

**A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
248 E. FOOTJILL BLVD, SUITE 200, MONROVIA, CALIFORNIA 91016
4:00 P.M. – January 10, 2024**

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 January 10, 2024 at the hour of 4:00 p.m.

ROLL CALL

DIRECTORS PRESENT: Chavez, Treviño, Santana (AB 2449), and Fellow.

DIRECTORS ABSENT: Garcia.

STAFF PRESENT: Tom Love, General Manager; Steve O'Neill, District Counsel; Patty Cortez, Assistant General Manager, External Affairs; Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer; Venessa Navarrette, Executive Assistant; Jennifer Aguilar, Water Use Efficiency Analyst; Katherine Vazquez, Government and Community Affairs Assistant; and Jessica Hernandez, Administrative Assistant.

OTHERS PRESENT

David Muse, Lenet Pacheco, Tara Robinson, Lynda Noriega, Ernesto Venegas

ADOPTION OF AGENDA

On motion by Vice President Fellow, seconded by Director Treviño, the agenda was adopted as presented by the following roll call vote:

SANTANA: AYE (AB 2449)
FELLOW: AYE
CHAVEZ: AYE
TREVIÑO: AYE
GARCIA: ABSENT

ELECTION OF OFFICERS FOR CALENDAR YEAR 2024

President Santana declared the election of Upper District officers to serve one-year terms for calendar year 2024 open.

Vice President Fellow moved to keep the current slate of officers for calendar year 2024. Secretary Chavez seconded the motion which was approved by the following roll call vote:

SANTANA: AYE (AB 2449)
FELLOW: AYE
CHAVEZ: AYE
TREVIÑO: AYE
GARCIA: ABSENT

PUBLIC COMMENT

None.

COMMITTEE REPORTS

None.

CONSENT CALENDAR

On motion by Director Treviño, seconded by Secretary Chavez, the consent calendar was approved by the following roll call vote:

SANTANA: AYE (AB 2449)
FELLOW: AYE
CHAVEZ: AYE
TREVIÑO: AYE
GARCIA: ABSENT

- (a) Minutes of a special meeting of the Board of Directors held on December 6, 2024 at 4:00 p.m.
- (b) List of Demands
- (c) Financial Reports – November 2023
 - 1. Financial Statements
 - 2. Director’s Public Outreach
- (d) Negotiated Tax Exchange Resolution - Annexation of Petition No. 56-1221 to County Lighting Maintenance District 1687
- (e) Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023

UPPER DISTRICT’S 2024 MEETING SCHEDULE

The General Manager presented staff’s recommendation to reschedule board and/or committee meetings affected by holidays and conferences in 2024. He added that further changes may be needed to accommodate the Metropolitan Water District’s meetings, as the length of those meetings may cause a conflict with some committee meetings.

On motion by Director Treviño, seconded by Vice President Fellow, the recommendation to reschedule the affected board and/or committee meetings was approved by the following roll call vote:

SANTANA: AYE (AB 2449)
FELLOW: AYE
CHAVEZ: AYE
TREVIÑO: AYE
GARCIA: ABSENT

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 preparation of some agreement templates.

ENGINEER’S REPORT

A detailed written report was provided to the Board.

GENERAL MANAGER’S REPORT

The General Manager reported that Key Well as of Dec. 29, 2023 was at 224.1 ft., about 40 ft. higher than a year ago. He stated that it has been going down since the flow rate of USG-3 was reduced in late October. He then provided a brief update on MWD water supply conditions. He stated that MWD may have an opportunity to get extra water from the State Water Project, ranging between 10,000 – 18,000 acre feet.

Director Garcia arrived at 4:13 p.m.

The General Manger reported that the elevator work in the building is complete, and that the Department of Industrial Relations has signed off on the inspection as of January 5, 2024. He reported there are still minor things that need to be fixed but the elevator is now fully functional. The General Manager stated that the electric charging stations have been delivered and installation will begin on January 11, 2024. He added that the charging stations will be ready for employee use by the end of January, and it may take a while longer for public use pending additional configurations for self-pay functions.

The General Manager gave a brief update on the upcoming Women in Water event to be held on January 25, 2024, at the Pomona Valley Mining Company.

Lynda Noriega and the General Manager discussed the potential for additional cyclic delivery which would be in addition to the firm purchase deliveries.

METROPOLITAN REPORT

Vice President Fellow reported on two issues that currently overshadow MWD actions - a \$450 million shortfall from not selling enough water and the impact of climate change.

The General Manger commented on the upcoming presentation by Bill Hasencamp regarding the Colorado River Quantification Settlement Agreement on February 28, 2024.

The District Attorney and the General Manager discussed MWD's most recent assessed valuation report.

A Metropolitan summary report was also provided in the agenda packet.

WATER QUALITY AUTHORITY REPORT

Director Chavez reported that the WQA was awarded a Proposition 1 Implementation Grant funding for the purpose of expanding groundwater extraction system to improve the effectiveness of the Whitmore Street Groundwater Remediation Facility.

He also reported that Ms. Munoz was elected as WQA Board Member and Ms. Clark was elected Alternate Representative for cities without pumping rights for the next four-year term beginning January 2024.

A Water Quality Authority summary report was provided in the agenda packet.

WATERMASTER REPORT

Director Fellow acknowledged Lynda Noriega for being re-elected as Chairman/Chairwoman. He also reported that the Board adopted a resolution of expressing appreciation, commemorating and inviting public attention to honor David De Jesus for his tenure as a board member and producer member of Watermaster.

A Watermaster summary report was also provided in the agenda packet.

AB 1234 COMPLIANCE REPORT

A summary report was provided in the agenda packet.

DIRECTORS COMMENTS

Director Garcia expressed her excitement for the upcoming Women in Water event. She stated that she enjoyed the previous Women in Water event and is looking forward to hearing from the guest speaker.

Vice President Fellow requested adjourning the meeting in honor of Terrance Williams and his cousin William Fellow.

President Santana commented on micro plastics and nano plastics that have been reported in public news.

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 in memory of Terrance Williams and William Fellow to a regular meeting of the Board of Directors to be held on January 24, 2024, at 4:00 p.m. via teleconference or the most rapid means of communication available at the time.

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PRESIDENT

ATTEST

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SECRETARY

SEAL

Attachment 1
Consent Item 7 (b)
January 10, 2024

Demands numbered 22253 through 22293 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$944,406.81 and demands numbered 1201 through 1206 on the Water Fund Account at the same bank in the amount of \$360,647.46.

22253	Charles Treviño	Director's Compensation, November 2023 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld <i>(Previously paid 12/12/23)</i>	2,550.00 516.87 (500.00) <u>(525.65)</u>	\$ 2,041.22
22254	GMS Elevator Service, Inc.	Inv. 118131, Building Elevator Modernization, Payment No. 3 <i>(Previously paid 12/12/23) (Board approved 5/24/23)</i>		28,747.20
22255	Aleshire & Wynder, LLP	Professional Services, November 2023 Inv. 82635, Retainer Inv. 82569, Transactional Fees Inv. 82568, Transactional Fees <i>(Previously paid 12/12/23) (Board approved 04/13/22)</i>	4,404.00 40.60 <u>2,253.70</u>	6,698.30
22256	Department of Water & Power	Inv. GA433934, Recycled Water Program Permit Fees <i>(Previously paid 12/22/23)</i>		83.33
22257	Registrar-Recorder/County Clerk	Inv. 23-2201, General Election Costs, November 2022 <i>(Previously paid 12/22/23)</i>		535,795.76
22258	789, Inc.	Inv. USGV-328121, Marketing and Creative Services, January 2024 <i>(Board approved 7/12/23)</i>		5,575.00
22259	Accent Computer Solutions, Inc	Inv. 160166, IT Management Support, November 2023 <i>(Board approved 02/09/22)</i>		2,891.27
22260	ACWA/JPIA	Inv. 0701300, Health Insurance Premium - January 2024		27,945.12
22261	Azusa Light & Water	Inv. 4578, MAA Program Reimbursement		1,970.00
22262	Bassett High School	Inv. GRNT 23-24, Water Education Grant FY 2023-24 Inv. GRNT 23-24A, Water Education Grant FY 2023-24 Inv. GRNT 23-24B, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23)</i>	1,000.00 1,000.00 <u>1,000.00</u>	3,000.00
22263	Best Best & Krieger, LLP	Inv. 983250, Federal Legislative Advocacy Services through 11/30/23 <i>(Board approved 10/12/22)</i>		7,500.00
22264	Bright Horizon Landscape	Inv. 2023206, Charging Port Base Construction		1,530.00
22265	City of Covina Parks & Rec. Dept.	Inv. 2024UD, Year Round Sponsorships		1,000.00
22266	Coronado High School	Inv. GRNT 23-24, Water Education Grant FY 2023-24 Inv. GRNT 23-24A, Water Education Grant FY 2023-24 Inv. GRNT 23-24B, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23)</i>	1,000.00 1,000.00 <u>976.50</u>	2,976.50
22267	Cuong Luu	Inv. GRNT 23-24, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23)</i>		1,000.00
22268	EcoTech Services, Inc.	Inv. 2874, Home Leak Repair Kits, November 2023 Inv. 2888, Landscaping Maintenance, January 2024 <i>(Board approved 06/08/22)</i>	945.00 <u>900.00</u>	1,845.00
22269	Image Property Services, LLC	Inv. MCS-11122, Janitorial Services, December 2023		1,907.59
22270	Jim Hague	Inv. GRNT 23-24, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23)</i>		980.00
22271	Joey C. Soto	Inv. 2023-UD-GA-NOV-110, Grant Writing Services, November 2023 <i>(Board approved 06/08/22)</i>		720.00
22272	John Robinson Consulting, Inc.	Inv. UD202301-07, As-needed Engineering Support Services, November 2023		825.00
22273	Mariah Heller	Inv. GRNT 23-24, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23)</i>		1,000.00
22274	Media Marketing Services, Inc.	Inv. USG W23127, Bottle Water Program, December 2023		3,422.00

22275	Michael Naka	Inv. GRNT 23-24, Water Education Grant FY 2023-24 Inv. GRNT 23-24A, Water Education Grant FY 2023-24 (Board approved 12/06/23)	600.00 <u>338.17</u>	938.17
22276	Occu-Med, LTD	Inv. 1223788OA, Pre-employment Medical		184.50
22277	Rogers, Anderson, Malody & Scott, LLP	Inv. 74007, Progress Payment for FY22/23 Audit (Board approved 2/09/22)		2,500.00
22278	Spectrum Reach/Charter	Inv. 280021672, Public Information, July 2023 Inv. 280021673, Public Information, July 2023	1,782.50 <u>1,500.00</u>	3,282.50
22279	SPUSD	Inv. GRNT 23-24, Water Education Grant FY 2023-24 (Board approved 12/06/23)		1,000.00
22280	Stetson Engineers, Inc.	Inv. 2533-211, General Engineering Support Services, October 2023		22,968.21
22281	St. Luke Catholic School	Inv. GRNT 23-24, Water Education Grant FY 2023-24 Inv. GRNT 23-24A, Water Education Grant FY 2023-24 Inv. GRNT 23-24B, Water Education Grant FY 2023-24 Inv. GRNT 23-24C, Water Education Grant FY 2023-24 Inv. GRNT 23-24D, Water Education Grant FY 2023-24 Inv. GRNT 23-24E, Water Education Grant FY 2023-24 Inv. GRNT 23-24F, Water Education Grant FY 2023-24 Inv. GRNT 23-24G, Water Education Grant FY 2023-24 Inv. GRNT 23-24H, Water Education Grant FY 2023-24 (Board approved 12/06/23)	886.00 995.00 542.00 688.50 637.00 857.00 721.00 700.00 <u>727.00</u>	6,753.50
22282	Sierra Vista High School	Inv. GRNT 23-24, Water Education Grant FY 2023-24 (Board approved 12/06/23)		1,000.00
22283	The House of Printing, Inc.	Inv. 169354, UD Logo Items Inv. 169924, UD Logo Items	599.23 <u>147.94</u>	747.17
22284	True Intent USA	Inv. 12/21/23UD, True Intent USA Day Sponsorship		1,500.00
22285	Upper District Payroll Fund	Inv. NOV 23, Reimbursement of Payroll and Payroll Taxes for Employees Inv. NOV 23D, Reimbursement of Payroll Taxes for Directors Inv. NOV 23DA, Reimbursement of Payroll Taxes for Directors	152,448.81 13,559.53 <u>1,798.52</u>	167,806.86
22286	Upper District Revolving Fund	Inv. DEC 23, Revolving Fund Account Replenishment - December 2023 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Meeting/Travel/Conferences/Dues/Assessments/Membership Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info Medical/ODA Reimbursement/Processing Fee/Others	1,308.26 1,398.62 750.00 3,610.12 105.95 1,216.24 48,673.47 <u>8,789.61</u>	65,852.27
22287	U.S. Bank Corporate Payment System	CalCard Changes through 12/22/23 Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	8,759.80 736.27 <u>4,443.09</u>	13,939.16
22288	Water Education for Latino Leaders	Inv. 2022-42, Membership Dues CY 2024		10,000.00
22289	Ed Chavez	Director's Compensation, December 2023 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 908.89 (600.00) <u>(1,824.45)</u>	1,034.44
22290	Charles Treviño	Director's Compensation, December 2023 8 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,040.00 516.87 (500.00) <u>(405.85)</u>	\$ 1,651.02
22291	Jennifer Santana	Director's Compensation, December 2023 5 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,275.00 516.87 (500.00) <u>(188.29)</u>	1,103.58
22292	Katarina Garcia	Director's Compensation, December 2023 5 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,275.00 516.87 (500.00) <u>(175.33)</u>	1,116.54
22293	Anthony Fellow	Director's Compensation, December 2023 6 Days District Business 4 MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,530.00 1,020.00 516.87 (500.00) <u>(991.27)</u>	1,575.60
			TOTAL	\$ 944,406.81

			13324
1201	Central Basin MWD	Invoice No. USGV-NOV23, Purchase of 3.4 AF of Recycled Water in October 2023 <i>(Previously paid 01/04/24)</i>	\$ 2,448.30
1202	City of Industry City Hall	Invoice No. R11302023-D, Purchase of 36.2 AF of Recycled Water in November 2023	12,489.00
1203	City of Industry City Hall	Invoice No. R11302023-E, CIP Charge for November 2023 @ \$98 per AF	3,547.60
1204	Metropolitan Water District	Invoice No. 11338, Purchase of 270.9 AF of Treated Water in November 2023	321,627.00
1205	San Gabriel Valley MWD	Invoice No. 559, 85.27 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in November 2023 @ \$220 per AF	18,759.40
1206	Suburban Water Svstem	Invoice No. 6745. Phase IIB Normal Operatind Charge. December 2023	<u>1,776.16</u>
		TOTAL	<u>\$ 360,647.46</u>