

**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 14, 2022**

Pursuant to the newly adopted provisions of the Brown Act and consistent with the Board's resolution ratifying the declaration of a state of emergency by the State of California in response to the COVID-19 pandemic, the Upper District held a regular meeting of the Board of Directors via zoom teleconference on September 14, 2022, at the hour of 8:00 a.m.

ROLL CALL

DIRECTORS PRESENT: Chávez, García, Treviño, and Fellow.

DIRECTORS ABSENT: Santana.

STAFF PRESENT: Tom Love, General Manager; Steve O'Neill, District Counsel; Steve Johnson, 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; and Jennifer Aguilar, Water Use Efficiency Analyst.

OTHERS PRESENT

Anteneh Tesfaye, Andy Bullington, Anthony Alberti, Arrica Jimenez, Ben Lewis, Cris Fealy, Dan Arrighi, Dave Michalko, Jenny Savron, Jose Martinez, Lynda Noriega, Martin Zvirbulis, Paul Zampiello, Stephanie Moreno, Steve Kiggins, Tara Robinson.

ADOPTION OF AGENDA

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

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

PUBLIC COMMENT

None.

COMMITTEE REPORTS

Next scheduled committee meeting dates are as follows:

- (a) Government Affairs and Community Outreach – October 3, 2022, at 4:00 p.m.
- (b) Administration and Finance – October 4, 2022, at 4:00 p.m.
- (c) Water Resources and Facility Management – October 5, 2022, at 4:00 p.m.

CONSENT CALENDAR

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

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

- (a) Minutes of a regular meeting of the Board of Directors held on August 10, 2022, at 8:00 a.m.
- (b) List of Demands
- (c) Financial Reports – July 2022.
 - 1. Financial Statements.
 - 2. Director's Public Outreach
- (d) Resolution No. 09-22-646, Re-ratifying the Proclamation of a State of Emergency by Governor Newsom, and Reauthorizing Remote Teleconference Meetings.
- (e) Execution of Annexation No. 22-439, Negotiated Exchange of Property Tax Revenues Resulting from Annexation to County Sanitation District No. 22

**ADOPT UPPER DISTRICT'S
INVESTMENT POLICY.**

The General Manager explained that the California Code requires the District to review the policy annually. He shared that this policy was reviewed by staff and legal counsel. He also explained that there are no recommended changes to the policy at this time.

Secretary Garcia moved to approve staff's recommendation to readopt the Investment Policy in its current form.

Director Fellow seconded the motion, which was unanimously approved by the following roll call vote:

FELLOW: AYE
GARCIA: AYE
SANTANA: ABSENT
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 Newspaper Articles.

ATTORNEY'S REPORT

District Counsel reported working with staff on the WaterSmart Home Kit paperwork, investment policy review, some additional contract reviews, district website, cyclic storage agreement with MWD, and preparation for the closed session meeting.

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 was 178.7 feet as of September 9, 2022, noting significant drops in the Key Well in recent weeks. He reported that the Key Well is less than 10 feet from the historic low. He then shared that the most recent storm provided 0.4" of rain, but no measurable runoff went into the reservoirs due to the significantly dry watershed. He then reported that no notices of wells shutdown due to contamination were received during the month of August 2022.

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

GENERAL MANAGER'S REPORT

The General Manager reported that Upper District has been monitoring the Key Well levels noting that, in August, it seems to be moving consistent with projected levels. He shared that Upper District is still held to the volumetric limit on SWP deliveries. Using that limit, an order has been placed by Stetson, on behalf of Upper District, to MWD to deliver 14,695 AF starting October 1st. He added that the delivery should increase the Key Well by approximately 1.5 feet. The General Manager stated that conservation messaging continues to be successful with production numbers for June 2022 showing a significant decrease in water demand.

The General Manager reported on the MWD Upper Feeder shutdown stating that the repair was completed on schedule. He explained that Upper District's service area was not affected by this shutdown at all since CRW producers were given time and resources to switch to groundwater prior to the shutdown.

The General Manager shared that the tentative move-in date to the new building remains near the end of October, after WaterFest and before Halloween.

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

METROPOLITAN REPORT

Director Fellow reported on Metropolitan’s meetings for the months of August and September.

A written report was also provided in the Board’s agenda packet.

WATER QUALITY AUTHORITY REPORT

President Chavez reported that the WQA Board of Directors approved the Executive Director’s employment agreement. He also shared that Governor Newsom signed AB 2163 into law which allows WQA’s sunset date to be July 1, 2050.

A summary report was also 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.

DIRECTOR’S COMMENTS

Director Fellow and Director Treviño expressed their condolences for President Chavez’s father.

Director Treviño discussed the MWD audit stating that there may be some sanctions coming down to MWD. He asked if there was any update from the MWD representative on the topic. Director Fellow stated that the MWD Board will be addressing the topic further in October and that MWD is working closely with the administration in Sacramento.

President Chavez thanked staff for their support during the passing of his father. He shared that while he was mourning a loss, he also celebrated a new life and became a grandfather for the first time.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

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

REPORT ON CLOSED SESSION

The Board reconvened after closed session. District Counsel reported that a discussion was held by the board and that no formal action was taken during closed session.

ADJOURNMENT

President Chavez asked if there were 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 September 28, 2022, at 8:00 a.m. via teleconference or the most rapid means of communication available at the time.

ATTEST

PRESIDENT

SECRETARY

SEAL

Demands numbered 21640 through 21697 on the General Fund Account of the Upper District at Citizens Business Bank totaling \$895,113.55 and demands numbered 1054 through 1059 on the Water Fund Account at the same bank in the amount of \$934,369.75.

| | | | | |
|-------|---------------------------------|--|--|---------------|
| 21640 | Marjani Builders, Inc. | Inv. APP6, District Tenant Improvement Project (Board approved 02/09/22. Previously paid 08/23/22) | | \$ 514,664.40 |
| 21641 | Johnson Tree Service | Inv. 08/19/22, Tree Removal Services (Previously paid 08/23/22) | | 3,200.00 |
| 21642 | Bravo Productions | Inv. 10/15/22A, WaterFest 2022 Event Management - Deposit (Previously paid 08/23/22) | | 7,322.50 |
| 21643 | ACWA/JPIA | Inv. 07/01/22-23, Cyber Liability Program Premium for FY 22/23 (Previously paid 08/23/22) | | 2,688.10 |
| 21644 | Aaron Read & Associates, LLC | Inv. 212303, State Legislative Advocacy Services, August 2022 (Board approved 12/09/20) | | 10,000.00 |
| 21645 | Accent Computer Solutions, Inc. | Inv. 020037Q, Deposit - New Office Workstation Move/Installation Inv. 151710, IT Management Support, June 2022 Inv. 152161, IT Management Support, July 2022 Inv. 152575, Backboard Equipment Removal Inv. 153065, Subscription Renewal, Adobe Acrobat/Illustrator (Board approved 10/16/15) | 3,652.01 3,293.69 3,309.01 437.50 737.46 | 11,429.67 |
| 21646 | Active San Gabriel Valley | Inv. 09/02/22UD, Noches De Las Luminarias Sponsorship | | 1,000.00 |
| 21647 | ACWA/JPIA | Inv. 0690712, Health Insurance Premium - September 2022 | | 27,399.01 |
| 21648 | Aleshire & Wynder, LLP | Professional Services, July 2022 Inv. 69677, Retainer Inv. 69678, Transactional Fees Inv. 69679, Transactional Fees (Board approved 04/13/22) | 4,267.00 118.20 5,620.00 | 10,005.20 |
| 21649 | Anelly Aguirre | 2021-22, Art Contest - 3rd Place | | 150.00 |
| 21650 | Arcadia Chamber of Commerce | Inv. 7955, State of the City Sponsorship | | 500.00 |
| 21651 | Best Best & Krieger, LLP | Inv. 943671, Lobbying Services through July 31, 2022 (Board approved 12/09/20) | | 7,500.00 |
| 21652 | Best Version Media | Inv. 289045-202210, October 2022 Conservation Ad Inv. 289045-202211, November 2022 Conservation Ad | 742.75 742.75 | 1,485.50 |
| 21653 | Bulletin Displays | Inv. 33979, Drought Marketing Campaign FY 21-22 | | 3,500.00 |
| 21654 | City of Arcadia | Inv. 09/19/22, WaterFest 2022 Street Banner Permit | | 165.00 |
| 21655 | Clio Huang | 2021-22, Art Contest - 3rd Place | | 75.00 |
| 21656 | Discovery Science Center | Inv. 1580-1, 4th-5th Grade & 6th-7th Grade Virtual Water Education Program, March 2022 Inv. 1585-1, 4th-5th Grade & 6th-7th Grade Virtual Water Education Program, April 2022 (Board approved 07/08/20) | 7,787.50 9,190.00 | 16,977.50 |
| 21657 | Emily Zhou | 2021-22, Art Contest - 5th Place | | 50.00 |
| 21658 | Epiphany Catholic School | Inv. 10/09/22UD, Octoberfest Car Show Sponsorship | | 500.00 |
| 21659 | Fiana Lee | 2021-22, Art Contest - 3rd Place | | 75.00 |
| 21660 | Flintridge Center | Inv. 09/01/22UD, 41st Assembly District Young Legislators Sponsorship | | 2,500.00 |
| 21661 | Graybill Metal Polishing | Inv. 2300, New Office Building Signage | | 1,505.00 |
| 21662 | Guanren Wang | 2021-22, Art Contest - 4th Place | | 50.00 |
| 21663 | Howard's Appliances | Inv. 2168427, HE Washers for WaterFest 2022 | | 1,664.74 |
| 21664 | Iris Xu | 2021-22, Art Contest - 2nd Place | | 200.00 |
| 21665 | Jaqueline Luna Muro | 2021-22, Art Contest - 5th Place | | 25.00 |

| | | | | |
|-------|---|--|---|------------|
| 21666 | Joey C. Soto | Inv. #93, Grant Writing Services, July 2022 Inv. #94, Grant Writing Services, July 2022 (Board approved 06/08/22) | 1,035.50 <u>11,441.00</u> | 12,476.50 |
| 21667 | Joseph Huang | 2021-22, Art Contest - 5th Place | | 25.00 |
| 21668 | Julia Yu | 2021-22, Art Contest- 1st Place | | 150.00 |
| 21669 | Katie Liu | 2021-22, Art Contest - 2nd Place | | 100.00 |
| 21670 | La Opinion | Inv. 129490722, Water Conservation Ads - July 2022 | | 3,000.00 |
| 21671 | Lydia Ko | 2021-22, Art Contest - 4th Place | | 50.00 |
| 21672 | Mad Science Lab of Central LA | Inv. WREG-1526381, WaterFest 2022 | | 942.00 |
| 21673 | Media Marketing Services, Inc. | Inv. USG W220808, Bottled Water Program | | 3,297.00 |
| 21674 | Milly Lee | 2021-22, Art Contest - 1st Place | | 150.00 |
| 21675 | Molly Zhang | 2021-22, Art Contest - 5th Place | | 25.00 |
| 21676 | Orbit Event Rentals | Inv. 49644, Deposit, WaterFest 2022 | | 13,000.00 |
| 21677 | Patrick Wong | 2021-22, Art Contest - 2nd Place | | 100.00 |
| 21678 | Phoebe Xu | 2021-22, Art Contest - 4th Place | | 100.00 |
| 21679 | Proforma | Inv. B660001221A, Drought Campaign Banner | | 2,087.06 |
| 21680 | Rogers, Anderson, Malody and Scott, LLP | Inv. 71096, Progress Billing for FY 21/22 Audit - July 2022 Billing (Board approved 02/09/22) | | 3,000.00 |
| 21681 | Set Medics, LLC | Inv. 4484, EMT for WaterFest 2022 | | 370.00 |
| 21682 | Southern California Coalition | Inv. 1653, Membership | | 5,000.00 |
| 21683 | Stetson Engineers, Inc. | Inv. 2533-195, General Engineering Services, June 2022 Inv. 2533-196, General Engineering Services, July 2022 | 21,187.33 <u>9,985.18</u> | 31,172.51 |
| 21684 | Tiffany Chen | 2021-22, Art Contest - 1st Place | | 250.00 |
| 21685 | Tiffany Wang | 2021-22, Art Contest - 4th Place | | 50.00 |
| 21686 | Tyler Liu | 2021-22, Art Contest 2nd Place | | 100.00 |
| 21687 | Upper District Payroll Fund | Inv. JUL 22, Reimbursement for Payroll and Payroll Taxes for Employees Inv. JUL22D, Reimbursement for Payroll and Payroll Taxes for Directors | 132,355.83 <u>9,812.43</u> | 142,168.26 |
| 21688 | Upper District Revolving Fund | Replenish Revolving Fund Account - August 2022 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/Retirement Plan/Overdeposit | 607.74 2,159.49 800.00 306.55 1,425.11 2,199.58 981.85 7,514.02 <u>4,650.98</u> | 20,645.32 |
| 21689 | U.S. Bank Corporate Payment System | CalCard Changes through 08/22/22 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach | 3,983.77 561.80 <u>1,584.23</u> | 6,129.80 |
| 21690 | Wanyang Yolanda Zhou | 2021-22, Art Contest - 3rd Place | | 75.00 |
| 21691 | Willdan Financial Services | Inv. 010-52035, FY 22/23 Standby Charge Administration Services through July 2022 | | 3,209.98 |
| 21692 | WLC Architects | Inv. 19, Construction Administration Services, July 2022 (Board approved 08/12/20) | | 15,750.00 |
| 21693 | Yuki Guan | 2021-22, Art Contest - 1st Place | | 150.00 |
| 21694 | Edward L. Chavez | Director's Compensation, July 2022 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld | 2,550.00 1,931.40 (1,617.00) <u>(1,022.78)</u> | 1,841.62 |
| 21695 | Charles M. Treviño | Director's Compensation, July 2022 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld | 2,550.00 516.87 (500.00) <u>(539.01)</u> | 2,027.86 |

| | | | | |
|-------|-------------------------------|---|---|----------------------|
| 21696 | Jennifer Santana | Director's Compensation, July 2022 6 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld | 1,530.00 516.87 (500.00) <u>(205.62)</u> | 1,341.25 |
| 21697 | Katarina Garcia | Director's Compensation, July 2022 8 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld | 2,040.00 516.87 (500.00) <u>(359.10)</u> | 1,697.77 |
| | | | TOTAL | \$ 895,113.55 |
| 1054 | Central Basin MWD | Invoice No. USGV-JUL22, Purchase of 4.0 AF of Recycled Water in June 2022 | | \$ 2,929.29 |
| 1055 | City of Industry City Hall | Invoice No. JUL-22, Purchase of 102.1 AF of Recycled Water in July 2022 Invoice No. JUL-22A, O & M Cost Reconciliation, 07/01/22 - 12/31/22 Invoice No. JUL-22B, 102.1 AF @ \$98 per AF, CIP Charge for June 2022 | 32,263.60 14,933.34 <u>10,005.80</u> | 57,202.74 |
| 1056 | Metropolitan Water District | Invoice No. 10866, Purchase of 442.8 AF of Treated Water in July 2022 | | 753,813.96 |
| 1057 | San Gabriel River Watermaster | Invoice No. FY 2022-23, Watermaster Budget for Water Year 22-23 | | 98,500.00 |
| 1058 | San Gabriel Valley MWD | Invoice No. 543, 101.28 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in July 2022 @ \$200 per AF | | 20,256.00 |
| 1059 | Suburban Water System | Invoice No. 6694, Phase IIB Normal Operating Charge, August 2022 | | <u>1,667.76</u> |
| | | | TOTAL | \$ 934,369.75 |