

MINUTES
REGULAR BOARD OF DIRECTORS MEETING
THREE VALLEYS MUNICIPAL WATER DISTRICT

Wednesday, January 4, 2017
8:00 a.m.

1. Call to Order

The Board of Directors meeting of Three Valleys Municipal Water District was called to order at 8:00 a.m. at the TVMWD office located at 1021 East Miramar Avenue, Claremont, California. The presiding officer was President Bob Kuhn.

2. Pledge of Allegiance

The flag salute was led by President Kuhn.

3. Roll Call

Roll call was taken with the full Board present.

Directors Present

Bob Kuhn, President
David De Jesus, Vice President
Joseph Ruzicka, Treasurer
Brian Bowcock, Secretary
Dan Horan, Director
Carlos Goytia, Director
John Mendoza, Director

Staff Present

Rick Hansen, General Manager
Steve Kennedy, General Counsel
Liz Cohn, Sr. Financial Analyst
Mario Garcia, Engineering & Operations Manager
Vicki Hahn, District Clerk/Executive Assistant
Kirk Howie, Assistant GM-Administration
Steve Lang, Water Operations Manager
James Linthicum, Chief Finance Officer
Ben Peralta, Project Manager
Esther Romero, Accounting Technician

Directors Absent

None

Others present: Tom Coleman, Rowland Water District; Paul DiMaggio, Suburban Water Systems; Erik Hitchman, Walnut Valley Water District; Director Tony Lima, Rowland Water District; Darron Poulsen, City of Pomona; Ken Schrader; Pam Schrader; Brian Teuber, Walnut Valley Water District; Dave Warren, Rowland Water District

4. Additions to Agenda

President Kuhn inquired if there were any additions to the published agenda. Staff did not have any additions to the published agenda.

5. Reorder Agenda

President Kuhn inquired if there was a need to reorder the agenda. Staff did not have any reason to reorder the published agenda.

6. Public Comment

President Kuhn inquired if there were any requests for public comment. There were no requests for public comment.

7. General Manager's Report

7.A Administration

7.A.1 – ACWA-JPIA Risk Management Update

The Board was provided an update on the 2016 onsite risk assessment review by ACWA-JPIA. As part of its assessment, ACWA-JPIA recommended TVMWD add Cyber Liability Coverage which covers business stoppage losses resulting from a cyber attack. This coverage was added to the existing policy as of October 2016 at no additional cost to TVMWD. All staff has completed the Target Solutions assessment on cyber security.

Based on TVMWDs continued low loss claims history for CY 2016 the District will receive a premium discount of approximately \$42,000; a check will be issued and delivered to TVMWD for this amount.

Discussion ensued regarding TVMWD property asset values and deductibles, specifically related to infrastructure. Staff was asked to provide an update in the coming months. Staff informed that there is a very comprehensive asset management recordkeeping process already in place.

7.A.2 – TVMWD Manuals – Biennial Review

Assistant General Manager-Administration, Kirk Howie provided the Board with an update of the TVMWD Manuals biennial review process. In preparation for this, the Board was provided with a draft copy of TVMWD Manuals (Policy, Personnel and Benefits, herein "Manuals"), with recommended changes. The Board was advised that recommended changes are minor and have also been forwarded to legal counsel for review; the last comprehensive review was six years ago. Mr. Kennedy acknowledged that TVMWD stays updated on policy and regulatory requirements and the manual updates reflect same.

The Board was extended an offer to complete a more comprehensive review and return for approval during the February 2017 Board Meeting cycle. Following discussion it was requested that the Manuals be returned to the January 18, 2017 for adoption. The Board requested that the Manuals be added to the TVMWD website after the updates have been approved.

7.B Engineering-Operations

7.B.1 – TVMWD Baseline Road Well Project Update (Project No. 58458)

Engineering and Operations Manager Mario Garcia provided the Board an update on the referenced project. Discussions have

taken place with the adjacent property owner, Saul Jaffe. Draft responses have been prepared to all comments received during the CEQA review process. Stetson Engineering has been hired to evaluate the existing well on Mr. Jaffe's property. The well was started during the recent site visit and was pumping approximately 100 gallons per minute. Nitrates at the well were recorded at 20-25 mg\L as compared to a standard of 45 mg\L.

7.B.2 – Project Summary Update

The Board was provided with an update of ongoing projects at TVMWD that included a photographic presentation of progress. Staff responded to questions regarding specific projects. The full report was included as part of the agenda packet and is available upon request.

9. Future Agenda Items

- Adoption of TVMWD Manuals – January 18, 2017

10. Adjournment

President Kuhn adjourned the meeting at 8:40 a.m. to a Regular Meeting scheduled for Wednesday, January 18, 2017.

/s/ Bob Kuhn
President, Board of Directors
Three Valleys Municipal Water District

Recorded by: Victoria A. Hahn
District Clerk/Executive Assistant