

**A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
248 E. FOOTHILL BLVD, ROOM #103, MONROVIA, CALIFORNIA 91016  
4:00 P.M. – February 14, 2024**

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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 14, 2024 at the hour of 4:00 p.m.

**ROLL CALL**

**DIRECTORS** Chavez, Garcia and Treviño  
**PRESENT:**

**DIRECTORS** Santana, Fellow  
**ABSENT:**

**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 Priscilla Lu, Accounting/Financial Analyst

**OTHERS PRESENT**

Lenet Pacheco and Jose Martinez

**ADOPTION OF AGENDA**

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

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

**PUBLIC COMMENT**

None.

**COMMITTEE REPORTS**

Next scheduled committee meeting dates are as follows:

- (a) Government Affairs and Community Outreach – March 4, 2024 at 4:00 p.m.
- (b) Administration and Finance – March 5, 2024, at 4:00 p.m.
- (c) Water Resources and Facility Management – March 6, 2024, at 4:30 p.m.

**CONSENT CALENDAR**

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

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

- (a) Minutes of a regular meeting of the Board of Directors held on January 24, 2024, at 4:00 p.m.
- (b) List of Demands.
- (c) Financial Reports – December 2023.
  - 1. Financial Statements.
  - 2. Director’s Public Outreach.
  - 3. Quarterly Report Regarding District Investments

**FEDERAL LEGISLATIVE  
SUMMARY AND POSITION**

Patty Cortez, Assistant General Manager, External Affairs, gave a quick overview of Senator Padilla's legislative bill that will provide funds to owners and operators of public water systems or treatment works to assist low-income households in paying arrearages.

Director Treviño moved to approve staff recommendation to approve Senator Padilla's legislative bill related to the Low-Income Household Water Assistance Program Establishment Act, which is consistent with Upper District's 2023-2024 Legislative Policy Principles adopted by the Board in January 2023.

Treasurer Garcia seconded the motion, which was approved by the following roll call vote:

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

**STRATEGIC PLAN UPDATE**

The General Manager stated that staff are working on some goals and objectives for the new strategic plan adopted by the board in 2023. He then asked Ms. Cortez to give a presentation.

Director Treviño suggested postponing the item until the next meeting due to the absence of two board members.

Secretary Chavez requested staff to provide a summary and bring the item back to the next meeting for a full discussion.

Ms. Cortez briefly reviewed the strategic plan process and highlighted three major planning objectives related to water reliability, financial integrity and workforce. She stated that these objectives were selected for completion by the end of this fiscal year.

Vice President Fellow arrived at 4:19 p.m.

The General Manager commented that staff are not only preparing the biennial budget, but also working with Watermaster to update the minimum purchase letter agreement.

**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 administrative matters and provided updates on legal cases involving PFAS.

**ENGINEER'S REPORT**

The General Manager reported on the average precipitation in Northern California. He stated that water storage in the main San Gabriel Basin increased to its highest level in 15 years, and that conditions would be optimistic if more atmospheric rivers and storms emerged in the coming weeks.

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

**GENERAL MANAGER'S REPORT**

The General Manager reported on a planned audio visual system upgrade for the boardroom. He stated that staff will provide details to the Water Resources and Facility Management Committee when all proposals are received. He then reported that Bill Hasencamp, Metropolitan's Colorado River Resources Manager, will give a presentation at the board meeting on February 28<sup>th</sup>.

Secretary Chavez thanked the General Manager for reminding directors to use microphones during the meeting.

#### **METROPOLITAN REPORT**

Vice President Fellow reported on ongoing issues discussed during Metropolitan's sessions including a budget deficit of about \$430 million and the general manager's call for a new business model. He then reported on a recent water resources committee meeting that MWD will store water in groundwater basins such as the San Gabriel Valley. He also shared the discussions among MWD board of directors on the status of MWD-owned islands in the Bay Delta. He also reported on upcoming workshops covering all areas of the budget, including personnel, investments, and conservation programs.

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

#### **WATER QUALITY AUTHORITY REPORT**

Secretary Chavez reported on the WQA retaining a law firm and making adjustments to the contract as well as changing banks to BMO for better service and interest rates.

#### **WATERMASTER REPORT**

Vice President Fellow reported that the Watermaster board authorized the hiring of Russ Bryden as the new Executive Officer.

Secretary Chavez stated that the hiring process is different now than when he served on the board.

A summary report was included in the packet.

#### **AB 1234 COMPLIANCE REPORT**

A summary report was included in the packet.

#### **DIRECTORS COMMENTS**

Director Treviño stated that he was not in favor of buying the islands when he was on the MWD Board. He recommended that the Board consider imposing term limits on MWD directorships to give everyone an opportunity to participate.

The General Manager and Director Treviño discussed that there is currently no specified term for Upper District's representative on the MWD board and that further discussions can take place in the future.

Secretary Chavez and District Counsel discussed the procedure for the Board President developing future agenda items.

Treasurer Garcia wished everyone a happy Valentine's Day.

Vice President Fellow discussed his recent ACWA conference in Sacramento. He also discussed Monrovia's recent State of the City, adding that Upper District is well connected to the city and its council.

Secretary Chavez shared that it is both Valentine's Day and his 32<sup>nd</sup> wedding anniversary. He added that 2024 is a year when the Olympics, presidential election and leap year occur.

#### **FUTURE AGENDA ITEMS**

None.

#### **ADJOURN TO CLOSED SESSION**

None.

**ADJOURNMENT**

Secretary Chavez asked if there were any other business to come before the Board. There being none, the meeting was duly adjourned to a regular meeting of the Board of Directors to be held on February 28, 2024, at 4:00 p.m. at 248 E. Foothill Blvd., Room #103, Monrovia, CA 91016.

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**SECRETARY****ATTEST**

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**TREASURER****SEAL**

Demands numbered 22294 through 22330 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$403,036.78 and demands numbered 1207 through 1213 on the Water Fund Account at the same bank in the amount of \$46,508,519.11.

22294	Black Bird Fire Protection, Inc.	Inv. 20391011924, Fire Sprinkler Service <i>(Previously paid 01/22/24)</i>		\$ 650.00
22295	GMS Elevator Service, Inc.	Inv. 118083, Building Elevator Modernization, Final Payment <i>(Previously paid 01/22/24)</i>		9,582.40
22296	City Electric	Inv. 6879, Webasto EVSEs Installation <i>(Previously paid 01/22/24)</i>		15,150.00
22297	789, Inc.	Inv. USGV-429110, Marketing and Creative Services, February 2024 <i>(Board approved 7/12/23)</i>		5,575.00
22298	Aaron Read & Associates, LLC	Inv. 213167, State Legislative Advocacy Services, December 2023 <i>(Board approved 10/12/22)</i>		10,000.00
22299	Accent Computer Solutions, Inc	Inv. 160515, IT Management Support, December 2023 <i>(Board approved 02/09/22)</i>		2,891.27
22300	ACI Consulting Corporation	Inv. IN-006962, Sage Support, December 2023 Inv. IN-007036, Sage Support, January 2024 Inv. SO-000340, Sage Business Care Renewal through 02/26/25	700.00 100.00 <u>3,549.00</u>	4,349.00
22301	ACWA/JPIA	Inv. 0701571, Health Insurance Premium - February 2024		33,491.76
22302	Aleshire & Wynder, LLP	Professional Services, December 2023 Inv. 83409, Transactional Fees Inv. 83432, Retainer <i>(Board approved 04/13/22)</i>	3,740.00 <u>4,404.00</u>	8,144.00
22303	Azusa Light & Water	Inv. 4579, MAA Program Reimbursement		2,356.30
22304	Best Best & Krieger, LLP	Inv. 984426, Federal Legislative Advocacy Services through 12/31/23 <i>(Board approved 10/12/22)</i>		7,500.00
22305	California Contract Cities	Inv. 515383, 2024 Silver Level Membership Dues		5,000.00
22306	California Water Efficiency	Inv. MD-2024-230, 2024 CalWEP Dues		2,210.24
22307	Civic Publications, Inc.	Inv. 1824, January 2024: 2022-23 Annual Report		5,800.00
22308	CORO Southern California	Inv. 20240108-02, Water & Energy Focus Week Sponsorship		1,500.00
22309	Department of Water & Power	Inv. GA434210, Recycled Water Program Permit Fees		83.33
22310	EcoTech Services, Inc.	Inv. 2895, Home Leak Repair Kits, December 2023 Inv. 2923, Landscaping Maintenance, February 2024 <i>(Board approved 06/08/22)</i>	810.00 <u>900.00</u>	1,710.00
22311	Image Property Services, LLC	Inv. MCS-11187, Consumables, December 2023 Inv. MCS-11449, Janitorial Services, January 2024	171.60 <u>1,907.59</u>	2,079.19
22312	Joey C. Soto	Inv. 2023-UD-GA-DEC-111, Grant Writing Services, December 2023 <i>(Board approved 06/08/22)</i>		682.50
22313	John Robinson Consulting, Inc.	Inv. UD202301-08, As-needed Engineering Support Services, December 2023		1,320.00
22314	Luis Aguilar	Inv. 309077, UD Logo Items		27.88
22315	Manny Parras	Inv. GRNT 23-24, Water Education Grant FY 2023-24 <i>(Board approved 12/06/23)</i>		1,000.00
22316	Rene Burguan	Inv. 05/11/24UD, Waterfest Performer, Deposit		500.00

22317	San Gabriel Valley Economic Partnership	Inv. 8026, Leader Level Membership through 01/31/25		20,000.00
22318	San Gabriel Valley Water Association	Inv. 01/01/24, 2024 Associate Dues		100.00
22319	Sheldon Extinguisher Co., Inc.	Inv. 163317, Fire Extinguisher Service		120.00
22320	Stetson Engineers, Inc.	Inv. 2533-212, General Engineering Support Services, November 2023 Inv. 2728-023, General Engineering Support Services, November 2023	16,027.10 <u>370.00</u>	16,397.10
22321	Upper District Payroll Fund	Inv. DEC 23, Reimbursement of Payroll and Payroll Taxes for Employees Inv. DEC 23D, Reimbursement of Payroll Taxes for Directors	146,321.37 <u>9,815.44</u>	156,136.81
22322	Upper District Revolving Fund	Inv. JAN 24, Revolving Fund Account Replenishment - January 2024 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Workers Compensation Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/PM/Public Info Medical/ODA Reimbursement/Processing Fee/Others	832.34 768.27 903.00 3,604.49 2,623.05 939.40 22,562.25 <u>15,498.96</u>	47,731.76
22323	Urban Water Institute	Inv. 02/21/24UD, Spring Water Conference Sponsorship		3,000.00
22324	U.S. Bank Corporate Payment System	CalCard Changes through 01/22/24 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	460.00 8,485.43 561.45 <u>2,380.68</u>	11,887.56
22325	Willdan Financial Services	Inv. 010-57287, FY 2023/24 Standby Charge Services through January 2024		14,400.04
22326	Bright Horizon Landscape	Inv. 2023211, Parking Lot Renovations		750.00
22327	Webasto Charging Systems, Inc.	Inv. 34000968, TurboConnect Pedestal, Access Control Port Inv. 34001256, TurboConnect DX EV Charging Station	5,280.55 <u>2,355.65</u>	7,636.20
22328	Ed Chavez	Director's Compensation, January 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(1,840.04)</u>	726.83
22329	Charles Treviño	Director's Compensation, January 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 (532.74) (500.00) <u>(515.91)</u>	1,001.35
22330	Jennifer Santana	Director's Compensation, January 2024 7 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,785.00 516.87 (500.00) <u>(255.61)</u>	1,546.26
			<b>TOTAL</b>	<b><u>\$ 403,036.78</u></b>
1207	Central Basin MWD	Invoice No. USGV-DEC23, Purchase of 2.8 AF of Recycled Water in November 2023 <i>(Previously paid 02/06/24)</i>	\$	2,023.87
1208	City of Industry City Hall	Invoice No. R12312023-D, Purchase of 19.2 AF of Recycled Water in December 2023		6,624.00
1209	City of Industry City Hall	Invoice No. R12312023-E, CIP Charge for December 2023 @ \$98 per AF		1,881.60
1210	Metropolitan Water District	Invoice No. 11368, Purchase of 302.5 AF of Treated Water and 53,630.10 AF of Untreated Water in December 2023		46,209,511.70
1211	Sanitation Districts of Los Angeles	Invoice No. 42354, Purchase of 1,417.08 AF of Recycled Water in FY 22/23		266,524.59
1212	San Gabriel Valley MWD	Invoice No. 560, 91.44 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in December 2023 @ \$220 per AF		20,116.80
1213	Suburban Water System	Invoice No. 6749, Phase IIB Normal Operating Charge, January 2024		<u>1,836.55</u>
			<b>TOTAL</b>	<b><u>\$ 46,508,519.11</u></b>