

**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. – November 17, 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 November 17, 2021, at the hour of 8:00 a.m.

ROLL CALL

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

DIRECTORS ABSENT: Santana.

STAFF PRESENT: Tom Love, General Manager; Martin Koczanowicz, District Counsel; Steve Johnson, Consulting Engineer; Evelyn Rodriguez, Director of Finance and Administration; Venessa Navarrette, Executive Assistant; Nichol Delgado, Community & Government Affairs Representative; Ruben Gallegos, Project Assistant; Priscilla Lu, Accounting/Financial Analyst; and Jennifer Aguilar, Water Use Efficiency Analyst.

OTHERS PRESENT

Jenny Savron, David Muse, Anthony Alberti, Dan Arrighi, Cris Fealy, Javier Vargas, Lynda Noriega, Marty Zvirbulis, Andy Bullington, Ben Lewis, and Jazmin Lopez.

ADOPTION OF AGENDA

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

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

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Next scheduled committee meeting dates are as follows:

- (a) Water Resources and Facility Management – December 1, 2021 at 4:00 p.m.
- (b) Government Affairs and Community Outreach – December 6, 2021 at 4:00 p.m.
- (c) Administration and Finance – December 7, 2021 at 4:00 p.m.

CONSENT CALENDAR

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

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

- (a) Minutes of a regular meeting of the Board of Directors held on October 27, 2021 at 8:00 a.m.
- (b) List of Demands.
- (c) Financial Reports – September 2021.
 - 1. Financial Statements.
 - 2. Quarterly Report on Investments.
 - 3. Director's Public Outreach.

- (d) Adopt Resolution No. 11-21-628, Re-ratifying the Proclamation of a State of Emergency by Governor Newsom, and Reauthorizing Remote Teleconference Meetings.
- (e) Adopt Resolution No. 11-21-629, Honoring the Retirement of Thomas Tait, City of Arcadia, Director of Public Works.

**AUTHORIZE THE GENERAL
MANAGER TO NEGOTIATE AND
EXECUTE A LEASE AGREEMENT
WITH SAN GABRIEL VALLEY
ECONOMIC PARTNERSHIP**

Treasurer Treviño moved to authorize the General Manager to negotiate and execute a lease agreement with the San Gabriel Valley Economic Partnership. Director Fellow seconded the motion.

The General Manager stated that District Counsel has reviewed the lease agreement and that the primary outstanding item is the escalation rate.

The motion was approved by the following roll call vote:

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

**AUTHORIZE THE GENERAL
MANAGER TO EXECUTE A
PURCHASE AGREEMENT LETTER
WITH THE MAIN SAN GABRIEL
BASIN WATERMASTER FOR
REPLENISHMENT WATER
PURCHASES**

Secretary Garcia moved to authorize the General Manager to execute a purchase agreement letter with the Main San Gabriel Basin Watermaster for replenishment water purchases for fiscal years 2021/22, 2022/23 and 2023/24. Director Fellow seconded the motion.

The General Manager stated that there had been extensive discussions with the producers and Watermaster regarding this item, specifically to address Metropolitan's increasing net readiness-to-serve (RTS) charge. He stated that the proposed purchase agreement with Watermaster includes a three-year annual minimum purchase commitment for untreated water which would fully cover the increasing RTS charge without the need to readopt a new rate resolution by the Board.

The motion was approved by the following roll call vote:

FELLOW: AYE
TREVIÑO: AYE
GARCIA: AYE
SANTANA: ABSENT
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.

ENGINEER'S REPORT

The District Engineer provided a report on hydrologic conditions, basin deliveries, reservoir storage and rainfall averages. He reported that the Baldwin Park Key Well groundwater elevation has dropped to 183.3 feet as of November 12, 2021. He then stated that it could hit historic lows again by September 2022 should current trends continue. The District Engineer reported that Watermaster has collected funds to purchase about 64,000 AF of water, of which 12,000AF will be going to the canyon from November to January 2022. He added that Watermaster is holding some funds to possibly purchase wet water in early 2022.

He reported that combined storage in the canyon is down to minimum pool. He also reported that no notices of wells shutdown due to contamination were received during the month of October 2021.

The following is a summary of contamination ranges found in samples under Title 22 from 13 wells during September 2021.

<u>Contaminant</u>	<u>Range (ppb)</u>	<u>MCL (ppb)</u>
PCE	ND – 3.2	5*
TCE	ND – 0.6	5*

A detailed written report was also provided to the Board.

Treasurer Treviño and the District Engineer discussed the timeframe for the estimated water deliveries to the canyon. The District Engineer stated that about 6,000 acre-feet will be delivered during the fourth quarter of 2021 and another 6,000 acre-feet will be delivered in January 2022, and will continue as long as drought conditions exist.

Treasurer Treviño and the District Engineer also discussed production issues for the City of Azusa. The District Engineer stated that the City of Azusa is working on expanding its capacity by reactivating some wells in the main basin, anticipated to be completed within the next year.

GENERAL MANAGER'S REPORT

The General Manager reported on the Metropolitan Board's adoption of a drought emergency resolution calling on member agencies to minimize their dependence on State Water Project water. He then reported on Metropolitan's upcoming actions regarding the Integrated Resources Plan. He also discussed the remaining viable rate structure options for Metropolitan's demand management charge, after the courts ruled out the options Upper District was supporting previously. He added that this year would be extremely challenging for Metropolitan because of the limited State Water Project supply.

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

ATTORNEY'S REPORT

None.

METROPOLITAN REPORT

Director Fellow briefly reported on the recently passed drought restriction plan and the court's decision on the San Diego case, impacting available rate structure options. He also reported on the recent evaluations of Metropolitan's attorney and auditor. He then announced that Ms. Nancy Sutley is joining the Board of Directors of the Metropolitan Water District.

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

WATER QUALITY AUTHORITY REPORT

President Chavez requested a presentation on Water Quality Authority activities at the next board meeting.

A Water Quality Authority 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 requested that the meeting be adjourned in memory of Mr. Roger Chandler, council member for the City of Arcadia.

Secretary Garcia shared her experience regarding the video recording and commended staff for doing a good job in engaging the community.

President Chavez stated that he also had the pleasure of working with staff for the video recording and thanked them for what they have done.

FUTURE AGENDA ITEMS

None.


ADJOURN TO CLOSED SESSION

None.

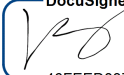
ADJOURNMENT

President Chavez asked if there were other business to come before the Board. There being none, the meeting was duly adjourned in memory of Mr. Roger Chandler to a regular meeting of the Board of Directors to be held on December 8, 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)
November 17, 2021

Demands numbered 21309 through 21340 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$534,621.00 and demands numbered 1001 through 1006 on the Water Fund Account at the same bank in the amount of \$1,168,537.78.

21309	Edward L. Chavez	Director's Compensation, October 2021 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld <i>(Previously paid 11/10/21)</i>	2,550.00 516.87 (1,600.00) <u>(929.73)</u>	537.14
21310	Charles M. Treviño	Director's Compensation, October 2021 10 Days District Business Meeting/Travel Expenses/Allowance Expense Reimbursement Less Deferred Comp. Less Taxes Withheld <i>(Previously paid 11/10/21)</i>	2,550.00 516.87 (40.00) (500.00) <u>(545.10)</u>	1,981.77
21311	Jennifer Santana	Director's Compensation, October 2021 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld <i>(Previously paid 11/10/21)</i>	2,550.00 516.87 (500.00) <u>(384.21)</u>	2,182.66
21312	Anthony R. Fellow	Director's Compensation, October 2021 8 Days District Business 6 Days MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld <i>(Previously paid 11/10/21)</i>	2,040.00 1,530.00 516.87 (500.00) <u>(1,250.26)</u>	2,336.61
21313	Accent Computer Solutions, Inc.	Inv. 148071, IT Management Support, November 2021 <i>(Board approved 10/06/15)</i>		2,653.85
21314	ACWA/JPIA	Inv. 2022, 2022 Annual Agency Dues		21,185.00
21315	ACWA/JPIA	Inv. 10/01/21-22, Auto and General Liability Program, 10/01/21-09/30/22		42,902.00
21316	ACWA/JPIA	Inv.0675059, Health Insurance Premium - November 2021		28,972.24
21317	Best Best & Krieger, LLP	Inv. 917583, Lobbying Services through September 30, 2021 <i>(Board approved 02/09/20)</i>		7,500.00
21318	BizFed	Inv. 4349, 2022 Membership Dues		6,000.00
21319	California Special Districts Association	Inv. 2022, 2022 Membership Dues		8,195.00
21320	Center for Financial Empowerment	Inv. 11/23/21UD, 2021 Operation Gobble Sponsorship		1,500.00
21321	Concentra	Inv. 72930982, Pre-employment Medical		426.00
21322	Discovery Science Center	Inv. 1529, 4th - 6th Grade Virtual Visit Program, September 2021 <i>(Board approved 07/08/20)</i>		1,380.00
21323	Ecotech Services, Inc.	Inv. 2002REI, Water Smart Home Program Inv. 2083, Water Smart Home Program <i>(Board approved 02/07/19)</i>	25,851.00 <u>58,030.00</u>	83,881.00
21324	Foothill Technology Center, LLC	Inv. DEC 21LEA, Office Lease - December 2021 <i>(Board approved 04/09/11)</i>		20,751.00
21325	Howard's Appliances	Inv. 11/15/21UD, Conserve-A-Palooza Giveaway		1,686.80
21326	Joey C. Soto	Inv. UD #83, Grant Writing Services, Septembr 2021 <i>(Board approved 08/04/15)</i>		866.25

21327	Kelly Services, Inc.	Temporary Staff Services Inv. 38022077, W/E 09/26/21 Inv. 39022908, W/E 10/03/21 (Board approved 02/07/19)	486.00 <u>475.20</u>	961.20
21328	Media Marketing Services, Inc.	Inv. USG W210923, Bottled Water Program		1,378.60
21329	Olivarez Madruga Lemieux & O'Neill	Professional Services, September 2021 Inv. 325.001-16704, Transactional Fees Inv. 325.996-16706, Transactional Fees Inv. 325.999-16707, Retainer (Board Approved 05/17/11)	722.00 3,699.10 <u>4,064.00</u>	8,485.10
21330	Pro Printing	Inv. 53764, Boy Scout Event Program Sponsorship		557.10
21331	Rogers, Anderson, Malody and Scott, LLP	Inv. 66933, Progress Billing for FY 06/30/21 Audit (Board approved 06/19/19)		9,500.00
21332	San Gabriel Valley Newspaper	Inv. 525886, Water Conservation Ads, September 2021		1,500.00
21333	Stetson Engineers, Inc.	Inv. 2533-186, General Engineering Support Services, September 2021		12,488.49
21334	Upper District Revolving Payroll Fund	Inv. SEP 21, Reimbursement for Payroll and Payroll Taxes for Employees Inv. SEP 21D, Reimbursement for Payroll Taxes for Directors	143,709.95 <u>10,984.28</u>	154,694.23
21335	Upper District Revolving Fund	Replenish Revolving Fund Account - October 2021 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Director's Outreach Meeting/Travel/Conferences/Dues/Assessments/Membership Telephone/Utilities/Building Maintenance Workers Comp Water Conservation Program Expenses WRP Operation and Maintenance Medical/ODA Reimbursement/Processing Fee	512.05 2,434.56 1,150.00 418.16 1,562.32 2,337.60 1,092.00 59,683.86 <u>5,682.87</u>	74,873.42
21336	U.S. Bank Corporate Payment System	CalCard Charges through 10/22/21 Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	5,326.68 190.64 1,588.70	7,106.02
21337	Via Promotionals	Inv. 17926, District Logo Items		588.27
21338	WaterReuse Association	Inv. D44081, 2022 Membership Dues		12,941.25
21339	WLC Architects	Inv. 12, Architectural Services for October 2021 (Board approved 08/12/20)		13,250.00
21340	World Journal LA, LLC	Inv. 3646228, Water Conservation Ad 10/09/21		<u>1,360.00</u>
			TOTAL	<u>\$ 534,621.00</u>

1001	Central Basin MWD	Invoice No. USGV-SEP21, Purchase of 6.8 AF of Recycled Water in August 2021 (Previously Paid 11/10/21)	\$	9,886.38
1002	City of Industry City Hall	Invoice No. SEP-21, Purchase of 77.6 AF of Recycled Water in September 2021		23,047.20
1003	Metropolitan Waterd District	Invoice No. 10573, Purchase of 328.5 AF of Treated Water and 964 AF of Untreated Water through Service Connections in September 2021		1,091,578.60
1004	San Gabriel Valley MWD	Invoice No. 533, 267.6 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in September 2021 @ \$200 per AF		20,016.00
1005	San Gabriel Valley Water Company	Invoice No. 21-10306, O&M Cost for FY 2020-21		22,450.95
1006	Suburban Water System	Invoice No. 6656, Phase IIB Normal Operating Charge, October 2021		<u>1,558.65</u>
			TOTAL	<u>\$ 1,168,537.78</u>