

**A SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
119 W. PALM AVENUE, MONROE ROOM, MONROVIA, CALIFORNIA 91016
4:30 P.M. – DECEMBER 06, 2023**

A special meeting of the Board of Directors was held in the Monroe Room of the City of Monrovia Community Center, 119 W. Palm Ave., City of Monrovia, County of Los Angeles, State of California, on December 06, 2023 at the hour of 4:30 p.m.

ROLL CALL	DIRECTORS PRESENT:	Treviño, Chavez, Garcia, Fellow, and Santana.
	DIRECTORS ABSENT:	None.
	STAFF PRESENT:	Tom Love, General Manager; Steve O'Neill, District Counsel; Steve Johnson, District Engineer; Patty Cortez, Assistant General Manager, External Affairs; Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer; Venessa Navarrete, Executive Assistant; Jennifer Aguilar, Water Use Efficiency Analyst.
OTHERS PRESENT		Lenet Pacheco, Kelly Gardner, and Anya Kwan.
ADOPTION OF AGENDA		On motion by Treasurer Garcia, seconded by Director Treviño, the agenda was unanimously adopted as presented.
PUBLIC COMMENT		None.
COMMITTEE REPORTS		Next scheduled committee meeting dates are as follows: <ul style="list-style-type: none"> (a) Government Affairs and Community Outreach – January 8, 2024 at 4:00 p.m. (b) Administration and Finance – January 2, 2024, at 4:00 p.m. (c) Water Resources and Facility Management – January 3, 2024, at 4:30 p.m.
CONSENT CALENDAR		On motion by Treasurer Garcia, seconded by Director Treviño, the consent calendar was unanimously approved. <ul style="list-style-type: none"> (a) Minutes of a regular meeting of the Board of Directors held on November 08, 2023, at 4:00 p.m. (b) List of Demands. (c) Financial Reports – October 2023. <ul style="list-style-type: none"> 1. Financial Statements. 2. Director's Public Outreach.
PURCHASE OF UNTREATED WATER FOR THE UPPER DISTRICT'S CYCLIC STORAGE ACCOUNT		<p>The General Manager reported that Upper District has been working to maximize Metropolitan Water District's delivery to its cyclic account this year. He shared that the estimated amount has changed multiple times since the start of delivery in June 2023 due to various shutdowns and other flow issues that have occurred. The General Manager explained that current estimate for total cyclic delivery is 50,000 AF. He reported that Metropolitan's cyclic account has a balance of 24,000 AF from 2022 which will bring the total to 74,000 AF of cyclic water available for purchase.</p> <p>The General Manager stated that Upper District would like to purchase cyclic water and needs approval before January 2024 in order to avoid the additional surcharge. He explained that the goal is to empty Metropolitan's cyclic account with the help of Watermaster. He stated that depending on Watermaster's needs, there could be, at most, 10,000 AF available for purchase by Upper District. He then added that it will most likely be less than 10,000 AF, but would like to secure approval of the whole amount in case additional purchases can be made next year.</p>

President Santana asked what the dollar amount of this purchase would be. The General Manager stated that at \$855 per AF, the cost of 10,000 AF would be \$8.55 million.

Vice President Fellow moved to approve staff recommendation to authorize the General Manager to purchase up to 10,000 acre-feet of untreated water for the Upper District's cyclic storage account. Treasurer Garcia seconded the motion, which was unanimously approved.

AWARD OF WATER EDUCATION GRANTS FOR FY 2023-24

Patty Cortez, Assistant General Manager, External Affairs, provided a report on the 22 grant applications that were received for the FY 2023-24 Water Education Grant Program. She shared that one application requires board direction and further discussion. She explained that while the school is not within Upper District's service area, the sponsoring program fall within the service area. She explained that two recommendations are presented depending on the board's decision regarding this application.

Secretary Chavez asked if it would be possible to have presentations on some of these programs after they are approved and completed, especially the video project up for discussion. The Assistant General Manager concurred adding this was something staff has discussed and was going to pursue in this grant cycle.

Treasurer Garcia shared the while the school in question is not in the service area, some students attending the school could be living within the District's service area since the high school pulls from the whole region.

President Santana asked if this decision would set a precedent for this program. The Assistant General Manager stated that this decision is not changing the policy and that similar applications in the future will be brought to the board for discussion and approval.

Director Treviño moved to approve staff recommendation to fund 22 grant applications for water education programs per Upper District's FY 23-24 Water Education Grant Program for a total of \$19,648.17. Secretary Chavez seconded the motion, which was unanimously approved.

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 on transactional matters and recent work with staff on finalizing the audit letter, contract templates, the language for an opt-out document, and executing other prior board documents.

ENGINEER'S REPORT

The District Engineer reported on hydrologic conditions, basin deliveries, reservoir storage, canyon inflows and releases, and rainfall average. He stated that the Baldwin Park Key Well groundwater elevation was 226.4 feet as of December 1, 2023. He shared that the key well is at the middle of its operational level and has dropped two feet during the most recent shutdown in deliveries. He reported that there is approximately 15,000 AF in storage at this time.

He stated 71 wells were sampled in November and 39 wells in October under the Title 22 Program. He also reported that there were no notices of new wells shutdown due to water quality issues.

The District Engineer also shared that at President Santana's request there will be a PFAS report coming to the board for review once the data is released from the EPA.

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

GENERAL MANAGER'S REPORT

The General Manager reported that it has been 11 years since the key well was this high. He shared the history of the deliveries over the past eight years including a time when deliveries to USG-3 were stopped due to Quagga Mussel concerns. The General Manager explained that on December 1st, the SWP allocation was announced at 10%. He shared that this is disappointingly low and is due to the low levels at the San Luis Reservoir. He explained that at a 10% allocation, Metropolitan will not be making any cyclic account deliveries. He reported letting Metropolitan know that the basin can take deliveries whenever water is available.

The General Manger reported that the elevator work in the building is complete, but is pending inspection which could potentially be scheduled the following week. The General Manager stated that the electric charging station installations without City of Monrovia funding will still result in cost savings to the District. He shared that there will be three stations in the public area and four within the parking garage. He reported that contractors were at the building today to start preliminary work and that installation of the chargers will be in January. The General Manager stated that there has been communication with the manufacturer of the HVAC systems for the repair of the two defective units.

The General Manager reported that the District holiday dinner is scheduled for December 21st at The Derby in Arcadia at 5pm. He also shared that the next board meeting will be held on January 10th and that the Executive Assistant will be preparing a meeting calendar for 2024. He added that the officers for 2024 will be elected at the January 10th meeting.

Secretary Chavez asked for an update on the spreading basins percolation rate. The General Manager shared that the County is working to remove sediment and algae which should help improve the percolation rate.

Treasurer Garcia asked about the Quagga Mussel scare in 2017. The General Manager shared that live veliger were found in the SWP, likely from a CRW issue. He reported that the Quagga Mussel Control Plan will be updated annually.

President Santana asked if the water not delivered this year could be delivered next year. The General Manager stated that the SWP allocation will likely increase and that Metropolitan will adjust its operations accordingly. He added that there will be a firm service delivery in the fall either way.

METROPOLITAN REPORT

Vice President Fellow reported that the Metropolitan Board met recently to discuss the financing for Pure Water. He also shared that the Board met at Gene Camp this week to hear about the tribal council, Colorado River issues, and the housing accommodations for Metropolitan staff working at Gene Camp.

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

WATER QUALITY AUTHORITY REPORT

Secretary Chavez reported that a discussion was held at their last meeting regarding cost of living adjustments (COLA), types of employees, and policy language regarding COLA.

A summary report was included in the packet.

WATERMASTER REPORT

Vice President Fellow reported that Watermaster presented a commendation to David De Jesus for his retirement from Covina Irrigating Company. He also reported that the Watermaster board approved 26 cyclic agreement renewals and one water purchase. He added that the next meeting will be held on January 3, 2024.

Secretary Chavez asked about Watermaster's joint committee meeting. The General Manager shared that there will be a joint meeting of the Watermaster Administration and Finance Committee on December 20, 2023 at 1:30pm.

A summary report was also included in the packet.

AB 1234 COMPLIANCE REPORT

A summary report was included in the packet.

DIRECTORS COMMENTS

Secretary Chavez shared that he will be celebrating his 60th birthday on Sunday.

Treasurer Garcia shared her excitement about the education grant options discussed at the meeting.

Vice President Fellow shared that he would like to see if Upper District could have some of the students from Monrovia High School do internships through their internship program. He also asked that the meeting be adjourned in memory of Leonard Tibbs.

President Santana wished everyone a happy holiday season.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

A closed session was held pursuant to Government Code section 54956.9; Potential litigation: one case.

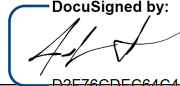
REPORT ON CLOSED SESSION

The Board reconvened after closed session. District Counsel stated that following the report provided by special counsel, the Board and gave instructions to special counsel and that no other reportable action was taken.

ADJOURNMENT

President Santana asked if there were any other business to come before the Board. There being none, the meeting was duly adjourned in memory of Leonard Tibbs to a regular meeting of the Board of Directors to be held on January 10, 2024, at 4:00 p.m. at 248 E. Foothill Blvd., Room #103, Monrovia, CA 91016.

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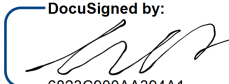


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PRESIDENT

ATTEST

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SECRETARY

SEAL

Attachment 1
Consent Item 6 (b)
December 6, 2023

Demands numbered 22222 through 22252 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$349,769.69 and demands numbered 1195 through 1200 on the Water Fund Account at the same bank in the amount of \$738,189.58.

22222	Michael Lim	Inv. 00-0001082, Heartsaver First Aid CPR AED Course <i>(Previously paid 11/20/23)</i>	\$ 630.00
22223	GMS Elevator Service, Inc.	Inv. 117766, Building Elevator Modernization, Payment No. 2 <i>(Previously paid 11/20/23) (Board approved 5/24/23)</i>	28,747.20
22224	789, Inc.	Inv. USGV-320211, Marketing and Creative Services, December 2023 <i>(Board approved 7/12/23)</i>	5,575.00
22225	Aaron Read & Associates, LLC	Inv. 213120, State and Legislative Advocacy Services, November 2023 <i>(Board approved 10/12/22)</i>	10,000.00
22226	ACWA/JPIA	Inv. 0701029, Health Insurance Premium - December 2023	25,369.74
22227	Aleshire & Wynder, LLP	Professional Services, September 2023 Inv. 80655, Transactional Fees 1,512.50 Inv. 80656, Retainer 4,404.00 Professional Services, October 2023 Inv. 81889, Retainer 4,404.00 Inv. 81890, Transactional Fees 2,035.00 Inv. 81891, Transactional Fees 81.20 <i>(Board approved 04/13/22)</i>	12,436.70
22228	Best Best & Krieger, LLP	Inv. 981110, Federal Legislative Advocacy Services through 10/31/23 <i>(Board approved 10/12/22)</i>	7,500.00
22229	BizFed	Inv. 5421, 2024 Annual Membership Dues	7,000.00
22230	City of Monrovia	Inv. 2400625, MAA Funding - Water Conservation Video	5,000.00
22231	Civic Publications, Inc.	Inv. 1806, 2023 Community Profiles Magazine	5,600.00
22232	EcoTech Services, Inc.	Inv. 2831, Home Leak Repair Kits, October 2023 4,185.00 Inv. 2855, Landscaping Maintenance, December 2023 900.00 <i>(Board approved 06/08/22)</i>	5,085.00
22233	G3LA, LLC	Inv. 1215, Resilient Alternatives to Lawn Workshop, November 2023	1,500.00
22234	HCI Systems, Inc.	Inv. I0056420, Troubleshoot Fire Alarm	969.00
22235	Image Property Services, LLC	Inv. MCS-10797, Janitorial Services, November 2023	1,907.59
22236	Joey C. Soto	Inv. 2023-UD-GA-OCT-109, Grant Writing Services, October 2023 <i>(Board approved 06/08/22)</i>	662.50
22237	John Robinson Consulting, Inc.	Inv. UD202301-06, As-needed Engineering Support Services, October 2023	2,640.00
22238	Kelly Services, Inc.	Inv. 4303049623, Temporary Services Week Ending 10/29/23 <i>(Board approved 02/17/19)</i>	1,763.79
22239	Land's End Business Outfitters	Inv. SIN11597359, UD Logo Items	71.46
22240	Rogers, Anderson, Malody & Scott, LLP	Inv. 73825, Progress Payment for FY 22/23 Audit <i>(Board approved 2/09/22)</i>	10,025.00
22241	Stetson Engineers, Inc.	Inv. 2533-210, General Engineering Support Services, September 2023	19,494.57
22242	Theodore Payne Foundation For Wild Flowers and Native Plants, Inc.	Inv. 04/13/UD, 21st Annual Native Plant Garden	500.00
22243	Upper District Payroll Fund	Inv. Oct 23, Reimbursement of Payroll and Payroll Taxes for Employees 142,469.43 Inv. Oct 23D, Reimbursement of Payroll Taxes for Directors 10,701.82	153,171.25
22244	Upper District Revolving Fund	Inv. Nov 23, Revolving Fund Account Replenishment - November 2023 Office Supplies 574.14 Computer Systems/Equipment/Maintenance/Insurance/Outside Service 461.19 Directors's Outreach 1,520.00 Telephone/Utilities/Building Maintenance 3,631.67 Meeting/Travel/Conferences/Dues/Assessments/Membership 15.33 Water Conservation Program Expenses 507.27 WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info 4,312.89 Medical/ODA Reimbursement/Processing Fee/Retirement Plan/Overdeposit 10,090.22	21,112.71
22245	Urban Water Institute	Inv. 2024, Membership Dues CY 2024	1,375.00

22246	U.S. Bank Corporate Payment System	CalCard Changes through 11/22/23 Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	6,755.48 1,870.76 <u>1,057.47</u>	9,683.71
22247	Anthony Fellow	Director's Compensation, October 2023 10 Days District Business 9 MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 2,295.00 516.87 (500.00) <u>(1,505.75)</u>	3,356.12
22248	Katarina Garcia	Director's Compensation, October 2023 7 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,785.00 516.87 (500.00) <u>(292.05)</u>	1,509.82
22249	Anthony Fellow	Director's Compensation, November 2023 10 Days District Business 10 MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 2,550.00 516.87 (500.00) <u>(1,567.07)</u>	3,549.80
22250	Ed Chavez	Director's Compensation, November 2023 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(1,850.78)</u>	716.09
22251	Jennifer Santana	Director's Compensation, November 2023 5 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,275.00 516.87 (500.00) <u>(188.44)</u>	1,103.43
22252	Katerina Garcia	Director's Compensation, November 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
			TOTAL	\$ 349,769.69
1195	Central Basin MWD	Invoice No. USGV-OCT23, Purchase of 3.2 AF of Recycled Water in September 2023 <i>(Previously paid 12/01/23)</i>		\$ 2,341.77
1196	City of Industry City Hall	Invoice No. R10312023-D, Purchase of 46.6 AF of Recycled Water in October 2023		16,077.00
1197	City of Industry City Hall	Invoice No. R10312023-E, CIP Charge for October 2023 @ \$98 per AF		4,566.80
1198	Metropolitan Water District	Invoice No. 11308, Purchase of 215.4 AF of Treated Water in October 2023		695,803.65
1199	San Gabriel Valley MWD	Invoice No. 558, 80.11 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in September 2023 @ \$220 per AF		17,624.20
1200	Suburban Water System	Invoice No. 6740, Phase IIB Normal Operating Charge, November 2023		<u>1,776.16</u>
			TOTAL	\$ 738,189.58