

**A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT  
248 E. FOOTHILL BLVD, ROOM #103, MONROVIA, CALIFORNIA 91016  
4:30 P.M. – DECEMBER 11, 2024**

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A special 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, on December 11, 2024 at the hour of 4:30 p.m.

**ROLL CALL**

**DIRECTORS PRESENT:** Treviño, Chavez, Garcia, Fellow, and Santana.

**DIRECTORS ABSENT:** None.

**STAFF PRESENT:** Tom Love, General Manager; Steve O’Neill, District Counsel; Steve Johnson, District Engineer; Patty Cortez, Assistant General Manager, External Affairs; Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer; Venessa Navarrete, Executive Assistant; Katherine Vazquez, Government and Community Affairs Assistant; Priscilla Lu, Accounting/Financial Analyst; Alexis Silva, Intern; and Jessica Hernandez, Administrative Assistant

**OTHERS PRESENT** Lenet Pacheco, Ray Cordero, Jose Martinez, Russ Bryden, Michael Cacciotti, Gloria Omos, Carmen Trevino, Cesar Garcia

**CERTIFICATION OF ELECTION OF CHARLES TREVIÑO (DIV. 2), EDWARD CHAVEZ (DIV. 3), AND KATARINA GARCIA (DIV. 4)** Charles Treviño was certified as the elected board director for Division 2. Ed Chavez was certified as the elected board director for Division 3, and Katarina Garcia was certified as elected board director for Division 4 of the Upper District.

**OATH OF OFFICE**

Director Treviño was sworn in by Michael Cacciotti, City of South Pasadena City Councilmember. Director Treviño expressed his gratitude for the opportunity to serve and acknowledged the support of those who helped him throughout his career.

Director Chavez was sworn in by Gloria Olmos, Mayor of the City of South El Monte. Director Chavez thanked the people who supported him especially his late parents, highlighting the importance of family to his success.

Director Garcia was sworn in by Steven O’Neill, District Counsel. Director Garcia expressed her pride in being the first woman of color to hold her position, emphasizing the importance of diversity.

**ADOPTION OF AGENDA** On motion by Vice President Fellow, seconded by Treasurer Garcia, the agenda was unanimously adopted as presented.

**AYES: SANTANA, CHAVEZ, GARCIA, TREVIÑO AND FELLOW**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

**PUBLIC COMMENT** None.

**COMMITTEE REPORTS** Next scheduled committee meeting dates are as follows:

- (a) Government Affairs and Community Outreach – December 16, 2024 at 3:00 p.m.
- (b) Water Resources and Facility Management – January 6, 2025 at 4:30 p.m.
- (c) Administration and Finance – January 7, 2025, at 4:30 p.m.

**CONSENT CALENDAR**

On motion by Treasurer Garcia, seconded by Director Treviño, the consent calendar was unanimously approved by the following vote.

**AYES: SANTANA, CHAVEZ, GARCIA, TREVIÑO AND FELLOW**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

- (a) Minutes of a regular meeting of the Board of Directors held on November 13, 2024, at 4:00 p.m.
- (b) List of Demands.
- (c) Financial Reports – October 2024.
  - 1. Financial Statements.
  - 2. Director’s Public Outreach.
- (d) Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2024.

**PROPOSED AMENDMENTS TO POLICY NO. 9 TO 13 OF THE POLICY MANUAL**

The General Manager briefly summarized the proposed amendments to Policy No. 2.9 to 2.13 of Upper District’s Policy Manual, stating these were discussed in detail at the recent Administration and Finance Committee meeting. He added that additional policy updates will be brought to the board in the coming months.

Director Treviño moved to approve the Administration and Finance Committee’s recommendation to approve the proposed amendments to Policy No. 2.9 through 2.13 of Upper District’s Policy Manual.

Director Garcia seconded the motion, which was unanimously approved by the following vote:

**AYES: SANTANA, CHAVEZ, GARCIA, TREVIÑO AND FELLOW**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

**MWD YEAR END WATER PURCHASES**

The General Manager provided an update on the revisions to Metropolitan Water District’s (MWD) reverse cyclic program, which was also discussed at the Administration and Finance Committee meeting. He stated that the District plans to prepurchase up to 6,000 acre-feet of treated water to get ahead of MWD’s future rate increases, potentially saving over \$1.60 million. He stated that MWD’s treated water rates are expected to rise by 11% and 10% in the next two years. He then requested the Board to not only authorize the General Manager to participate in this program, but also to execute an agreement for the purchase.

Director Treviño moved to approve the Administration and Finance Committee’s recommendation to authorize the General Manger to prepurchase up to 6,000 acre-feet of treated water to be delivered at USG-05, allow Upper District treated water customers to participate for additional amounts under the Metropolitan Water District Reverse Cyclic Program and execute an agreement for the water purchase.

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

**AYES: SANTANA, CHAVEZ, GARCIA, TREVIÑO AND FELLOW**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

**INFORMATION ITEMS**

- (a) Press Releases and News Articles

**ATTORNEY'S REPORT**

District Counsel reported working with staff on administrative matters, including the reverse cyclic program and drafting an agreement with Metropolitan. He added that 10 member agencies has expressed interest in the program.

**ENGINEER'S REPORT**

The District Engineer provided updates on various projects, including the water supply interconnection for Sunny Slope Water Company and San Gabriel County Water District, Emergency Response Plan review, reactivation of the City of Monrovia's USG-7 connection, incorporating new information on climate change impacts in the Integrated Resources Plan update, and ongoing boundary discussions between Upper District and Three Valleys Municipal Water District.

Director Treviño and the District Engineer discussed the purpose of the proposed pipeline project between the City of South Pasadena, San Gabriel County Water District and Sunny Slope.

Director Treviño and the General Manager discussed funding for the pipeline project. The General Manager highlighted the importance of having emergency interconnections between sub agencies.

**GENERAL MANAGER'S REPORT**

The General Manager reported that the next step in the Integrated Resources Plan (IRP) process is to work with producers and Watermaster to finalize projections for local water supply. He stated that work on the IRP will continue into next year. He also reported that the District is on track for a good year with nearly 90,000 acre-feet of wet water delivery from MWD and a 10,000 acre-feet water transfer from SGVMWD to the MWD cyclic account. He then announced that the annual holiday dinner is scheduled for December 19<sup>th</sup> at Bistro 45 in Pasadena.

**METROPOLITAN REPORT**

Vice President Fellow thanked President Santana and the General Manager for their excellent job in representing Upper District at the recent MWD Board meeting. He then reported on the MWD Board's recent decision to fund environmental planning and pre-construction costs for the Delta Conveyance Project. He stated that moving forward with the project will benefit Southern Californians who rely on delta water for their local needs.

President Santana thanked Vice President Fellow for inviting them to the MWD Board meeting. She highlighted the importance of collaboration between the agencies and how MWD's work is aligned with the District's water needs.

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

**WATER QUALITY AUTHORITY REPORT**

Secretary Chavez reported on the adoption of federal funding guidelines to ensure that WQA continues to receive adequate funding for a Superfund Site.

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

**WATERMASTER REPORT**

Russ Bryden, Watermaster's Executive Officer, echoed President Santana's positive experience at the MWD Board meeting. He highlighted the importance of collaboration with Upper District and other water agencies in the San Gabriel Valley. He reported on a resolution passed by the Watermaster Board in support of the Delta Conveyance Project. He then provided an update on the recent adjudication status conference with Judge Duffy. He also reported on Watermaster's ongoing strategic plan efforts to address future challenges. Lastly, he mentioned a new initiative of holding an annual "State of the Basin" presentation with Upper District to present a unified message.

The General Manager thanked Mr. Bryden for his presence at the recent MWD Board meeting. He also shared Judge Duffy's suggestion to have Ms. Cortez provide the court with an update on future conservation efforts.

President Santana expressed her support for the "State of the Basin" proposal.

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

**AB 1234 COMPLIANCE REPORT**

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

**DIRECTORS COMMENTS**

Secretary Chavez expressed his gratitude for the opportunity to serve on the board and work with board members and staff for another four years. He also commended Mr. Cacciotti's character and leadership in his community.

Treasurer Garcia thanked everyone for the swearing-in ceremony and the opportunity to introduce her family to board members.

Vice President requested to adjourn the meeting in memory of Jim Blake, former MWD representative.

President Santana reiterated the importance of the Delta Conveyance Project to secure water supplies and the need for the project to move forward soon. She also congratulated all the newly sworn-in board members.

**FUTURE AGENDA ITEMS**

None.

**ADJOURN TO CLOSED SESSION**

None.

**ADJOURNMENT**

President Santana asked if there were any other business to come before the Board. There being none, the meeting was duly adjourned, in memory of Jim Blake, to a regular meeting of the Board of Directors to be held on January 8, 2024, at 4:00 p.m., at 248 E. Foothill Blvd., Room #103, Monrovia, CA 91016.

DocuSigned by:  


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PRESIDENT

**ATTEST**

Signed by:  


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SECRETARY

SEAL

Demands numbered 22691 through 22720 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$374,030.72 and demands numbered 1273 through 1276 on the Water Fund Account at the same bank in the amount of \$931,897.61.

22691	789, Inc.	Inv. USGV-420211, Branding and Creative Services, December 2024 Inv. 420211, Integration Labor <b>(Board approved 7/12/23)</b>	5,575.00 <u>8,050.00</u>	\$ 13,625.00
22692	Aaron Read & Associates, LLC	Inv. 213806, State Legislative Advocacy Services, October 2024 <b>(Board approved 10/12/22)</b>		10,000.00
22693	ACWA/JPIA	Inv. 0704274, Health Insurance Premium - December 2024		27,360.73
22694	Aleshire & Wynder, LLP	Professional Services, October 2024 Inv. 91172, Transactional Fees Inv. 91173, Retainer <b>(Board approved 04/13/22)</b>	1,830.40 <u>4,576.00</u>	6,406.40
22695	Best Best & Krieger, LLP	Inv. 1011560, Federal Legislative Advocacy Services through 10/31/24 <b>(Board approved 10/12/22)</b>		7,500.00
22696	Civic Publications, Inc.	Inv. 1893, 2024 Community Profiles Magazine, Ad		5,600.00
22697	Creative Management Solutions	Inv. 3, Phase 3, HR Support Services		3,840.00
22698	Department of Water & Power	Inv. GA437376, Recycled Water Program Permit Fees, December 2024		83.33
22699	Ecotech Services, Inc.	Inv. 3204, Landscaping Maintenance, November 2024 <b>(Board approved 06/08/22)</b>		900.00
22700	Foothill Municipal Water District	Inv. 624, Strategic consulting Services, November 2024 Cost-Share Inv. 636, Strategic consulting Services, December 2024 Cost-Share	2,500.00 <u>2,500.00</u>	5,000.00
22701	G3, Green Gardens Group, LLC	Inv. 1301REV, Virtual Conservation Workshop, 11/14/24 <b>(Board approved 03/08/23)</b>		1,875.00
22702	Home Depot Credit Services	Inv. 3031695, Building Maintenance Inv. 5013701, Building Maintenance Inv. 5020435, Building Maintenance Inv. 6904245, Building Maintenance Inv. 7030587, Building Maintenance Inv. 7304109, Building Maintenance Inv. 8020307, Building Maintenance	59.11 26.16 24.74 66.13 92.63 43.81 <u>42.73</u>	355.31
22703	Image Property Solutions	Inv. MCS8805, Janitorial Services, November 2024		1,907.59
22704	Joey C. Soto	Inv. 2024-UD-GA-OCT-121, Grant Writing Services, October 2024 <b>(Board approved 06/08/22)</b>		1,440.00
22705	John Robinson Consulting, Inc	Inv. UD202301-11, As-needed Engineering Support Services, Jul. - Oct. 2024		1,320.00
22706	Kelly Associates Mgmt Group	Inv. October 2024, HR Support Services		975.00
22707	Kelly Services, Inc.	Inv. 5604959862, Temporary Services Weeks Ending 10/27/24 Inv. 5605121963, Temporary Services Week Ending 11/03/24 Inv. 5605303149, Temporary Services Week Ending 11/10/25 Inv. 5605504677 Temporary Services Week Ending 11/17/24 <b>(Board approved 02/17/19)</b>	428.23 528.99 571.06 <u>547.88</u>	2,076.16
22708	La Opinion	Inv. 129491024, Conserve-A-Palooza Ads, 10/22/24		600.00
22709	Rogers, Anderson, Malody & Scott	Inv. 76267, Progress Payment for FY 23/24 Audit <b>(Board approved 06/19/19)</b>		9,300.00
22710	San Gabriel Valley Newspaper	Inv. 0000604633, Watershed Restoration Ads, 09/29/24		4,082.40
22711	Spectrum Reach	Inv. 240050203, Water Conservation Ads, Oct. 2024 Inv. 240050204, Water Conservation Ads, Oct 2024	2,026.40 <u>1,800.00</u>	3,826.40

22712	Stetson Engineers, Inc.	Inv. 2533-222, General Engineering Support Services, September 2024 Inv. 2728-030, Integrated Resources Plan Update, September 2024	13,749.87 <u>8,959.75</u>	22,709.62
22713	Total Compensation Systems, Inc.	Inv. 13869, GASB 75 Roll-Forward Valuation, 1st Installment		765.00
22714	Upper District Payroll Fund	Inv. OCT 24, Reimbursement of Payroll and Payroll Taxes for Employees Inv. OCT 24D, Reimbursement of Payroll Taxes for Directors	151,600.72 <u>24,170.01</u>	175,770.73
22715	Upper District Revolving Fund	Inv. Nov 24, Revolving Fund Account Replenishment - November 2024 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Meeting/Travel/Conferences/Dues/Assessments/Membership Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/Public Info Medical/ODA Reimbursement/Processing Fee/Others	213.21 675.15 50.00 4,495.88 95.67 1,653.58 33,188.60 <u>14,061.84</u>	54,433.93
22716	U.S. Bank Corporate Payment System	CalCard Charges through 11/22/24 Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	2,508.73 866.73 <u>3,925.28</u>	7,300.74
22717	VC3, Inc.	Inv. VC3-177622, IT Management Services, November 2024 <i>(Board approved 10/11/23)</i>		3,098.00
22718	Ed Chavez	Director's Compensation, November 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (2,040.00) <u>(1,025.56)</u>	1.31
22719	Jennifer Santana	Director's Compensation, November 2024 4 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,020.00 516.87 (500.00) <u>(275.34)</u>	761.53
22720	Katarina Garcia	Director's Compensation, November 2024 5 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,275.00 516.87 (500.00) <u>(175.33)</u>	1,116.54
			<b>TOTAL</b>	<b><u>\$ 374,030.72</u></b>
1273	Central Basin MWD	Invoice No. USGV-OCT24, Purchase of 5.0 AF of Recycled Water in September 2024 <i>(Previously Paid 11/04/24)</i>		\$ 3,623.34
1274	Metropolitan Water District	Invoice No. 11665, Purchase of 252.2 AF of Treated Water in October 2024		903,800.92
1275	San Gabriel Valley MWD	Invoice No. 570, 94.32 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in October 2024 @ \$240 per AF		22,636.80
1276	Suburban Water System	Invoice No. 6775, Phase IIB Normal Operating Charge, November 2024		<u>1,836.55</u>
			<b>TOTAL</b>	<b><u>\$ 931,897.61</u></b>