

**A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
602 E. HUNTINGTON DRIVE, SUITE B, MONROVIA, CALIFORNIA 91016  
8:00 A.M. – July 14, 2021**

Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak, the Upper District held a regular meeting of the Board of Directors via zoom teleconference on July 14, 2021, at the hour of 8:00 a.m.

**ROLL CALL**

**DIRECTORS PRESENT:** Chavez, Treviño, Garcia, Santana, and Fellow.

**DIRECTORS ABSENT:** None.

**STAFF PRESENT:** Tom Love, General Manager; Steve O'Neill, District Counsel; Jenny Savron, Consulting Engineer; Evelyn Rodriguez, Director of Finance and Administration; Patricia Cortez, Director of Government and Community Affairs; Venessa Navarrete, Executive Assistant; Nichol Delgado, Government and Community Affairs Assistant; Valeria Rodrigue, Administrative Assistant; and Ruben Gallegos, Project Assistant.

**OTHERS PRESENT**

Kelly Gardner, Roy Frausto, Stephanie Moreno, Tony Zampiello, Anthony Alberti, Arrica Jimenez, Ben Lewis, Dan Arrighi, Dave Michalko, David Muse, Javier Vargas, Lenet Pacheco and Jose Martinez.

**ADOPTION OF AGENDA**

On motion by Treasurer Treviño, seconded by Director Fellow, the agenda was unanimously adopted as presented by the following roll call vote:

**FELLOW: AYE**  
**TREVIÑO: AYE**  
**GARCIA: AYE**  
**SANTANA: AYE**  
**CHAVEZ: AYE**

**PUBLIC COMMENT**

None.

**COMMITTEE REPORTS**

None.

**CONSENT CALENDAR**

Director Fellow moved to approve Consent Calendar items (a) through (f). Treasurer Treviño seconded the motion, which was unanimously approved by the following roll call vote:

**FELLOW: AYE**  
**TREVIÑO: AYE**  
**GARCIA: AYE**  
**SANTANA: AYE**  
**CHAVEZ: AYE**

- (a) Minutes of a regular meeting of the Board of Directors held on June 23, 2021, at 8:00 a.m.
- (b) List of Demands.
- (c) Financial Reports – May 2021.
  1. Financial Statements.
  2. Director's Public Outreach.
- (d) Reinstate board member vehicle allowance effective July 1, 2021.
- (e) Approve proposed amendment to Investment Policy.
- (f) Approve staff recommendation to support H.R. 4099, which is consistent with Upper District's 2021-22 Legislative Policy Principles adopted by the Board in January 2021.

**STRATEGIC PLAN UPDATE AND  
FISCAL YEAR-END REVIEW**

The General Manager provided a presentation on Upper District's Strategic Plan update and fiscal year-end review. He also provided an overview of the district's goals, vision statement and core values.

The Director of Government Affairs and Community Outreach proceeded to highlight the district's water use efficiency and residential conservation programs. She reported on completed and pending installations for both the San Gabriel Valley Watersmart Home Program and the Water Fill Station Program. She also addressed the aggressive marketing towards disadvantaged communities, so they may benefit from the Watersmart Home Program.

The General Manager then discussed the water reliability goals and District involvement in water issues and programs. He reported purchasing 54,000 AF of untreated water in FY 2020/21 of which 10,000 AF is wet water. He then reported on the District's involvement in the Safe Clean Water LA program and Metropolitan Water District's (Metropolitan) Integrated Resource Plan and Recycled Water Program efforts.

The Director of Finance and Administration continued the presentation and reported on the District's major accomplishment on financial integrity for FY 2020/21. She stated that a rate structure addressing Metropolitan's readiness-to-serve charge is still being discussed with producers. She then highlighted the District's establishment of a reserve policy and the benefits of having a long-range financial plan. Additionally, she reported on the District fully funding post-employment benefits and maintaining healthy levels of reserves.

The Director of Government Affairs and Community Outreach continued the presentation by summarizing the District's outreach and engagement goals and objectives. She updated the Board on the reinstatement of Metropolitan's Colorado River Aqueduct and State Water tours for Spring 2022. She also reported that the District received a second EPA WaterSense Award in 2020.

The General Manager concluded the presentation by reporting on the District's workforce and governance goals and objectives. He discussed the human resources support the District receives on routine issues through ADP and Olivarez Madruga Lemieux & O'Neill. He also discussed district accomplishments under this category and stated that most of the District's strategic plan objectives have either been completed or continuing. He then suggested that the Board consider a strategic plan retreat in February 2022.

President Chavez praised staff for accomplishing so much despite COVID-19.

Director Fellow commended staff on the strategic plan update and emphasized the importance of communicating district projects and accomplishments to the public.

This item was presented for information purposes only. No action was taken on this item.

**INFORMATION ITEMS**

The following items listed on the agenda for the information of the Board were read and ordered received and filed:

- (a) Press Releases and News Articles.

**ATTORNEY'S REPORT**

District Counsel reported on transactional matters and recent consultations with staff regarding the District's Investment Policy and amendments to employee benefits. He also stated that the Governor's relaxed Brown Act requirements for meetings will end on September 30, 2021.

**ENGINEER'S REPORT**

The District Engineer reported that on July 9, 2021, the Baldwin Park Key Well groundwater elevation was 190.4 feet. She then reported on rainfall averages, key well elevation changes over time, no water deliveries into the Basin for the month of June, canyon storage, and water releases. He also reported that no notices of wells shutdown due to contamination were received.

The following is a summary of contamination ranges found in samples under Title 22 from 71 wells during May 2021.

<u>Contaminant</u>	<u>Range (ppb)</u>	<u>MCL (ppb)</u>
PCE	ND – 2.1	5*
TCE	ND – 2.8	5*

A detailed written engineer's report on hydrologic conditions was also provided to the Board.

**GENERAL MANAGER'S REPORT**

The General Manager reported on the City of Monrovia's Urban Water Management Plan presentation where many questions regarding water supply conditions were raised. He stated that Metropolitan recently reported an increase in demand for water. He also stated that an effective water conservation messaging strategy should be a priority this summer.

A General Manager's report was provided in the Board's agenda packet.

**METROPOLITAN REPORT**

Director Fellow discussed the recent retirement of Jeffrey Kightlinger and discussed his many accomplishments and efforts to provide quality water for Southern California.

He also updated the Board on the Shaw Law Group's report regarding the investigation on sexual harassment and misconduct of certain Metropolitan personnel.

Additionally, he reported that due to the lack of water and reductions in the State Water Project allocations, Metropolitan has lost water equivalent to the capacity of nine Diamond Valley Lakes during the last year. He emphasized that although Metropolitan was able to store enough water for the next two years, more conservation efforts and funding will be required.

A Metropolitan summary report was provided in the Board's agenda packet.

**WATER QUALITY AUTHORITY REPORT**

A Water Quality Authority summary report was provided in the Board's agenda packet.

**WATERMASTER REPORT**

A Watermaster summary report was provided in the Board's agenda packet.

**AB 1234 COMPLIANCE REPORT**

A summary report was provided in the Board's agenda packet.

**DIRECTOR'S COMMENTS**

Director Fellow recommended including equity and diversity in Upper District's mission statement.

Secretary Garcia encouraged the public to take the time retrofitting their sprinklers as an effective conservation effort.

Vice President Santana commended the strategic plan achievements and emphasized the importance of community outreach efforts the District has planned.

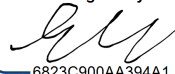
**FUTURE AGENDA ITEMS** None.

**ADJOURN TO CLOSED SESSION** None.

**RESUME REGULAR MEETING AND REPORT ON CLOSED SESSION** None.

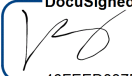
**ADJOURNMENT** President Chavez asked if there were other business to come before the Board. There being none, the meeting was duly adjourned to a regular meeting of the Board of Directors to be held on July 28, 2021, at 8:00 a.m. via teleconference or the most rapid means of communication available at the time.

ATTEST

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PRESIDENT

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SECRETARY

SEAL

Attachment 1  
Consent Item 6 (b)  
July 14, 2021

Demands numbered 21161 through 21196 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$384,045.20 and demands numbered 978 through 982 on the Water Fund Account at the same bank in the amount of \$915,440.40.

21161	Aaron Read & Associates, LLC	Inv. 211547, State Legislative Advocacy Services, May 2021 <b>(Board approved 12/09/20)</b>	\$	10,000.00
21162	Accent Computer Solutions, Inc.	Inv. 144907, IT Management Support, July 2021 <b>(Board approved 10/06/15)</b>		2,920.41
21163	ACI Consulting Corporation	Inv. IN-001058, Sage Support Inv. IN-001103, Sage Support	127.50 <u>297.50</u>	425.00
21164	ACWA/JPIA	Inv. 0668590, Health Insurance Premium - July 2021		29,685.33
21165	Best Best & Krieger, LLP	Inv. 907862, Lobbying Services through May 31, 2021 <b>(Board approved 12/09/20)</b>		7,500.00
21166	Discovery Science Center	Inv. 1462, 4th - 6th Grade Virtual Visit Program, May 2021 <b>(Board approved 07/08/20)</b>		3,720.00
21167	Douglas Kent and Associates	Inv. 1, Presentation, Firescaping: The Essentials of Community Protection		800.00
21168	Ecotech Services, Inc.	Inv. 1949, Leak Repair Kits <b>(Board approved 08/07/18)</b>		5,950.00
21169	Foothill Technology Center LLC	Inv. AUG 21LEA, Office Lease - August 2021 <b>(Board approved 04/19/11)</b>		20,751.00
21170	G3LA, LLC	Inv. 842, Water Conservation Webinar and Flyers		2,000.00
21171	Green Media Creations, Inc.	Inv. 1456, May 2021, Translation Services		350.00
21172	GRM Information Management	Inv. 0430152, Archiving and Shredding Services		110.87
21173	John Robinson Consulting, Inc.	Inv. USD201501-33, TO1 State/Federal Loan/Grants Reporting, May 2021 <b>(Board approved 08/04/15)</b>		600.00
21174	Kelly Services, Inc.	Temporary Staff Inv. 19022082, W/E 05/16/21 Inv. 20021949, W/E 05/23/21 Inv. 21016025, W/E 05/30/21 Inv. 22013289, W/E 06/06/21 Inv. 23011210, W/E 06/13/21 Inv. 24010165, W/E 06/20/21 <b>(Board approved 02/07/19)</b>	404.70 550.80 151.20 496.80 421.20 <u>637.20</u>	2,661.90
21175	L.A. County Auditor-Controller	Inv. FY 2021-22, LAFCO Cost Allocation		14,328.78
21176	La Opinion	Inv. 129490521, May 2021 Water Conservation Ads		1,500.00
21177	Marketplace Communications	Inv. 21692, 60th Anniversary Video Production Inv. 21729, 60th Anniversary Video Production <b>(Board approved 05/26/21)</b>	3,500.00 <u>10,000.00</u>	13,500.00
21178	Municipal Water District of Orange County	Inv. 16736, Water Policy Forum and Dinner Sponsorship		850.00
21179	Olivarez Madruga Lemieux O'Neill, LLP	Professional Legal Services, May 2021 Inv. 325-001-15071, Transactional Fees Inv. 325-996-15072, Transactional Fees Inv. 325-999-15073, Retainer <b>(Board approved 5/17/11)</b>	140.00 2,509.50 <u>4,000.00</u>	6,649.50
21180	QualityImprint	Inv. Q114530, 60th Anniversary Logo Items Inv. Q114551, 60th Anniversary Logo Items	495.00 <u>1,174.15</u>	1,669.15
21181	SGV Council of Governments	Inv. 7033, FY 2021-2022 Annual Dues		12,164.32
21182	San Gabriel Valley Newspaper	Inv. 515376, Water Conservation Ads, May 2021 Inv. 515377, FY 2022/12 Standby Charge Public Hearing Ad	6,000.00 <u>692.00</u>	6,692.00

21183	Sing Tao Newspapers (LA) LTD	Inv. 85659, FY 2021/22 Standby Charge Public Hearing Ad		770.00
21184	South Coast AQMD	Inv. 3827606, Annual Renewal Fee; FY 2021-22 Inv. 3831060, Flat Fee for FY 2021-22 Emissions	440.15 <u>142.59</u>	582.74
21185	Stetson Engineers, Inc.	Inv. 2533-182, General Engineering Support Services, May 2021		21,177.35
21186	Telacu Construction Management	Inv. 2, Retention Release, Demolition Project <b>(Board approved 02/10/21)</b>		8,000.00
21187	Tetra Tech, Inc.	Inv. 51705035, Task 23: Asset Management Plan Support Inv. 51745746, Task 23: Asset Management Plan Support <b>(Board approved 04/01/14)</b>	420.00 <u>420.00</u>	840.00
21188	Total Compensation Systems, Inc.	Inv. 9434, GASB 75 Full Valuation - 1st Installment		1,485.00
21189	Upper District Revolving Payroll Fund	Inv. MAY 21, Reimbursement for Payroll and Payroll Taxes for Employees Inv. MAY 21D, Reimbursement for Payroll Taxes for Directors	129,925.04 <u>10,540.78</u>	140,465.82
21190	Upper District Revolving Fund	Replenish Revolving Fund Account - June 2021 Office Supplies Computer Systems/Office Equipment/Maintenance & Service Director's Outreach Meeting/Travel/Conferences/Dues/Assessments Telephone/Utilities Water Conservation Program Expenses Water Recycling Programs Expenses Medical/ODA Reimbursement/Processing Fee Registrar-Recorder County Clerk Fee Reimbursement	867.54 2,737.96 3,985.00 381.17 1,622.01 1,603.87 39,868.21 4,482.95 <u>81.00</u>	55,467.71
21191	U. S. Bank Corporate Payment System	CalCard Charges through 06/22/21 Meeting, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service Utilities Conservation Program Expenses, Education and Outreach	488.25 1,161.34 <u>392.32</u>	2,041.91
21192	Anthony Fellow	Director's Compensation, June 2021 9 Days District Business 9 Days MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,295.00 2,295.00 167.41 (500.00) <u>(1,404.35)</u>	2,853.06
21193	Edward L. Chavez	Director's Compensation, June 2021 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 167.41 (1,600.00) <u>(849.95)</u>	267.46
21194	Charles M. Treviño	Director's Compensation, June 2021 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 167.41 (500.00) <u>(468.75)</u>	1,748.66
21195	Jennifer Santana	Director's Compensation, June 2021 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 167.41 (500.00) <u>(314.85)</u>	1,902.56
21196	Katarina M. Garcia	Director's Compensation, June 2021 9 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,295.00 167.41 (500.00) <u>(347.74)</u>	1,614.67
<b>TOTAL</b>			<b>\$ 384,045.20</b>	

978	Central Basin MWD	Invoice No. USGV-MAY21, Purchase of 4.00 AF of Recycled Water in April 2021 <i>(Previously Paid 06/17/21)</i>	\$ 2,897.67
979	City of Industry City Hall	Invoice No. MAY-21, Purchase of 84.9 AF of Recycled Water in May 2021	25,215.30
980	Metropolitan Water District	Invoice No. 10455, Purchase of 808.7 AF of Treated Water Delivered through Service Connections in May 2021	867,360.78
981	San Gabriel Valley MWD	Invoice No. 529, 92.04 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in May 2021 @ \$200 per AF	18,408.00
982	Suburban Water System	Invoice No. 6637, Phase IIB Normal Operating Charge, June 2021	1,558.65
<b>TOTAL</b>			<hr/> <b>\$ 915,440.40</b>