

**MINUTES  
BOARD OF DIRECTORS  
SAN GABRIEL VALLEY MUNICIPAL  
WATER DISTRICT  
REGULAR BOARD MEETING  
1402 N. VOSBURG DR. AZUSA, CA 91702  
MONDAY, JANUARY 08, 2024  
8:00 A.M.**

At 8:03 a.m. on January 08, 2024, the Board of Directors meeting was held in person at the District office, located at 1402 North Vosburg Drive, Azusa, California. While the Boardroom was open for public attendance, the District strongly encouraged attendees wanting to attend the meeting to participate in the meeting virtually through the remote Zoom link provided below. Attendees in person were asked to please maintain appropriate social distancing to the extent feasible (i.e., maintain a six-foot distance between yourself and other individuals). Face coverings were encouraged but not required for attendees.

**<https://us02web.zoom.us/j/89013306120?pwd=SUZJRzFFSDRXUVVTY0NhOXQ0c1I6QT09>**

**Meeting ID: 890 1330 6120**

**Passcode: 512838**

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**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:**

President Paulson called the meeting to order at 8:03 a.m.

**ROLL CALL:**

Directors present at Roll Call: Eng, Knoles, Paulson, Placido, Prince

**ALSO PRESENT:**

Darin Kasamoto, General Manager; Steve Kiggins, Assistant General Manager; Linda Esquivel, Executive Assistant; Evelyn Reyes, External Affairs Manager; Albert Lu, External Affairs Specialist; Jim Ciampa, Lagerlof LLP; Dave DePinto, DMCI

Via telephone/Zoom: Kelly Gardner, Main San Gabriel Basin Watermaster; Melissa Barbosa, City of Azusa; Shawn Igoe, City of Monterey Park; Chris Brown, C. J. Brown & Co. CPAs

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

## **UPDATES FROM THE CITY REPRESENTATIVE**

None.

### **CONSENT CALENDAR:**

Minutes of the Regular Board Meeting of December 11, 2023

Financial Statements for December 2023

Disbursements of the Revolving Fund Dated:

December 14, 2023, Check Nos. 12421 – 12424, EFT, and Wires in the amount of \$60,727.27

December 28, 2023, Check Nos. 12425 – 12428, EFT, and Wires in the amount of \$61,351.50

January 08, 2024, Check Nos. 12429 – 12431, and Wires in the amount of \$3,496.00

Disbursements of the General Fund Dated:

December 13 – 29, 2023, Check Nos. 44137 – 44154 and EFTs in the amount of \$156,326.68

January 04 – 08, 2024, Check Nos. 44155 – 44199, and EFT in the amount of \$899,936.64

Future Meeting Attendance Approval: None

On the motion of Director Eng, seconded by Director Knoles, and unanimously carried 5-0, the Consent Calendar was approved.

### **ACTION AGENDA ITEM**

#### **2022 – 2023 DRAFT AUDIT AND TRAVEL EXPENSE REPORT**

Christopher Brown from C. J. Brown & Company CPAs presented to the Board a draft of the 2022-2023 Audit and Travel Expense Report. The auditors' report concluded, in their opinion, that the District's financial statements present fairly, in all material respects, the financial position of the District as of June 30, 2023. There were a couple of 2022 adjustments to the net position: 1) Adjustment overstatement of Pension Contributions reported in deferred outflows; and 2) Adjustment to record the discount on notes receivable. The Agreed-Upon Procedures Related to the Review of the Travel and Conference Expense Report were that two minor items were not provided: 1) Two receipts were missing from the supporting documentation for credit card statements; and 2) An expense for FY 22/23, in an inconsequential amount, was incorrectly excluded from the account. The 2022-2023 Audit will be considered for approval by the Board at the February Board meeting.

### **APPOINT OFFICERS AND COMMITTEE**

On motion of Director Prince, seconded by Director Knoles, and unanimously carried 5-0, the District's 2024 Officers and Committee Assignments listed below were approved.

#### 2024 Election of Officers

President

Vice-President

Secretary

Treasurer

Mark R. Paulson

Steven T. Placido

Miles. L. Prince

Bruce H. Knoles

Deputy Secretary Deputy Treasurer	Darin J. Kasamoto Darin J. Kasamoto
Water Quality Authority Director Alternate	Mark R. Paulson (must be a Director) Steven T. Placido (must be a Director)
Main San Gabriel Basin Watermaster Director	Steven T. Placido, DDS (must be a Director) (No Provisions for Alternate)
ACWA/JPIA Director Alternate	Miles L. Prince (must be a Director) Darin J. Kasamoto
ACWA Region 8 Delegate Alternate	Miles L. Prince Darin J. Kasamoto
San Gabriel Valley Protective Association	Darin J. Kasamoto
San Gabriel Valley Water Association Liaison	Bruce H. Knoles
State Water Project Contractors Authority Liaison	Darin J. Kasamoto
San Gabriel Valley Economic Partnership	Mike Eng
Independent Cities Association	Mark R. Paulson / Steven T. Placido, DDS / Miles L. Prince
San Gabriel Valley Council of Governments	Steven T. Placido, DDS
San Gabriel Valley Civic Alliance	Bruce H. Knoles

2024 District Committees

Engineering & Operations Committee	Steven T. Placido, DDS & Mark R. Paulson
External Affairs Committee	Miles L. Prince & Mike Eng
Administrative/Finance Committee	Bruce H. Knoles & Mike Eng

## PER DIEM CONFERENCES FOR 2024

On motion of Director Prince, seconded by Director Placido, and unanimously carried 5-0, the District's 2024 Per-Diem Conferences listed below were approved.

<u>ACWA</u> acwa.com		
Spring	May 7 – 9	Sacramento, CA
Fall	Dec 3 - 5	Palm Desert, CA
Legislative Symposium	TBA	Sacramento, CA
DC Annual	Feb 27 – 29	Washington D.C.
AWWA awwa.org		
ACE 24 Annual Conference	Jun. 10 – 13	Anaheim, CA
AWWA Water Infrastructure	Sep 8 – 11	Phoenix, AZ
<u>CA-NV Section</u> ca-nv-awwa.org		
Fall	Oct. 21 - 24	Reno, NV
<u>OTHERS</u>		
Pipelinesconference.org		
UESI Pipeline Conference	July 27 -31	Calgary, Canada
csda.net		
CSDA Annual Conference	Sept 9 - 12	Indian Wells, CA
AGWA-AGWT Annual Conf.	Feb 6 - 7	Ontario, CA
socalwater.org		
So California Water Committee Quarterly Meeting		TBA
Annual Meeting & Dinner	TBA	TBA
Urban Water Institute Urbanwater.com		
Spring	Feb 21- 23	Palm Springs, CA
Annual Conference	TBA	San Diego, CA
San Gabriel Valley Economic Partnership	TBA	All Directors

San Gabriel Valley Water Association	Quarterly luncheon meetings, Annual BBQ	All Directors
Alhambra Education Foundation Awards Dinner and Gala		TBA
Garvey Education Foundation Gala		TBA
2024 California Water Law Symposium San Gabriel Valley Civic Alliance Awards Lunch	Feb 24 TBA	San Francisco, CA TBA
CORO Water Conference	TBA	TBA
Orange County Water Summit	TBA	TBA
WELL 2024 Annual Conference	Mar 15 – 16	San Jose, CA
WaterSmart Innovation Conference	Sept 24 - 26	Las Vegas, NV
Three Valleys Leadership Breakfast	Qtrly	Sheraton Hotel, Pomona
Council for Watershed Health	All Events	
Intl. LGBTQ Leaders Conference	TBA	TBA
CA Water Data Collaborative	All Events	
Climate Resolve	TBA	TBA
SCAG 2024 Regional Conf	May 4 – 5	JW Marriott Desert Springs, CA
Catalyst 2024 (WQA Convention & Exposition)	Mar 5 - 7	Orlando, FL
CSDA: Special District Leadership Academy	Feb 4 - 7 Apr 14 – 17	San Luis Obispo, CA San Diego, CA
CSDA: Special District Legislative Days	May 21 - 22	Sacramento, CA
Allianceforwaterefficiency.org Water Efficiency and Conservation Symposium	Aug 6 – 8	Chicago, IL

2024 Water Reuse Symposium	Mar 11 – 14	Denver, CO
WQA Convention & Exposition	Mar 5 – 7	Orlando, FL

Approved By Minute Order

All travel expenses incurred by the General Manager, or his authorized staff representative to attend any Department of Water Resources (DWR) or State Water Contractors (SWC) meetings are considered part of his job description and are authorized by the Board of Directors.

Administrative Code 2-2.501(b) – Several organizations provide services and information beneficial to the District, and directors are also authorized to receive compensation and expense reimbursement for attendance at meetings of any such organization the District maintains membership or participation.

**STRATEGIC PLANNING WORKSHOP DISCUSSION**

Mr. DePinto from DMCI presented a preliminary agenda for review and comment before the Strategic Planning Workshop, which is scheduled for January 22, 2024.

**APPROVE AMENDMENTS TO THE DISTRICT ADMINISTRATIVE CODE**

General Counsel Ciampa reported he has reviewed the District’s Administrative Code concerning any recently passed legislation and recommended changes to the current Administrative Code on Compensation, section 2-2.501(c), Discrimination and Accommodation, section 2-4.204(a) and (c), Wages, section 2-4.301(c), Overtime Compensation, section 2-4.302(b), Sick Leave, section 2-4.304(a) and (b), Leaves of Absence, section 2-4.305(b), Bereavement, section 2-4.310 (unpaid leave up to 5 days), Reproductive Loss Leave, section 2-4.310.1, Victim of Sexual Assault/Domestic Violence Leave, section 2-4310.2, Victims of Crime and Judicial Proceedings Leave, section 2-4.310.3, Military Leave, section 2-4.310.4, School Suspension Leave, section 2-4.310.5, Voting Leave, section 2-4.310.5, Witness Duty, section 2-4.310.6, Article 4. Conditions of Employment, General, section 2-4.401, Progressive Discipline, section 2-4.403(b), Harassment & Discrimination: Other, section 2-4.408(b), and Drug and Alcohol Use, section 2-4.410(c), which are specified in detail in the agenda packet.

On the motion of Director Prince, seconded by Director Eng, and unanimously carried 5-0, the recommended changes to the current Administrative Code on the above-mentioned revisions were approved. General Counsel Ciampa was instructed to prepare a resolution to amend the District Administrative Code and bring it back to the February Board meeting for approval.

## **TELECOMMUTING POLICY**

General Counsel Ciampa reported he was asked at the December Board meeting to develop a written telecommuting policy, with a sunset date of December 31, 2025, modifying the current District Administrative Code, as set forth in the Agenda Packet.

On motion of Director Prince, seconded by Director Eng, and unanimously carried 5- 0, the Draft Remote Work/Telecommuting Policy, in the form presented to the Board was approved.

## **REQUEST FROM THE CITY OF MONTEREY PARK FOR GRANT FUNDING**

Ms. Reyes reported the City of Monterey Park requested grant funding to assist residents currently signed up for its Life Line Program. These individuals are low-income and typically need assistance to pay their utility bills.

On motion of Director Knoles, seconded by Director Eng, and unanimously carried 5-0, the City of Monterey Park's request for a Life Line Program grant in the amount of \$50,000 was approved.

## **INFORMATION ITEMS**

### **EXTERNAL AFFAIRS**

External Affairs Report in Agenda Packet.

Ms. Reyes reported the California Legislature reconvened on January 3. California Advocates will continue to monitor legislation important to the District and the State Water Contractors, and the possible water/climate resilience bond that may be included on the November statewide ballot. The new Speaker of the Assembly, Robert Rivas, has made several committee appointments for the remainder of the 2023-2024 Regular Session effective December 27, 2023. Assemblymember Diane Papan is the new Chair of the Water, Parks, and Wildlife Committee. The Upper San Gabriel Valley Municipal Water District, another Northern California State Contractor, and Ms. Reyes discussed the best way to address SB366 with Assemblymember Papan and a water tour of the San Gabriel Valley with members of the Water, Parks, and Wildlife Committee is being scheduled.

## **UNFINISHED BUSINESS**

### **REPORT ON BASIN MANAGEMENT**

No report.

### **REPORT OF WQA**

No report.

## **REPORT OF THE ATTORNEY**

No Report.

## **REPORT OF THE GENERAL MANAGER/ASSISTANT GENERAL MANAGER**

The General Manager's written report is in the Agenda Packet.

The Assistant General Manager's written report is in the Agenda Packet.

The Assistant General Manager reported the following projects have been completed: Lytle Creek Turnout SCADA Integration and San Gabriel Flow Control Structure 30" Ball Valve Replacement. The DCAP SCH1 Pipeline Continuity Bonding, Corrosion Assessment Validation and Cathodic System Design is semi-complete. The tee installation and corrosion assessment validation fieldwork are completed. Joint bonding is scheduled to continue for the next two months.

## **REPORT OF THE STATE WATER CONTRACTORS**

The General Manager reported the initial State Water Project allocation for 2024 was set at 10%. Conditions throughout the state have been relatively dry through the month of December. The EIR on the Delta Conveyance Project was certified by DWR on December 18, 2023 and several lawsuits challenging the EIR have already been filed.

## **COMMITTEE MEETING REPORTS**

None.

## **DIRECTOR REPORTS ON EVENTS ATTENDED**

None.

## **DIRECTOR COMMENTS**

None.

## **ADJOURNED**

There being no further business, upon motion made, seconded, and carried unanimously, the meeting was duly adjourned at 9:14 a.m. The next Regular Board Meeting of the San Gabriel Valley Municipal Water District will be on February 12, 2024, at 8:00 a.m.

s/ Mark R. Paulson  
President

ATTEST:  
s/ Miles L. Prince  
Secretary