

**A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
248 E. FOOTHILL BLVD, SUITE 200, MONROVIA, CALIFORNIA 91016
4:00 P.M. – February 8, 2023**

A regular meeting of the Board of Directors was held in the office of the District, 248 E. Foothill Blvd, Rm. 103, City of Monrovia, County of Los Angeles, State of California, within said Water District, on February 8, 2023 at the hour of 4:00 p.m.

ROLL CALL

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

DIRECTORS ABSENT: Garcia

STAFF PRESENT: Tom Love, General Manager; Steve O’Neill, District Counsel; Jenny Savron, Consulting Engineer; Evelyn Rodriguez, Executive Manager - Finance and Administration; Patricia Cortez, Executive Manager - Government and Community Affairs; Venessa Navarrette, Executive Assistant; Ruben Gallegos, Project Assistant; Jennifer Aguilar, Water Use Efficiency Analyst, and Valeria Rodriguez, Administrative Assistant.

OTHERS PRESENT

Randy Schoellerman, David Muse, Jose Martinez, Lenet Pacheco, Karen Suarez.

ADOPTION OF AGENDA

On motion by Secretary Chavez, seconded by Vice President Fellow, the agenda was adopted by the following roll call vote:

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

PUBLIC COMMENT

Karen Suarez, a Monrovia resident, commended the District for changing the selection of drought tolerant trees for the new office landscape. She shared her expertise on California native plants and her involvement with the California Native Plant Society. She concluded by extending her help in recommending plants for future Upper District conservation plans.

COMMITTEE REPORTS

Next scheduled committee meeting dates are as follows:

- (a) Water Resources and Facility Management – March 1, 2023 at 4:00 p.m.
- (b) Government Affairs and Community Outreach – March 6, 2023 at 4:00 p.m.
- (c) Administration and Finance – March 7, 2023 at 4:00 p.m.

CONSENT CALENDAR

On motion by Secretary Chavez, seconded by Vice President Fellow, the consent calendar was approved by the following roll call vote:

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

- (a) Minutes of a regular meeting of the Board of Directors held on January 25, 2023 at 4:00 p.m.
- (b) List of Demands
- (c) Financial Reports – December 2022
 - 1. Financial Statements
 - 2. Quarterly Report on Investments

3. Director's Public Outreach

**WATER QUALITY AUTHORITY
UPDATE**

The General Manager introduced Randy Schoellerman, Executive Director of the San Gabriel Basin Water Quality Authority. He provided a presentation to the Board of Directors highlighting why the WQA was created, the San Gabriel Basin cleanup, WQA's focus areas, and the recent extension of WQA's sunset date. He discussed WQA's 406 Plan and provided the Board with illustrations on the amount of groundwater that has been treated.

He then explained how WQA receives funding based on assessment on pumping rights themselves, not the quantity of water pumped. He explained how the legislation does not determine actual assessment, but rather the cap.

This item was presented for information purposes only.

**STATE LEGISLATIVE SUMMARIES
AND POSITIONS**

The General Manager reported that the Government Affairs and Community Outreach Committee met on February 6th and expressed concern about the impact AB 279 may have on consumers.

Following discussion, Director Treviño moved to approve staff's recommendation for state legislative bill positions AB 279 and AB 30 which are consistent with Upper District's 2023-24 Legislative Policy Principles adopted by the Board in January 2023.

Secretary Chavez seconded the motion, which was approved by the following roll call vote:

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

**UPPER DISTRICT'S 2023 MEETING
SCHEDULE**

Vice President Fellow moved to approve staff's recommendation that the Board of Directors reschedule board and/or committee meetings affected by holidays and conferences in 2023 as follows:

1. Cancel the second board meeting scheduled for February 22.
2. Cancel the Water Resources and Facility Management Committee meeting scheduled for March 1.
3. Cancel the first board meeting scheduled for May 10.
4. Reschedule the Government Affairs and Community Outreach Committee meeting from July 3 to July 10.
5. Cancel the Administration and Finance Committee meeting scheduled for July 4.
6. Cancel the Government Affairs and Community Outreach Committee meeting scheduled for September 4.
7. Cancel the second board meeting scheduled for November 22.
8. Cancel the board meeting scheduled for December 27th. Hold only one board meeting on either December 6 or 20.

Secretary Chavez seconded the motion, which was approved by the following roll call vote:

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

UPDATED EMPLOYEE HANDBOOK

The General Manager reported working with District Counsel on updating the Employee Handbook. He noted that the updates include recent changes in regulations concerning sick leave and bereavement leave as well as updates to Upper District’s policy related to alcohol and drug-free workplace.

Director Treviño moved to approve staff’s recommendation to approve the updates to the Employee Handbook. Secretary Chavez seconded the motion, which was approved by the following roll call vote:

FELLOW: AYE
TREVIÑO: AYE
GARCIA: ABSENT
SANTANA: 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 working with staff on transactional matters including the review of meeting schedules and the Employee Handbook.

ENGINEER’S REPORT

The District Engineer provided a report on hydrologic conditions, basin deliveries, reservoir storage and rainfall averages and the recent storms. She stated that the Baldwin Park Key Well groundwater elevation was 180.8 feet as of February 3, 2023. She also reported that no notices of wells shutdown due to contamination were received during the month of January 2023.

The following is a summary of contamination ranges found in samples under Title 22 from 10 wells during December 2022.

<u>Contaminant</u>	<u>Range (ppb)</u>	<u>MCL (ppb)</u>
PCE	(not sampled)	5*
TCE	ND	5*

A detailed written report was also provided to the Board.

GENERAL MANAGER’S REPORT

The General Manager reported on water supply and the impacts of various levels of State Water Project (SWP) allocations on Metropolitan and its member agencies. He stated that SWP allocation is critical for SWP dependent areas. The General Manager then provided an update on pending disputes with the building contractor. Lastly, he suggested updating the strategic plan and holding a board retreat in late March or early April.

METROPOLITAN REPORT

A Metropolitan summary report was provided in the agenda packet.

WATER QUALITY AUTHORITY REPORT

None.

WATERMASTER REPORT

A Watermaster summary report was provided in the agenda packet.

AB 1234 COMPLIANCE REPORT

A summary report was provided in the agenda packet.

DIRECTORS COMMENTS

None.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

None.

ADJOURNMENT

President Santana asked if there was any other business to come before the Board. There being none, the meeting was adjourned to a regular meeting of the Board of Directors to be held on March 8, 2023, at 4:00 p.m. at 248 E. Foothill Blvd. Rm. 103, Monrovia, CA 91016.

ATTEST

PRESIDENT

SECRETARY

SEAL

Attachment 1
Consent Item 6 (b)
February 8, 2023

Demands numbered 21844 through 21895 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$396,971.49 and demands numbered 1085 through 1090 on the Water Fund Account at the same bank in the amount of \$32,308,444.06.

21844	Woodstock Power Company, Inc.	Inv. 9113, Replacement Cummins Generator <i>(Previously paid 01/26/23)</i>		\$ 10,500.00
21845	Department of Water & Power	Inv. GA431845, Annual ROW Permit Fee <i>(Previously paid 01/26/23)</i>		1,000.00
21846	Accent Computer Solutions, Inc.	Inv. 154711 D2, Additional Server Refresh & Server Switches Inv. 155408, Final Payment Server Refresh <i>(Previously paid 01/26/23. Board approved 10/06/15)</i>	17,434.94 <u>875.01</u>	18,309.95
21847	Aaron Read & Associates, LLC	Inv. 212508, State and Legislative Advocacy Services, December 2022 <i>(Board approved 12/09/20)</i>		10,000.00
21848	Accent Computer Solutions, Inc.	Inv. 155690, IT Management Support, January 2023 Inv. 156137, IT Management Support, February 2023 <i>(Board approved 10/06/15)</i>	3,065.18 <u>2,773.36</u>	5,838.54
21849	ACI Consulting Corporation	Inv. SQ-000318, Sage License Renewal for 2023		3,285.49
21850	ACWA/JPIA	Inv. 0698323, Health Insurance Premium - February 2023		24,685.66
21851	Aleshire & Wynder, LLP	Professional Services, December 2022 Inv. 72904, Retainer Inv. 72905, Transactional Fees Inv. 72906, Transactional Fees <i>(Board approved 04/13/22)</i>	4,267.00 78.80 <u>1,174.80</u>	5,520.60
21852	American Water Works Association	Inv. 7002077871, Membership		311.00
21853	Bassett High School	Inv. GRNT 22-23, Water Education Grant FY 2022-23		6,000.00
21854	Best Best & Krieger, LLP	Inv. 953570, Lobbying Services through November 30, 2022 Inv. 956249, Lobbying Services through December 31, 2022 <i>(Board approved 12/09/20)</i>	7,500.00 <u>7,500.00</u>	15,000.00
21855	Best Version Media	Inv. 289045-202304, April 2023 Conservation Ad		742.75
21856	California Contract Cities Association	Inv. 3648, Associate Membership Dues, 2023		5,000.00
21857	Charlene Fried	Inv. GRNT 22-23, Water Education Grant FY 2022-23		628.79
21858	City of Covina Parks & Recreation	Inv. 2023UD, Year Round Sponsorships, 2023		1,000.00
21859	Cleminson Elementary School	Inv. GRNT 22-23, Water Education Grant FY 2022-23		1,000.00
21860	Coronado High School	Inv. GRNT 22-23, Water Education Grant FY 2022-23		1,000.00
21861	Coronado High School	Inv. GRNT 22-23A, Water Education Grant FY 2022-23		1,000.00
21862	Coronado High School	Inv. GRNT 22-23B, Water Education Grant FY 2022-23		1,000.00
21863	Discovery Science Center	Inv. 1653, 4th-7th Grade Virtual Water Education Program, Sep-Oct 2022 <i>(Board approved 07/08/20)</i>		12,135.00
21864	Holy Family School	Inv. GRNT 22-23, Water Education Grant FY, 2022-23		1,000.00
21865	Independent City Association	Inv. 1217, Gold Level Sponsorship		5,000.00
21866	Jessica Schoenfeld	Inv. GRNT 22-23, Water Education Grant FY 2022-23		900.00
21867	Joey C. Soto	Inv. #99, Grant Writing Services, December 2022 <i>(Board approved 06/08/22)</i>		540.00
21868	The Kid-Fit Preschool Health	Inv. 05/20/23UD, Kid-Fit Family Fun Run Sponsorship		750.00
21869	Manny Co	Inv. GRNT 22-23, Water Education Grant FY 2022-23		1,000.00

21870	Municipal Water District of Orange County	Inv. 02/09/23UD, Water Policy Forum & Dinner Sponsorship		850.00
21871	Rogers, Anderson, Malody and Scott, LLP	Inv. 71615, Progress for FY 21/22 Audit <i>(Board approved 02/09/22)</i>		6,300.00
21872	Sandra Dominguez-Rivera	Inv. GRNT 22-23, Water Education Grant FY 2022-23		750.00
21873	San Gabriel Mission Elementary School	Inv. GRNT 22-23, Water Education Grant FY 2022-23		850.00
21874	San Gabriel Unified School District	Inv. GRNT 22-23, Water Education Grant FY 2022-23		600.00
21875	Spectrum Reach/Charter	Inv. 660019333, Water Campaign, December 2022 Inv. 660019334, Water Campaign, Nov-Dec 2022	1,500.00 <u>1,800.00</u>	3,300.00
21876	St. Luke Catholic School	Inv. GRNT 22-23, Water Education Grant FY 2022-23		990.89
21877	St. Luke Catholic School	Inv. GRNT 22-23A, Water Education Grant FY 2022-23		389.85
21878	St. Luke Catholic School	Inv. GRNT 22-23B, Water Education Grant FY 2022-23		687.86
21879	St. Luke Catholic School	Inv. GRNT 22-23C, Water Education Grant FY 2022-23		468.36
21880	St. Luke Catholic School	Inv. GRNT 22-23D, Water Education Grant FY 2022-23		922.35
21881	St. Luke Catholic School	Inv. GRNT 22-23E, Water Education Grant FY 2022-23		510.89
21882	St. Luke Catholic School	Inv. GRNT 22-23F, Water Education Grant FY 2022-23		793.15
21883	St. Luke Catholic School	Inv. GRNT 22-23G, Water Education Grant FY 2022-23		524.71
21884	Team 968	Inv. GRNT 22-23, Water Education Grant FY 2022-23		1,000.00
21885	Team 968	Inv. GRNT 22-23A, Water Education Grant FY 2022-23		1,000.00
21886	Tunisia Fountain	Inv. GRNT 22-23, Water Education Grant FY 2022-23		1,000.00
21887	Upper District Payroll Fund	Inv. DEC 22, Reimbursement of Payroll and Payroll Taxes for Employees Inv. DEC 22D, Reimbursement of Payroll Taxes for Directors	122,709.59 <u>9,081.38</u>	131,790.97
21888	Upper District Revolving Fund	Replenish Revolving Fund Account - January 2023 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/ Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info Medical/ODA Reimbursement/Processing Fee/Retirement Plan/Overdeposit	1,134.74 3,491.27 590.00 3,010.38 1,318.00 57,337.18 <u>12,664.00</u>	79,545.57
21889	Unisource Solutions, Inc.	Inv. 33569, Final Payment - New Office Furniture		6,677.70
21890	Urban Water Institute	Inv. 2023, Membership		500.00
21891	U.S. Bank Corporate Payment System	CalCard Changes through 01/23/23 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	155.00 11,482.64 4,858.95 <u>359.95</u>	16,856.54
21892	WLC Architects	Inv. 23, Construction Administration Services, November 2022 <i>(Board approved 08/12/20)</i>		2,250.00
21893	Edward Chavez	Director's Compensation, January 2023 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(1,550.78)</u>	1,016.09
21894	Charles M. Treviño	Director's Compensation, January 2023 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(525.65)</u>	2,041.22
21895	Jennifer Santana	Director's Compensation, January 2023 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(359.31)</u>	2,207.56
			TOTAL	<u>\$ 396,971.49</u>

1085	Central Basin MWD	Invoice No. USGV-DEC22, Purchase of 4.1 AF of Recycled Water in November 2022 <i>(Previously paid 01/26/23)</i>	\$	2,957.59
1086	City of Industry City Hall	Invoice No. DEC-22, Purchase of 18.3 AF of Recycled Water in December 2022		5,782.80
1087	City of Industry City Hall	Invoice No. DEC-22CIP, CIP Charge for December 2022 @ \$98 per AF		1,793.40
1088	Metropolitan Water District	Invoice No. 11012, Purchase of 272.9 AF of Treated and 40,000 AF Untreated Water in December 2022		32,277,972.11
1089	San Gabriel Valley MWD	Invoice No. 548, 90.81 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in December 2022 @ \$200 per AF		18,162.00
1090	Suburban Water System	Invoice No. 6712, Phase IIB Normal Operating Charge, January 2023		<u>1,776.16</u>
			TOTAL	\$ <u>32,308,444.06</u>