

**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. – September 8, 2021**

Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 pandemic, the Upper District held a regular meeting of the Board of Directors via Zoom teleconference on September 8, 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; Elena Layugan, Conservation Coordinator; Nichol Delgado, Government and Community Affairs Representative; Venessa Navarrette, Executive Assistant; and Ruben Gallegos, Project Assistant

OTHERS PRESENT

Randy Schoellerman, Chisom Obegolu, Lenet Pacheco, Christy Hawkins, Roy Frausto, Jose Martinez, Dan Arrighi, John Corona, Javier Vargas, Stephanie Moreno, Anteneh Tesfaye, Paul Zampiello, Tara Robinson, Anthony Alberti, Ben Lewis, Tony Zampiello, and Kelly Gardner.

ADOPTION OF AGENDA

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

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

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Next scheduled committee meeting dates are as follows:

- (a) Government Affairs and Community Outreach – October 4, 2021 at 4:00 p.m.
- (b) Administration and Finance – October 5, 2021 at 4:00 p.m.
- (c) Water Resources and Facility Management – October 6, 2021 at 4:00 p.m.

CONSENT CALENDAR

Director Santana requested to pull Consent Item A, minutes of the regular board meeting held on August 25, 2021, from the consent calendar.

On motion by Director Fellow and seconded by Treasurer Treviño, the consent calendar was approved by the following roll call vote:

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

- (b) List of Demands.
- (c) Financial Reports – July 2021.
 - 1. Financial Statements.
 - 2. Director’s Public Outreach.

Vice President Santana moved to approve Consent Item A, minutes of the regular board meeting held on August 25, 2021, with the following correction to her director's comments: "Vice President Santana reported that Ms. Becky Shevlin was selected to serve as the representative for a Los Angeles countywide homelessness committee for all COG's". President Chavez seconded the motion which was approved by the following roll call vote:

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

**ADOPT RESOLUTION NO. 9-21-625
HONORING AND COMMEMORATING
THE OUTSTANDING SERVICE AND
ACCOMPLISHMENTS OF ELENA
LAYUGAN, UPPER SAN GABRIEL
VALLEY MUNICIPAL WATER
DISTRICT CONSERVATION
COORDINATOR**

Director Fellow moved to adopt Resolution No. 9-21-625, honoring and commemorating the outstanding service and accomplishments of Elena Layugan, Upper San Gabriel Valley Municipal Water District Conservation Coordinator, as presented. Treasurer Treviño seconded the motion.

The General Manager read the resolution honoring and commemorating the outstanding service and accomplishments of Ms. Layugan. He described Ms. Layugan as a true advocate of sustainability and conservation and commended her for her involvement in various outreach programs.

Vice President Santana commended Ms. Layugan for her work ethic, industry knowledge and for being helpful. Vice President Santana then thanked Ms. Layugan for her work and dedication.

Director Fellow commended Ms. Layugan for establishing relationship with the U.S. Forest Service and her outstanding work on Upper District's forest restoration program.

Secretary Garcia commended Ms. Layugan's work on water education, her dedication, and the impact she made on student participants.

Treasurer Treviño thanked Ms. Layugan for always being helpful and the work she has done for Upper District.

President Chavez acknowledged Ms. Layugan's institutional knowledge and her education and outreach work for the community.

Ms. Layugan stated she is grateful for everything she has learned and accomplished at Upper District. She then offered her farewell.

Christy Hawkins stated that Upper District is fortunate to have had Ms. Layugan and wished her well.

The motion to adopt Resolution No. 9-21-625 was approved by the following roll call vote:

FELLOW: AYE
SANTANA: AYE
GARCIA AYE
CHAVEZ: AYE
TREVIÑO: 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 working with staff on transactional matters including: revisions to the employee handbook, mass mailing restrictions, tenant lease agreement for the new building, the General Manager's evaluation process, and review of an offer letter for a new employee.

ENGINEER'S REPORT

The District Engineer congratulated Ms. Layugan on her retirement. She then provided a report on hydrologic conditions, basin deliveries, reservoir storage and rainfall averages. She stated that the Baldwin Park Key Well groundwater elevation has dropped to 187.0 feet as of September 3, 2021. She reported that combined storage in the canyon is down to minimum pool. She also reported that no notices of wells shutdown due to contamination were received during the month of August 2021.

The following is a summary of contamination ranges found in samples under Title 22 from 57 wells during July 2021.

<u>Contaminant</u>	<u>Range (ppb)</u>	<u>MCL (ppb)</u>
PCE	ND – 3.2	5*
TCE	ND –	5*

A detailed written report was also provided to the Board.

GENERAL MANAGER'S REPORT

The General Manager provided an update on the status of the recruitment efforts to fill the Conservation Coordinator position. He stated that an offer has been made and that the offer has been accepted. The General Manager also reported that a producer focus group meeting will be held to discuss Upper District's rate structure and Metropolitan Water District's net RTS charge. He stated that it could potentially take more than one meeting before any updates are brought back to the Board. He then reported that Upper District is coordinating with Watermaster, Stetson Engineers and Metropolitan Water District on fall wet water deliveries. He added that there is a demand for about 50,000 acre feet of replenishment water this year.

METROPOLITAN REPORT

Director Fellow reported that the Facilities Naming Committee will be meeting for the first time after a hiatus and will take up the naming of the overlook at Lake Matthews in honor of former MWD Director Donald Galleano. Director Fellow also reported that the Planning and Stewardship Committee will meet and discuss whether to approve more land acquisition in efforts to conserve the Colorado River supplies. Director Fellow shared that a two-day board workshop will take place in Temecula from September 29 to September 30 in an attempt to bring about peace amongst the board.

WATER QUALITY AUTHORITY REPORT

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

WATERMASTER REPORT

A 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.

DIRECTORS COMMENTS

Director Fellow requested to adjourn the meeting in memory of Sally Tanner, first woman to represent the San Gabriel Valley in the State Legislature. Director Fellow also requested to adjourn the meeting in memory of former Azusa City Council Member Uriel Macias.

Director Treviño commented on the Los Angeles Mayor election and its potential effects on Metropolitan.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION


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

RESUME REGULAR MEETING AND REPORT ON CLOSED SESSION

The Board reconvened after closed session. District Counsel reported that on motion by President Chavez, seconded by Director Fellow, the Board unanimously approved a one-year extension of the General Manager's agreement and will revisit the matter in closed session at the next regular scheduled board meeting.

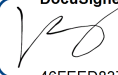
ADJOURNMENT

President Chavez asked if there were other business to come before the Board. There being none, the meeting was adjourned, in memory of Sally Tanner and former Azusa City Council Member Uriel Macias, to a regular meeting of the Board of Directors to be held on September 22, 2021 at 8:00 a.m. via teleconference or the most rapid means of communication available at the time.

DocuSigned by:

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PRESIDENT

ATTEST

DocuSigned by:

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SECRETARY

SEAL

Attachment 1
Consent Item 6 (b)
September 8, 2021

Demands numbered 21249 through 21281 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$414,882.60 and demands numbered 990 through 995 on the Water Fund Account at the same bank in the amount of \$1,550,454.71.

21249	Accent Computer Solutions, Inc.	Inv. 146152, 2 Computer Monitors Inv. 146413, IT Management Support, September 2021 (Board approved 10/06/15)	437.68 <u>2,665.83</u>	3,103.51
21250	ACWA/JPIA	Inv. 0671840, Health Insurance Premium - September 2021		28,555.01
21251	Best Best & Krieger, LLP	Inv. 911834, Lobbying Services through July 31, 2021 (Board approved 12/09/20)		7,500.00
21252	Boy Scouts of America	08/18/21UD, 2021 Distinguished Citizen Award Sponsorship		1,000.00
21253	Void	Printer Error		-
21254	Ecotech Services, Inc.	Inv. 2012, Water Bottle Fill Station (Board approved 08/07/18)		38,500.00
21255	Kelly Services, Inc.	Temporary Staff Inv. 29008622, W/E 07/25/21 Inv. 30009666, W/E 08/01/21 Inv. 31010738, W/E 08/08/21 Inv. 32014191, W/E 0815/21 (Board approved 02/07/19)	756.00 945.00 793.80 <u>810.00</u>	3,304.80
21256	Land's End Business Outfitters	Inv. SIN9376525, District Logo Items		767.81
21257	Meals on Wheels - Industry, Inc.	Inv. 08/21/21UD, Mix and Mingle Sponsorship		500.00
21258	Void	Printer Error		-
21259	Olivarez Madruga Lemieux O'Neill, LLP	Professional Legal Services, July 2021 Inv. 325.001-15909, Transactional Fees Inv. 325.996-15910, Transactional Fees Inv. 325.999-15911, Retainer (Board approved 05/17/11)	35.00 4,695.40 <u>4,064.00</u>	8,794.40
21260	Proforma	Inv. B660001123A, District Logo Items		6,215.68
21261	Rogers, Anderson, Malody and Scott, LLP	Inv. 66526, FY 06/30/21 Audit Payment No. 1 (Board approved 06/19/19)		4,500.00
21262	Void	Printer Error		-
21263	Void	Printer Error		-
21264	Southern California Water Coalition	Inv. 1523, Annual Membership FY 2021/22		5,000.00
21265	Spectrum Reach/Charter	Inv. 90501642, Water Conservation Commercial Inv. 90501643, Water Conservation Commercial	1,500.00 <u>1,797.60</u>	3,297.60
21266	Stetson Engineers, Inc.	Inv. 2533-184, General Engineering Support Services, July 2021		10,084.89
21267	Void	Printer Error		-
21268	Upper District Revolving Payroll Fund	Inv. JUL 21, Reimbursement for Payroll and Payroll Taxes for Employees Inv. JUL 21D, Reimbursement for Payroll Taxes for Directors	129,129.65 <u>10,570.97</u>	139,700.62
21269	Upper District Revolving Fund	Replenish Revolving Fund Account - July 2021 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Director's Outreach Meeting/Travel/Conferences/Dues/Assessments/Membership Telephone/Utilities/Building Maintenance Water Conservation Program Expenses WRP Operation and Mainenance/Permits/Water Purchases/PM/Public Info Medical/ODA Reimbursement/Processing Fee	642.66 2,825.91 1,020.00 29.68 1,740.78 1,375.44 31,397.30 <u>4,205.87</u>	43,237.64

21270	Urban Water Institute	Inv. 09/08/21UD, Fall Water Conference Sponsorship		1,500.00
21271	U.S. Ban Corporate Payment System	CalCard Charges through 08/23/21		
		Membership/Others	141.98	
		Meetings, Travel, Conferences	5,228.20	
		Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities	14,366.70	
		Conservation Program Expenses, Education and Outreach	<u>330.57</u>	20,067.45
21272	WaterReuse Association	Inv. 09/19/21UD, 2021 Annual Conference Sponsorship		2,500.00
21273	Water District Jobs	Inv. 1122107, Recruitment Ad		145.00
21274	WLC Architects	Inv. 10, Architectural Services for July 2021		28,125.00
21275	Ecotech Services, Inc.	Inv. 2002, Water Smart Home Program (Board approved 08/07/18)		27,981.00
21276	Foothill Technology Center LLC	Inv. OCT 21LEA, Office Lease - October 2021 (Board approved 04/19/11)		20,751.00
21277	Anthony Fellow	Director's Compensation, August 2021		
		10 Days District Business	2,550.00	
		8 Days MWD Business	2,040.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(1,488.40)</u>	3,118.47
21278	Edward L. Chavez	Director's Compensation, August 2021		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(1,600.00)	
		Less Taxes Withheld	<u>(929.73)</u>	537.14
21279	Charles M. Treviño	Director's Compensation, August 2021		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(545.10)</u>	2,021.77
21280	Jennifer Santana	Director's Compensation, August 2021		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(384.21)</u>	2,182.66
21281	Katarina M. Garcia	Director's Compensation, August 2021		
		9 Days District Business	2,295.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(420.72)</u>	1,891.15
TOTAL				<u>\$ 414,882.60</u>
990	Central Basin MWD	Invoice No. USGV-JUL21, Purchase of 4.8 AF of Recycled Water in June 2021 (Previously Paid 08/26/21)	\$	3,463.55
991	City of Industry City Hall	Invoice No. JUL-21A, Purchase of 111.9 AF of Recycled Water in July 2021		33,234.30
992	Metropolitan Waterd District	Invoice No. 10514, Purchase of 666.1 AF of Treated Water and 630 AF of Untreated Water Delivered through Service Connections in July 2021		1,392,547.38
993	San Gabriel River Watermaster	Invoice No. FY 2021-22, Watermaster Budget for Water Year 21-22		97,000.00
994	San Gabriel Valley MWD	Invoice No. 531, 103.26 AF of Water Delivered through the Alhambra/MWD		20,652.00
995	Suburban Water System	Invoice No. 6646, June 2021 - July 2021 Operating Costs	1,998.83	
		Invoice No. 6647, Phase IIB Normal Operating Charge, August 2021	<u>1,558.65</u>	3,557.48
				<u>\$ 1,550,454.71</u>