

**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. – August 11, 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 August 11, 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; Steve Johnson, Consulting Engineer; Jenny Savron, Consulting Engineer; Evelyn Rodriguez, Director of Finance and Administration; Patricia Cortez, Director of Government and Community Affairs; Venessa Navarrette, Executive Assistant; Nichol Delgado, Community & Government Affairs Representative; Ruben Gallegos, Project Assistant; and Priscilla Lu, Accounting/Financial Analyst.

OTHERS PRESENT

Randy Schoellerman, Anthony Alberti, David Muse, Lenet Pacheco, Jared Macias Dan Arrighi, Stephanie Moreno, Che Venegas, Dave Michalko, Marty Zvirbulis, Jose Martinez, Javier Vargas, Ben Lewis, and Chisom Obegolu.

ADOPTION OF AGENDA

On motion by Secretary Garcia, 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

Next scheduled committee meeting dates are as follows:

- (a) Water Resources and Facility Management – September 1, 2021 at 4:00 p.m.
- (b) Administration and Finance – September 7, 2021 at 4:00 p.m.
- (c) Government Affairs and Community Outreach - TBD

CONSENT CALENDAR

Treasurer Treviño moved to approve Consent Calendar items (a) through (d). Secretary Garcia 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 July 28, 2021, at 8:00 a.m.
- (b) List of Demands.
- (c) Financial Reports – June 2021.
 - 1. Financial Statements.
 - 2. Quarterly Report on Investments.
 - 3. Director's Public Outreach.

- (d) Approve staff recommendation for federal legislative bill positions: H.R. 1563, H.R. 2467, H.R. 3404, and S. 2334 which are consistent with Upper District's 2021-22 Legislative Policy Principles adopted by the Board in January 2021.

APPROVE WATER RATES AND CHARGES FOR CALENDAR YEAR 2022

The General Manager stated that there is no change in Upper District's surcharge for calendar year 2022 and that the District is passing through Metropolitan's adopted rates to the producers. He added that discussions with the producers are ongoing regarding the passthrough of Metropolitan's net readiness-to-serve charge (RTS).

Treasurer Treviño moved to approve the Administration and Finance Committee recommendation to approve Resolution No. 8-21-623, adopting the water rates and charges for calendar year 2022. Director Fellow seconded the motion, which was unanimously approved by the following roll call vote:

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

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 a lease agreement for the tenant in the new office building, updates to the District's employee handbook, and some outreach matters. He also reported that the General Manager's annual performance evaluation will be conducted during closed session.

GENERAL MANAGER'S REPORT

The General Manager reported on working with Watermaster and Metropolitan to identify alternatives for bringing Colorado River water into the basin as replenishment. He stated that Upper District is continuing to coordinate fall wet water deliveries. He then provided an update on the new office building construction project.

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

METROPOLITAN REPORT

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

WATER QUALITY AUTHORITY REPORT

None.

President Chavez announced that the next meeting will be held on August 18th.

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 requested that the meeting be adjourned in memory of Ms. Jody Bush, a long-time political activist in El Monte.

Vice President Santana reported that a presentation was provided by Metropolitan at the recent San Gabriel Valley Council of Governments Technology Committee meeting to discuss water technology and the dire water situation.

President Chavez requested that the board meeting be also adjourned in memory of his aunt, Ms. Priscilla Padilla.

FUTURE AGENDA ITEMS

The General Manager announced that Upper District recently received the WaterSense Award from US EPA for public outreach and communication for the 3rd consecutive year and GFOA's Award for Excellence in Finance reporting for the 11th consecutive year. He then congratulated both departments and the team for these achievements.

ENGINEER'S REPORT

The District Engineer reported that on August 6, 2021, the Baldwin Park Key Well groundwater elevation was 188.6 feet. He then briefly reported on rainfall averages, key well elevation changes over time, canyon storage and water releases. He also reported that no water deliveries into the Basin were made for the month of July and 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 17 wells during June 2021.

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

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

ADJOURN TO CLOSED SESSION

A closed session was held pursuant to Government Code Section 54957: Performance Review: General Manager.

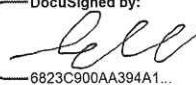
RESUME REGULAR MEETING AND REPORT ON CLOSED SESSION

The Board reconvened after closed session. District Counsel reported that following discussion, instruction was given to staff, but no formal action was taken by the Board.

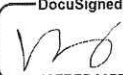
ADJOURNMENT

President Chavez asked if there were other business to come before the Board. There being none, the meeting was duly adjourned in memory of Ms. Jody Bush and Ms. Priscilla Padilla to a regular meeting of the Board of Directors to be held on August 25, 2021, at 8:00 a.m. via teleconference or the most rapid means of communication available at the time.

ATTEST

DocuSigned by:

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PRESIDENT

DocuSigned by:

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SECRETARY

SEAL

Attachment 1
Consent Item 6 (b)
August 11, 2021

Demands numbered 21197 through 21248 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$704,402.86 and demands numbered 983 through 989 on the Water Fund Account at the same bank in the amount of \$955,135.92.

21197	Upper District Payroll Fund	Inv. JUN 21, Reimbursement for Payroll and Payroll Taxes for Employees Inv. JUN 21D, Reimbursement for Payroll Taxes for Directors <i>(Previously Paid on 07/28/21)</i>	354,092.51 <u>10,852.84</u>	\$ 364,945.35
21198	Aaron Read & Associates, LLC	Inv. 211609, State Legislative Advocacy Services, June 2021 Inv. 211655, State Legislative Advocacy Services, July 2021 <i>(Board approved 12/09/20)</i>	10,000.00 <u>10,000.00</u>	20,000.00
21199	Accent Computer Solutions, Inc.	Inv. 145415, Subscription Renewal, Adobe Acrobat/Illustrator Inv. 145715, IT Management Support, August 2021 <i>(Board approved 10/06/15)</i>	587.86 <u>2,664.27</u>	3,252.13
21200	ACWA	Inv. 0008228, Property Program Renewal 21-22		8,107.36
21201	ACWA/JPIA	Inv. 0670223, Health Insurance Premium - August 2021		29,685.33
21202	Allison Lee	2020-21, Art Contest - 2nd Place		200.00
21203	Annie Shih	2020-21, Art Contest - 3rd Place		150.00
21204	Best Best & Krieger, LLP	Inv. 908982, Lobbying Services through June 31, 2021 <i>(Board approved 12/09/20)</i>		7,500.00
21205	Carolyn Wu	2020-21, Art Contest - 5th Place		50.00
21206	Chloe Tam	2020-21, Art Contest - 1st Place		150.00
21207	City of Monrovia	Inv. 07/11/21, Summer Concert Series Sponsorship		1,500.00
21208	Civic Publications	Inv. 1665, Water Wars Ad, June 2021		2,750.00
21209	Connor Lee	2020-21, Art Contest - 5th Place		25.00
21210	Darren Ng	2020-21, Art Contest - 4th Place		50.00
21211	Dyana Wang	2020-21, Art Contest - 2nd Place		100.00
21212	Engedi Lam	2020-21, Art Contest - 3rd Place		75.00
21213	Eva Limon	2020-21, Art Contest - 5th Place		25.00
21214	Fiona Chau	2020-21, Art Contest - 5th Place		25.00
21215	Foothill Technology Center LLC	Inv. SEP 21LEA, Office Lease - September 2021 <i>(Board approved 04/19/11)</i>		20,751.00
21216	Gabriella Enriquez	2020-21, Art Contest - 2nd Place		100.00
21217	Green Media Creations, Inc.	Inv. 1466, July 2021, Translation Services		175.00
21218	GRM Information Management	Inv. 0433423, Shredding Services		242.55
21219	Industry Hills Charity Rodeo	Inv. 21-022, 35th Annual Industry Hills Charity Pro Rodeo Sponsorship		500.00
21220	Iris Xu	2020-21, Art Contest - 1st Place		250.00
21221	Julia Yu	2020-21, Art Contest - 3rd Place		75.00
21222	Justin Chen	2020-21, Art Contest - 1st Place		150.00
21223	Kater-Crafts Bookbinders, Inc.	Inv. 14864, Binding Services		573.30

21224	Kelly Services, Inc.	Temporary Staff Inv. 25011552, W/E 06/27/21 Inv. 26009345, W/E 07/04/21 Inv. 27008960, W/E 07/11/21 Inv. 28009518, W/E 07/18/21 (Board approved 02/07/19)	658.80 604.80 615.60 828.90	2,708.10
21225	La Opinion	Inv. 129490621, June Conservation Ads		4,500.00
21226	Olivarez Madruga Lemieux O'Neill, LLP	Professional Legal Services, June 2021 Inv. 325.996-15682, Transactional Fees Inv. 325.999-15683, Retainer (Board approved 05/17/11)	8,291.50 4,000.00	12,291.50
21227	Patrick Wong	2020-21, Art Contest - 4th Place		50.00
21228	Promo Direct	Inv. N143789, District Logo Items		4,159.07
21229	Selina Yu	2020-21, Art Contest - 4th Place		100.00
21230	San Gabriel Valley Newspaper	Inv. 518166, Water Conservation Ads, June 2021 Inv. 518167, 2020 Urban Water Management Plan Public Hearing Ad	3,000.00 308.00	3,308.00
21231	Spectrum Reach Charter	Inv. 90464882, Conservation Commercials, February 2021 Inv. 90464883, Conservation Commercials, February 2021 Inv. 90473714, Conservation Commercials, April 2021 Inv. 90477360, Conservation Commercials, April 2021	1,500.00 1,801.20 1,779.20 1,500.00	6,580.40
21232	Stetson Engineers, Inc.	Inv. 2533-183, General Engineering Support Services, June 2021		17,566.59
21233	State Water Resources Control Board	Inv. 083121 120, Package 2 Annual State Revolving Fund Loan Repayment		101,498.85
21234	Tetra Tech, Inc.	Inv. 51766875, Task 23: Asset Management Plan Support (Board approved 04/01/14)		630.00
21235	Thalia Lo	2020-21, Art Contest - 1st Place		150.00
21236	Tiffany Wang	2020-21, Art Contest - 2nd Place		100.00
21237	Upper District Revolving Fund	Replenish Revolving Fund Account - July 2021 Office Supplies Computer Systems/Office Equipment/Maintenance & Service Director's Outreach Meeting/Travel/Conferences/Dues/Assessments Telephone/Utilities Workers Comp Water Conservation Program Expenses WRP Phase IIB-Operation & Main Medical/ODA Reimbursement/Processing Fee/Retirement Plan/Overdeposit	1,235.19 2,380.77 2,260.00 114.17 1,495.37 2,274.73 1,709.96 8,018.63 6,987.34	26,476.16
21238	U. S. Bank Corporate Payment System	CalCard Charges through 07/22/21 Membership/Others Meeting, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service Utilites Conservation Program Expenses, Education and Outreach	1,065.98 3,393.00 888.94 160.00	5,507.92
21239	Via Promotionals	Inv. 17755, District Logo Items Inv. 17759, District Logo Items Inv. 17770, District Logo Items Inv. 17777, District Logo Items	4,649.35 3,744.38 3,595.23 785.14	12,774.10
21240	Wanyang Yolanda Zhou	2020-21, Art Contest - 4th Place		50.00
21241	Wildan Financial Services	Inv. 010-48617, FY 21-22 Services Rendered through June 2021		3,464.97
21242	WLC Architects	Inv. 9, Professional Services for June 2021		33,750.00
21243	Xinran Yang	2020-21, Art Contest - 3rd Place		75.00
21244	Anthony Fellow	Director's Compensation, July 2021 7 Days District Business 9 Days MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,785.00 2,295.00 516.87 (500.00) (1,365.74)	2,731.13

				13050
21245	Edward L. Chavez	Director's Compensation, July 2021 8 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,040.00 516.87 (1,600.00) <u>(821.62)</u>	135.25
21246	Charles M. Treviño	Director's Compensation, July 2021 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(545.10)</u>	2,021.77
21247	Jennifer Santana	Director's Compensation, July 2021 4 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,020.00 516.87 (500.00) <u>(155.82)</u>	881.05
21248	Katarina M. Garcia	Director's Compensation, July 2021 7 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,785.00 516.87 (500.00) <u>(315.89)</u>	1,485.98
TOTAL				<u>\$ 704,402.86</u>

983	Central Basin MWD	Invoice No. USGV-JUN21, Purchase of 4.3 AF of Recycled Water in May 2021 <i>(Previously Paid 07/28/21)</i>	\$	3,117.37
984	City of Industry City Hall	Invoice No. JUN-21, Purchase of 100.4 AF of Recycled Water in June 2021		29,818.80
985	Suburban Water System	Invoice No. 6641, Phase IIB Normal Operating Charge, July 2021		1,558.65
986	San Gabriel Valley MWD	Invoice No. 530, 89.01 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in June 2021 @ \$200 per AF		17,802.00
987	Metropolitan Water District	Invoice No. 10485, Purchase of 809.6 AF of Treated Water Delivered through Service Connections in June 2021		882,970.40
988	City of Industry City Hall	Invoice No. JUL-21, Final Payment July 2016 - June 2020 Reconciliation		16,445.09
989	Suburban Water System	Invoice No. 6640, April 2021 - May 2021 Operating Costs		<u>3,423.61</u>
			\$	<u>955,135.92</u>