

**A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
DOUBLETREE HOTEL  
924 W. HUNTINGTON DRIVE, MONROVIA, CALIFORNIA 91016  
11:30 A.M. – APRIL 12, 2023**

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A special meeting of the Board of Directors was held at the Doubletree Hotel, 924 W. Huntington Drive, City of Monrovia, County of Los Angeles, State of California, within said Water District, on April 12, 2023 at the hour of 11:30 a.m.

- ROLL CALL**
- DIRECTORS PRESENT:** Fellow, Treviño, Santana and Garcia.
- DIRECTORS ABSENT:** Chavez.
- STAFF PRESENT:** Tom Love, General Manager; Steve O’Neill, District Counsel; Steve Johnson, Consulting Engineer; Patricia Cortez, Assistant General Manager, Evelyn Rodriguez, Chief Financial and Administrative Officer; Venessa Navarrette, Executive Assistant.
- OTHERS PRESENT** Ed Means, Lynda Noriega, Jose Martinez, Dave Michalko, Tony Zampiello, Greg Galindo, Roy Frausto, Jeff Helsley, and Steve Johnson.
- ADOPTION OF AGENDA** On motion by Treasurer Garcia, seconded by Vice President Fellow, the agenda was adopted by the following roll call vote:
- FELLOW: AYE**  
**TREVIÑO: AYE**  
**GARCIA: AYE**  
**SANTANA: AYE**  
**CHAVEZ: ABSENT**
- PUBLIC COMMENT** None.
- COMMITTEE REPORTS** Next scheduled committee meeting dates are as follows:
- (a) Government Affairs and Community Outreach – May 1, 2023, at 4:00 p.m.
  - (b) Administration and Finance – May 2, 2023, at 4:00 p.m.
  - (c) Water Resources and Facility Management – May 3, 2023, at 4:00 p.m.
- CONSENT CALENDAR** Vice President Fellow requested that item (e) be pulled for discussion.
- On motion by Treasurer Garcia, seconded by Vice President Fellow, items (a) through (d) and (f) from the consent calendar were approved by the following roll call vote:
- FELLOW: AYE**  
**TREVIÑO: AYE**  
**GARCIA: AYE**  
**SANTANA: AYE**  
**CHAVEZ: ABSENT**
- (a) Minutes of a regular meeting of the Board of Directors held on March 22, 2023 at 4:00 p.m.
  - (b) List of Demands
  - (c) Financial Reports – February 2023
    - 1. Financial Statements
    - 2. Director’s Public Outreach
  - (d) Negotiated tax exchange resolution for annexation of Tract 82160 to County Lighting Maintenance District 1687

- (f) Adopt Resolution No. 04-23-656, initiating proceedings for the establishment of a water availability or standby charge for fiscal year 2023/24 and establishing May 24, 2023 as the public hearing date.

Vice President Fellow provided some background on item (e) regarding the federal and state legislative summaries and positions for STREAM Act, AB 1572, SB 366, AB 460, AB 1337, and SB 389, which are consistent with Upper District’s 2023-24 Legislative Policy Principles adopted by the Board on January 2023. He shared further insight into AB 1572 which addresses non-functional turf (NFT). He explained that there are definition problems with the legislation and that there needs to be further improvements made to the legislation prior to approval.

The General Manager shared that he also has concerns with the definitions. He explained that residential turf is exempt from the NFT legislation and that the enforcement of this legislation falls onto retailers. Patty Cortez, Assistant General Manager, External Affairs, shared that Metropolitan Water District approved an action to support if amended after a very detailed discussion about the bill’s concerns and direction MWD is taking on the bill. She shared that the legislation does not include a universally excepted definition of NFT and also includes new reporting and enforcement mandates. She explained that staff is recommending an oppose unless amended position.

Vice President Fellow shared that ACWA has an oppose unless amended position on AB 1572 and that cities need to get involved in this legislation.

Lynda Noriega, President of California Domestic Water Company, requested Ms. Cortez to provide information to the San Gabriel Valley Water Association so that the Association can follow suit with Upper District’s decision. Additional discussion about the MWD vote and their intent on supporting a bill that impact retailers was discussed with the members of the audience, staff, and directors.

After the discussion, Vice President Fellow moved to approve item (e) from the consent calendar. Director Treviño seconded the motion, which was approved by the following roll call vote:

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

**BOARD STRATEGIC PLANNING WORKSHOP**

The General Manager introduced Mr. Ed Means, President of Means Consulting, LLC.

Mr. Means provided an overview of Upper District’s strategic planning process. He reviewed the strengths, weakness, opportunities and threats analysis that was provided by the Board, producers and management. He shared his input for potential strategies and objectives.

Director Treviño left the meeting at 3:14 p.m.

Mr. Means reviewed the need to update the current vision, mission, goals, and values of the District. Discussion was had by those in attendance regarding these items. Finally, the Board provided guidance to management to develop specific strategies and objective for inclusion in the draft Strategic Plan.

Mr. Means shared that using the information provided by the stakeholders, a Strategic Plan draft document will come back to the Board for discussion at a later date.

**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 April 26, 2023, at 4:00 p.m., at 248 E. Foothill Blvd., Room #103, Monrovia, CA 91016.

**ATTEST**

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PRESIDENT

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SECRETARY

SEAL

Attachment 1  
Consent Item 6 (b)  
April 12, 2023

Demands numbered 21913 through 21955 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$605,699.92 and demands numbered 1096 through 1103 on the Water Fund Account at the same bank in the amount of \$438,435.33.

21913	Marjani Builders, Inc.	Inv. APP11, District Tenant Improvement Project <i>(Board approved 02/09/22. Previously paid 03/17/23)</i>		\$ 107,500.00
21914	Cesar Aguirre	Replacement Check - Water Education Grant FY 2022-23 <i>(Previously paid 03/21/23)</i>		150.00
21915	Coronado High School	Replacement Check - Water Education Grant FY 2022-23 <i>(Previously paid 03/21/23)</i>		1,000.00
21916	Sage Software, Inc.	Inv. A-S1007670335-2023, 2023 Software License <i>(Previously paid 03/21/23)</i>		631.00
21917	Aaron Read & Associates, LLC	Inv. 212624, State and Legislative Advocacy Services, February 2023 <i>(Board approved 12/09/20)</i>		10,000.00
21918	ACWA	Inv. 011602, 2023 Legislative Symposium Sponsorship		1,000.00
21919	ACWA/JPIA	Inv. 0698863, Health Insurance Premium - April 2023		26,098.45
21920	Aleshire & Wynder, LLP	Professional Services, February 2023 Inv. 74213, Retainer Inv. 74214, Transactional Fees Inv. 74215, Transactional Fees <i>(Board approved 04/13/22)</i>	4,267.00 39.40 <u>1,545.40</u>	5,851.80
21921	Best Version Media	Inv. 289045-202305, May 2023 Conservation Ad		742.75
21922	B and H Signs	Inv. 20162, Door Graphics		740.00
21923	California Water Efficiency	Inv. MD-2023-230, Membership		2,210.24
21924	City of Monrovia	Inv. 2300988, Drought Marketing Campaign FY 22-23		15,899.05
21925	Civic Publications, Inc.	Inv. 1771, Sustainable Living 2023 Conservation Ad		4,987.00
21926	CORO Southern California	Inv. 20230228-03, Water & Energy Focus Week Sponsorship		2,500.00
21927	EcoTech Services, Inc.	Inv. 2537, Office Landscape Project Inv. 2561, Landscape Installation Inv. 2596, Landscape Maintenance Inv. 2597, Landscape Maintenance <i>(Board approved 06/08/22)</i>	2,250.00 37,360.74 200.08 <u>900.00</u>	40,710.82
21928	G3LA, LLC	Inv. 1096, Water Conservation Webinar - February 2023 Inv. 1099, Water Conservation Webinar - February 2023 Inv. 1122, Water Conservation Webinar - March 2023 Inv. 1123, Water Conservation Webinar - March 2023 <i>(Board approved 03/08/23)</i>	2,000.00 1,500.00 2,000.00 <u>2,000.00</u>	7,500.00
21929	Govinvest, Inc.	Inv. 2023-4432, Annual Subscription Fee		3,244.50
21930	Image Property Services, LLC	Inv. MCS-7318, Janitorial Services, January 2023 Inv. MCS-7767, Consumables, February 2023 Inv. MCS-8000, Janitorial Services, March 2023	1,338.14 516.78 <u>1,338.14</u>	3,193.06
21931	Industry Hills Pro Rodeo	Inv. 23-071, Annual Industry Hills Charity Pro Rodeo Sponsorship		500.00
21932	Joey C. Soto	Inv. #101, Grant Writing Services, February 2023 <i>(Board approved 08/04/15)</i>		800.00
21933	Kelly Associates Management Group	Inv. 03/16/23, Team Building Services		5,000.00
21934	QualityImprint	Inv. QI26319, UD Logo Items		2,781.74
21935	Rogers, Anderson, Malody and Scott, LLP	Inv. 72214, State Controller Report Preparation FY 2021-2022 <i>(Board approved 02/09/22)</i>		685.00

21936	Southern California Association of Governments	Inv. 05/04/23UD, 2023 Regional Conference & Assembly Sponsorship		1,000.00
21937	Southern California Water Utilities Association	Inv. 212025, Annual Golf Tournament Sponsorship		740.00
21938	San Gabriel Valley Water Association	Inv. 01/01/23, 2023 Associate Dues, Membership		100.00
21939	Spectrum Reach/Charter	Inv. 440010091, Drought Marketing, Jan-Feb 2023 Inv. 440010092, Drought Marketing, February 2023	1,780.80 <u>1,500.00</u>	3,280.80
21940	Stetson Engineers, Inc.	Inv. 2533-202, General Engineering Support Services, January 2023		7,835.64
21941	State Water Resources Control Board	Inv. 050723_140, Package 4 Annual State Revolving Fund Loan Repayment		75,541.85
21942	Total Compensation Systems, Inc.	Inv. 11429, GASB 75 Roll - Forward Valuation		1,485.00
21943	Upper District Payroll Fund	Inv. FEB 23, Reimbursement of Payroll and Payroll Taxes for Employees Inv. FEB 23D, Reimbursement of Payroll Taxes for Directors	130,457.92 <u>9,273.21</u>	139,731.13
21944	Upper District Revolving Fund	Replenish Revolving Fund Account - February 2023		
		Office Supplies	823.66	
		Computer Systems/Equipment/Maintenance/Insurance/ Outside Service	2,618.83	
		Directors's Outreach	1,000.00	
		Telephone/Utilities/Building Maintenance	2,764.86	
		Workers Comp	2,330.75	
		Water Conservation Program Expenses	1,318.00	
		WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info	22,304.13	
		Medical/ODA Reimbursement/Processing Fee/Retirement Plan/Overdeposit	<u>6,125.43</u>	39,285.66
		Replenish Revolving Fund Account - March 2023		
		Office Supplies	515.95	
		Computer Systems/Equipment/Maintenance/Insurance/ Outside Service	905.08	
		Directors's Outreach	2,136.00	
		Meeting/Travel/Conferences/Dues/Assessments/Membership	137.95	
		Telephone/Utilities/Building Maintenance	3,240.91	
		Water Conservation Program Expenses	1,813.60	
		WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info	20,455.35	
		Medical/ODA Reimbursement/Processing Fee/Retirement Plan/Overdeposit	<u>12,077.03</u>	41,281.87
21945	Unisource Solutions, Inc.	Inv. 23742.001Q, New Bookcases		2,482.83
21946	U.S. Bank Corporate Payment System	CalCard Changes through 03/22/23		
		Meetings, Travel, Conferences	12,419.72	
		Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities	1,450.79	
		Conservation Program Expenses, Education and Outreach	<u>2,477.93</u>	16,348.44
21947	USDA Forest Service	Inv. 3004507678, Watershed Restoration Project Funding		16,625.00
21948	Western Supreme Rooter, Inc.	Inv. 153804, Plumbing Service		3,989.69
21949	Katarina Garcia	Director's Compensation, January 2023		
		5 Days District Business	1,275.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(181.18)</u>	1,110.69
21950	Katarina Garcia	Director's Compensation, February 2023		
		5 Days District Business	1,275.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(181.18)</u>	1,110.69
21951	Anthony Fellow	Director's Compensation, March 2023		
		10 Days District Business	2,550.00	
		10 MWD Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(1,567.07)</u>	3,549.80
21952	Ed Chavez	Director's Compensation, March 2023		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(1,850.78)</u>	716.09
21953	Charles Treviño	Director's Compensation, March 2023		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	<u>(525.65)</u>	2,041.22

21954	Jennifer Santana	Director's Compensation, March 2023 9 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,295.00 516.87 (500.00) <u>(308.69)</u>	2,003.18
21955	Katarina Garcia	Director's Compensation, March 2023 8 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,040.00 516.87 (500.00) <u>(342.66)</u>	1,714.21
			<b>TOTAL</b>	<b><u>\$ 605,699.20</u></b>
1096	Central Basin MWD	Invoice No. USGV-FEB23, Purchase of 0.5 AF of Recycled Water in January 2023 <i>(Previously paid 04/05/23)</i>	\$	382.81
1097	City of Industry City Hall	Invoice No. FEB-23, Purchase of 14.4 AF of Recycled Water in February 2023		4,968.00
1098	City of Industry City Hall	Invoice No. FEB-23CIP, CIP Charge for February 2023 @ \$98 per AF		1,411.20
1099	City of Industry City Hall	Invoice No. JAN-23, Purchase of 8.4 AF of Recycled Water in January 2023		2,898.00
1100	City of Industry City Hall	Invoice No. JAN-23CIP, CIP Charge for January 2023 @ \$98 per AF		823.00
1101	Metropolitan Water District	Invoice No. 11070, Purchase of 324.4 AF of Treated Water in February 2023		410,708.16
1102	San Gabriel Valley MWD	Invoice No. 550, 77.34 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in February 2023 @ \$200 per AF		15,468.00
1103	Suburban Water System	Invoice No. 6715, Phase IIB Normal Operating Charge, March 2023		<u>1,776.16</u>
			<b>TOTAL</b>	<b><u>\$ 438,435.33</u></b>