



# THREE VALLEYS MUNICIPAL WATER DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, February 21, 2024 – 8:00 a.m.

## 1. CALL TO ORDER

The Board meeting was called to order at 8:00 a.m. at the District office located at 1021 East Miramar Ave., Claremont, CA, and via teleconference. The presiding officer was President Jody Roberto.

## 2. ROLL CALL

Roll call was taken with a quorum of the Board present.

### DIRECTORS PRESENT

Jody Roberto, President  
Mike Ti, Vice President  
Carlos Goytia, Secretary/Treasurer  
David De Jesus, Director  
Jeff Hanlon, Director  
Bob Kuhn, Director  
Danielle Soto, Director

### STAFF PRESENT

Matthew Litchfield, General Manager  
Steve Kennedy, Legal Counsel  
Brittany Aguilar, Finance Manager  
Nadia Aguirre, Executive Assistant  
David Dransfeldt, Water Resources Intern  
Karen Harberson, Compliance Specialist  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Chief Operations Officer  
Sylvie Lee, Chief Water Resources Officer  
Kevin Panzer, Engineer  
Brian Pen, Water Resources Analyst  
Robert Peng, I.T. Manager  
Jose Velasquez, Chief Finance Officer

Virtual Attendees: Andy Bullington, City of Covina; Josh Byerrum, Walnut Valley Water District; Ed Hilden, Walnut Valley Water District; Ben Lewis, Golden State Water Company; Myra Malner, Rowland Water District; Meg McWade, City of La Verne; Dave Michalko, Valencia Heights Water Company; Stephanie Moreno, Water Quality Authority; Dinny Rasmussen, League of Women Voter's; Wendy Saavedra, Assembly Member Blanca Rubio's Office; Henry Woo, Walnut Valley Water District; 626-664-5511; 909-538-9296

In person attendees: Chris Diggs, City of Pomona; Ryan Domino, LSL CPA's

## 3. FLAG SALUTE

President Roberto led the flag salute.

4. DIRECTOR REMOTE PARTICIPATION PURSUANT TO AB 2449

A. NOTIFICATION DUE TO JUST CAUSE

B. REQUEST DUE TO EMERGENCY CIRCUMSTANCES

There were no requests submitted by any Directors for remote participation due to Emergency Circumstances, and therefore no motion was needed for this item.

5. AGENDA REORDER/ADDITIONS

No reorder or additions to the agenda were requested.

6. PUBLIC COMMENT

President Roberto opened public comment and there was none.

7. CONSENT CALENDAR

The Board considered consent calendar items 7.A – 7.I for the February 21, 2024 Board meeting that included: (7.A) Receive, Approve and File Minutes, January 17, 2024; (7.B) Receive, Approve, and File Financial Reports and Investment Update, January 2024; (7.C) Imported Water Sales, January 2024; (7.D) Miramar Operations Report, January 2024; (7.E) Approve Director Expense Reports, January 2024; (7.F) Resolution No. 24-02-984 Tax Sharing Exchange County Sanitation District No. 22, Annexation No. 22-446; (7.G) Adopt Sunshine Ordinance No. 24-02-26; (7.H) Approval of Department of Water Resources Funding Sub-Agreement with the City of Covina; (7.I) Award of Contract for Security Camera Upgrades Project

President Roberto requested to pull Item 7.I - Award of Contract for Security Camera Upgrades Project for discussion.

A roll call vote was taken for the remaining items.

Moved: Director Ti	Second: Director Soto
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 24-02-5473 Approval of Consent Calendar Items 7.A – 7.H	
Motion passed 7-0-0	

President Roberto requested to further discuss and separately approve Item 7.1 because of the cost, expenditure, and upgrades that the Security Camera Upgrades Project will have on the district. Engineer Panzer reported that the project was publicly advertised, and four bids were received. After a staff evaluation process was conducted, ADT Commercial was selected as the most comprehensive bid that fit the District's needs to replace all the security camera systems and install two new sites. Engineer Panzer responded to the Board's questions and clarified concerns.

Moved: Director Roberto	Second: Director Hanlon
Ayes: De Jesus, Goytia, Hanlon, Kuhn, Roberto, Soto, Ti	
Noes:	
Absent:	
Motion No. 24-02-5474 Approval of Consent Calendar Item 7.1	
Motion passed 7-0-0	

## 8. REPORTS

### A. AUDIT AND ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2023

Mr. Ryan Domino of LSL CPA's reported that the audit was conducted in two phases: Interim Fieldwork was conducted April 24-27, 2023 and Year-End Fieldwork was conducted December 11-15, 2023. An unmodified auditor's opinion was issued on the financial statements, and the Report on Internal Control and Compliance was issued with no significant deficiencies, no material weaknesses, and no material non-compliance with laws, regulations, grants, etc. The Auditor Communication letter identified that there were no going concern doubts, and no fraud, waste, or abuse was reported during the audit. The net position decreased by \$1 million to \$45.3 million. The unrestricted net position represented 15% of operating expense and 22% of the total fund balance. Pension liability increased \$3.3 million due to the poor 2022 CalPERS return on investment.

### B. WATER SUPPLY UPDATE

Chief Water Resources Officer Lee reported the 2024 State Water Project (SWP) allocation continues at 10%. The Department of Water Resources snow survey is 58% of normal. The Upper Colorado River Basin Snowpack is 64% of normal. A chart of the SWP allocation over the last 16 years was provided. Three years have been very wet years and 6 years were below the 30% annual allocation level. In April the MWD Board will take action on the Surplus Water Management Program. This program allows for MWD surplus water to be made available to agencies that are willing to take the water. To date, MWD is forecasting 1.5 million acre-feet for current demand.

9. DIRECTORS' / GENERAL MANAGER'S ORAL REPORTS

General Manager Litchfield reported that the Operations team is performing the annual shutdown and maintenance program. He acknowledged Chief Operations Officer Lang and the Operations team for their fine job of maintaining the plant. A PowerPoint presentation will be provided in March. General Manager Litchfield reported the MWD Board increased the Member Agency Administered Program funding for conservation from 25% to 50% for programs that do not need to demonstrate water savings. Chief Administrative Officer Howie played a significant role in this accomplishment. General Manager Litchfield has been working with the Northern Caucus agencies for an independent third party to assist in navigating MWD's numerous programs. Upper San Gabriel Valley Municipal Water District, City of Pasadena, Foothill Municipal Water District, and Three Valleys have agreed to enter into a cost-sharing agreement and split the \$100,000 cost four ways. They will work with Acequia Consulting, which is owned by MWD's previous General Manager Jeff Kightlinger for strategic assistance and historical perspective. Foothill Municipal Water District will be the lead contracting agency for the group.

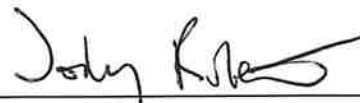
Director Kuhn reported that CBWM will hold a board meeting on Thursday and General Manager interviews will be held afterwards.

10. FUTURE AGENDA ITEMS

No future agenda items were requested.

11. ADJOURNMENT

President Roberto adjourned the meeting at 9:30 a.m. to the next regular board meeting scheduled for Wednesday, March 6, 2024.



Jody Roberto  
*President, Board of Directors*



Recorded by: Nadia Aguirre  
Executive Assistant