reserves at the end of June increased this year compared to last year.

### 6.2

#### **Operations Report**

Director of Operations, Dave Warren, provided an update on the Native Pipeline Project (Native Avenue to Pathfinder Road) and advised that it has been completed. The Sentous vault which brings Joint Line water in to our system is two-thirds complete. Phase 1 of the mainline project replacement on Valley Boulevard between Azusa and Hambleton is starting. The engineering has been completed, the contract has been awarded to W. A. Rasic Construction and the permit has been applied for.

### 6.3

#### **Personnel Report**

Mr. Coleman advised that a General Services Worker has been hired and he is doing a good job. Jonathan Vasquez, Maintenance I worker, has taken a position with Irvine Ranch Water District; his last day was August 10, 2018. The District is currently recruiting for a Maintenance II position.

## **Tab 7 ATTORNEY'S REPORT**

Nothing to report.

## **Tab 8 CLOSED SESSION**

Legal Counsel, Joe Byrne, adjourned the meeting to closed session at 6:44 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 7:10 p.m.

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

**Directors' and General Manager's Comments**

General Manager, Tom Coleman, discussed compensatory time conversion and payout at retirement or resignation. This matter will be brought back to the Board at a later date. Director Bellah discussed the election process.

**Future Agenda Items**

- Discuss changing the date of the September 25, 2018 Special Board meeting.

**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 7:31 p.m.

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SZU PEI LU-YANG  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary