

**MINUTES**  
**SPECIAL BOARD OF DIRECTORS MEETING**  
**THREE VALLEYS MUNICIPAL WATER DISTRICT**

**Wednesday, December 12, 2018**  
**8:00 a.m.**

**1. Call to Order / Pledge of Allegiance**

The Board of Directors meeting of Three Valleys Municipal Water District (TVMWD) was called to order at 8:02 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 Bob Kuhn.

**3. Roll Call**

Roll call was taken with a quorum of the Board present. Director David De Jesus had an excused absence; Director Dan Horan was marked as absent.

**Directors Present**

Bob Kuhn, President  
Brian Bowcock, Secretary  
Joe Ruzicka, Treasurer  
Carlos Goytia, Director  
John Mendoza, Director

**Staff Present**

Rick Hansen, General Manager  
Matt Litchfield, Assistant General Manager  
Steve Kennedy, Legal Counsel  
Liz Cohn, Sr. Financial Analyst  
Vicki Hahn, District Clerk/Executive Assistant  
Kirk Howie, Chief Administrative Officer  
Steve Lang, Water Operations Manager  
James Linthicum, Chief Finance Officer

**Directors Absent**

David De Jesus, Vice President  
Dan Horan, Director

Guests and others present: Director Ed Hilden, Walnut Valley Water District; Denise Jackman, Rowland Heights resident; Ben Lewis, Golden State Water Company; Brian Teuber, Walnut Valley Water District; Dave Warren, Rowland Water District

**4. Public Comment**

President Kuhn called for any public comment. There were no requests for public comment.

**5. Declaration of Vacancy – Division 7**

President Kuhn informed the Board that he received a letter of resignation from Director Horan dated December 10, 2018, effective immediately. The Board is being asked to declare this seat vacant.

Upon motion and second, President Kuhn called for any discussion. There being no discussion the vote was called.

**Moved: Ruzicka; Second: Bowcock  
Motion No. 18-12-5204 – Declare vacancy for board seat in Division 7. The motion passed by a 5-0 vote; Director De Jesus had an excused absence; Director Horan was absent from the meeting.**

## **6. Board Vacancy – Procedural Actions**

Mr. Kennedy reviewed the procedural memorandum that was included as part of the agenda and reviewed the different options upon which the Board can seek to fill the vacancy in Division 7.

The Board has three options to consider:

- 1) Three Valleys Board of Directors appoint successor to fill vacancy. The individual that is appointed will complete the unexpired term ending December 4, 2020 and may choose to run for another term in the November 2020 election. If this is the method chosen, appointment must be completed by February 8, 2019.
- 2) Los Angeles County Board of Supervisors appoint successor to fill vacancy. The individual that is appointed will complete the unexpired term ending December 4, 2020 and may choose to run for another term in the November 2020 election. If this is the method chosen, appointment must be completed by March 8, 2019
- 3) Run a special election. If this is the option chosen, staff will work with the Los Angeles County Registrar Recorder to establish the election date.

Upon motion and second, President Kuhn called for any discussion. Discussion ensued, and the Board determined that it would like to proceed with option #1. Staff was instructed to proceed with the requested procedural actions that include the following:

- Forward a letter to the Los Angeles County Registrar Recorder declaring the vacancy
- Post the notice of vacancy in at least three locations within the District. Notices will be posted for a minimum of 15 days.
- Establish a date to conduct the interview process for the successor director.

**Moved: Ruzicka; Second: Bowcock  
Motion No. 18-12-5205 – Approve procedural actions for Board vacancy in Division 7 and direct staff to proceed with the appointment process setting a special meeting for Wednesday, January 30, 2019 to conduct the interviews. The motion passed by a 5-0 vote; Director De Jesus had an excused absence; Director Horan was absent from the meeting.**

After the vote was taken a request was made to reconsider a substitute motion to modify the proposed date for the interviews to January 23, 2018. There being no further discussion President Kuhn called for the vote.

**Moved: Ruzicka; Second: Bowcock**  
**Motion No. 18-12-5206 – Approve procedural actions for Board vacancy in Division 7 and direct staff to proceed with the appointment process setting a special meeting for Wednesday, January 23, 2019 to conduct the interviews. The motion passed by a 5-0 vote; Director De Jesus had an excused absence; Director Horan was absent from the meeting.**

## 7. Future agenda items

Director Mendoza requested an update on the National Monument being proposed by Representative Judy Chu

## 8. Adjournment

The Board adjourned at 8:15 a.m. to its next regular meeting scheduled for Wednesday, January 16, 2019 at 8:00 a.m.

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

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