

**A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
248 E. FOOTHILL BLVD, SUITE 200, MONROVIA, CALIFORNIA 91016
4:00 P.M. – January 22, 2025**

A regular 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, within said Water District on January 22, 2025, at the hour of 4:00 p.m.

ROLL CALL

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

DIRECTORS ABSENT: None.

STAFF PRESENT: Tom Love, General Manager; Steve O’Neill, District Counsel; Patty Cortez, Assistant General Manager, External Affairs; Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer; Venessa Navarrette, Executive Assistant; and Jessica Hernandez, Administrative Assistant.

OTHERS PRESENT

David Muse, Lenet Pacheco, Jose Martinez

ADOPTION OF AGENDA

On motion by Director Treviño, seconded by Director Garcia, the agenda was adopted as presented by the following vote:

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

ELECTION OF OFFICERS FOR CALENDAR YEAR 2025

President Santana declared the election of Upper District officers to serve one-year terms for calendar year 2024 open.

Vice President Fellow moved to keep the current slate of officers for calendar year 2024. Director Treviño seconded the motion which was approved by the following vote:

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) Water Resources and Facility Management – February 3, 2025 at 4:30 p.m.
- (b) Administration and Finance Committee – February 4, 2025, at 4:30 p.m.
- (c) Government Affairs and Community Outreach – February 5, 2025, at 4:30 p.m.

CONSENT CALENDAR

On motion by Director Treviño, seconded by Treasurer Garcia, the consent calendar was 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 December 11, 2024 at 4:00 p.m.
- (b) List of Demands

- (c) Financial Reports – November 2024
 - 1. Financial Statements
 - 2. Director’s Public Outreach
- (d) Negotiated Tax Exchange Resolution Annexation of L 080-2024 to County Lighting Maintenance District 1687
- (e) Upper District’s 2025-2026 Legislative Policy Principles
- (f) Professional Services Agreement with Best, Best and Krieger for federal advocacy services for a term commencing January 1, 2025 through December 31, 2026, for a monthly retainer of \$7,500 and a total not to exceed a maximum of \$185,000.
- (g) Professional Services Agreement with Aaron Read & Associates, LLC for state advocacy services for a term commencing January 1, 2025 through December 31, 2026, for a monthly retainer of \$10,000 and a total not to exceed a maximum of \$245,000.

UPPER DISTRICT’S 2025 MEETING SCHEDULE

The General Manager presented staff’s recommendation to reschedule board and/or committee meetings affected by holidays and conferences in 2025.

On motion by Director Treviño, seconded by Treasurer Garcia, the recommendation to reschedule the affected board and/or committee meetings was approved by the following vote:

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

TELECOMMUTING POLICY

The General Manager presented the proposed Telecommuting Policy. He stated that during COVID, a telecommuting policy was created, but now all staff are back in the office full-time and requested a review of work schedules and the possibility of telecommuting. He then stated that management agreed to allow employees to work from home one day a week, specifically on Tuesdays or Thursdays, while ensuring proper staff coverage in the office. The policy has been reviewed with legal counsel and is recommended for board adoption. A three-month pilot will be conducted to assess its effectiveness, with the General Manager having discretion on its continuation.

On motion by Director Treviño, seconded by Treasurer Garcia, the proposed Telecommuting Policy was approved by the following vote:

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

APPOINTMENT OF A REPRESENTATIVE AND AN ALTERNATE TO THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY (JPIA)

President Santana opened the nominations for a representative and an alternate to the Association of California Water Agencies Joint Powers Insurance Authority (JPIA). She indicated wanting to remain as the representative and keep Vice President Fellow as the alternate.

On motion by President Santana, seconded by Director Treviño, the reappointment of President Santana as representative and Vice President Fellow as alternate to the Association of California Water Agencies Joint Powers Insurance Authority (JPIA) was approved by the following vote:

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

APPOINTMENT OF A REPRESENTATIVE AND AN ALTERNATE TO THE SAN GABRIEL VALLEY WATER ASSOCIATION

President Santana opened the nominations for a representative and an alternate to the San Gabriel Valley Water Association (SGVWA).

On motion by Director Treviño, seconded by Treasurer Garcia, the Board of Directors reappointed Vice President Fellow as representative and Treasurer Garcia as the alternate to the SGVWA by the following vote:

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

APPOINTMENT OF A REPRESENTATIVE TO THE SAN GABRIEL VALLEY PROTECTIVE ASSOCIATION

President Santana requested nominations for a representative to the San Gabriel Valley Protective Association. She noted she is the current representative.

On motion by Director Treviño, seconded by Treasurer Garcia, President Santana’s reappointment as the representative to the San Gabriel Valley Protective Association was approved by the following vote:

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

APPOINTMENT OF A DELEGATE TO THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

President Santana opened the nominations for a delegate to the San Gabriel Valley Council of Governments (SGVCOG).

The General Manager and Secretary Chavez discussed potential changes to the District’s membership. Staff noted that a discussion on memberships will take place at the next Government Affairs and Community Outreach Committee meeting.

On motion by President Santana, seconded by Vice President Fellow, Treasurer Garcia was reappointed as the delegate to the SGVCOG by the following vote:

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

INFORMATION ITEMS

The following items listed on the agenda for the information of the Board were read and ordered received and filed: Press Releases and News Articles.

ATTORNEY’S REPORT

District Counsel reported working with staff to review the telecommuting policy and various contracts and agreements including the agreement with Watermaster for the Metropolitan Water District’s Reverse Cyclic Program. He also reported coordinating with special counsel on issues related to PFAS and the extended opt-out notice. Lastly, he provided an update on the Metropolitan vs. San Diego County Water Authority case, stating that the long-standing legal dispute over MWD’s rate structure and a 2003 exchange agreement with SDCWA was ruled in MWD’s favor, awarding \$3 million to MWD in attorney fees. He added both parties are close to settling.

ENGINEER’S REPORT

The District Engineer reported working with staff on the San Gabriel County Water District’s interconnection study that is progressing slowly but moving forward. He mentioned that Upper District’s Emergency Response Plan is currently with the General Manager and should be ready to be presented to the Board. He reported on having a productive meeting with staff discussing the RTS charge and other MWD charges related to a new Monrovia connection and that the feasibility study is being finalized for staff review. He also addressed the delay with the Integrated Resource

Plan projected water demands and climate change impacts and stated that it is now moving forward. Lastly, he provided a brief update on Upper District's boundary reconciliation, stating they will have a meeting with Three Valleys and MWD to review the boundaries.

GENERAL MANAGER'S REPORT

The General Manager reported that the Baldwin Park Key Well reached its highest level in 18 years at 249 ft. He reported that USG-3 has delivered 86,500 AF, marking the second highest year in its history. He highlighted that MWD has a substantial amount of water in storage with reservoirs like Diamond Valley full, ensuring stability even if Northern California remains dry. He stated that MWD has proactively stored water over the past two wet years, positioning itself well for potential dry periods.

The General Manager also reported on the recent fires that have affected the Arcadia and Monrovia areas, and the challenges Altadena is facing. He said the District and other water agencies have provided mutual aid by supplying water bottles and monitoring fire-related alerts. He highlighted that some reservoirs in Altadena were severely damaged due to the wooden roofs burning and collapsing into the water.

Director Chavez, Treasurer Garcia, and the General Manager discussed the functionality of fire hydrants and their water supply. The General Manager stated that fire hydrants are connected to the same drinking water pipes as homes and rely on gravity-fed reservoirs. He also mentioned that firefighters do not get charged for using water from state reservoirs.

METROPOLITAN REPORT

Vice President Fellow added to the discussion about the wildfires by praising MWD's Assistant General Manager Shane Chapman, for his efforts in providing resources to the affected water districts and securing homes for displaced employees and directors. He also reported on MWD's Subcommittee on Pure Water Southern California's discussion on conveyance and storage, stressing the importance of the project to Upper District and the region.

WATER QUALITY AUTHORITY REPORT

Director Chavez reported that Water Quality Authority's election of officers took place, announcing that Ms. Linda Noriega was elected as the WQA chairperson, the first producer to hold this position. He added that Azusa Mayor Robert Gonzales was elected vice chair.

A Water Quality Authority summary report was provided in the agenda packet.

WATERMASTER REPORT

A Watermaster summary report was provided in the agenda packet.

AB 1234 COMPLIANCE REPORT

A summary report was provided in the agenda packet.

DIRECTORS' COMMENTS

Director Treviño expressed sympathy for those who lost their homes due to the fires and commended General Counsel for his work.

Director Chavez echoed similar sentiments about the fire victims and highlighted the need for better disaster response and government accountability. He compared it to sports, where setbacks lead to improvement.

Director Garcia shared a personal story about her daughter's Girl Scout troop contributing to relief efforts by donating items. She also promoted the upcoming Girl Scout cookie sales and suggested possible water-related educational collaborations with the water agency and the Girl Scouts.

Vice President Fellow clarified a funding decision related to the Bay Delta project, noting that the MWD remains supportive.

President Santana thanked staff for their efforts in delivering water during a difficult time.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

None.

ADJOURNMENT

President Santana asked if there was any other business to come before the Board. There being none, the meeting was adjourned to a regular meeting of the Board of Directors to be held on February 12, 2025, at 4:00 p.m.

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PRESIDENT

ATTEST

Signed by:


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SECRETARY

SEAL

Demands numbered 22721 through 22758 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$312,563.81 and demands numbered 1277 through 1281 on the Water Fund Account at the same bank in the amount of \$335,335.31.

22721	Aleshire & Wynder, LLP	Professional Services, November 2024 Inv. 92046, Retainer Inv. 92047, Transactional Fees Inv. 92048, Transactional Fees (Board approved 04/13/22) (Previously Paid 12/19/24)	4,576.00 1,916.20 168.80 <hr/>	\$ 6,661.00
22722	ACWA/JPIA	Inv. 0704544, Health Insurance Premium - January 2025 (Previously Paid 01/13/25)		32,149.16
22723	Allen Lin	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22724	Annie Tam	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22725	Best Best & Krieger, LLP	Inv. 1015886, Federal Legislative Advocacy Services through 11/30/24 (Board approved 10/12/22)		7,500.00
22726	City Electric	Inv. 6959, Building Electrical Work		3,620.00
22727	City of Monrovia	Inv. 2024-02, Adopt a Samson Bear Program		2,300.00
22728	Claudia P. Grantham	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		950.00
22729	Department of Water & Power	Inv. GA437701, Recycled Water Program Permit Fees, January 2025		83.33
22730	Ecotech Services, Inc.	Inv. 3233, Landscaping Maintenance, December 2024 Inv. 3245, Leak Repair Kit Program Inv. 3265, Landscaping Maintenance, January 2025 (Board approved 06/08/22)	900.00 3,212.00 945.00 <hr/>	5,057.00
22731	First Avenue Middle School	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22732	Foothill Municipal Water District	Inv. 649, Strategic Consulting Services, December 2024 Cost-Share		2,500.00
22733	Home Depot Credit Services	Inv. 2450554, Building Maintenance Inv. 3213006, Building Maintenance Inv. 513857, Building Maintenance Inv. 5801545, Building Maintenance Inv. 7023381, Building Maintenance Inv. 7625466, Building Maintenance Inv. 8523575, Building Maintenance (Previously Paid 01/13/25)	27.33 22.33 274.52 53.32 23.01 49.60 32.84 <hr/>	482.95
22734	Ignacio De Luna	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22735	Image Property Solutions	Inv. MCS9765, Janitorial Services, December 2024		1,907.59
22736	Jana Orozco	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22737	Joey C. Soto	Inv. 2024-UD-GA-NOV-122, Grant Writing Services, November 2024 (Board approved 06/08/22)		1,127.50
22738	Judith Quijada	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22739	Judith Quijada	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22740	Kelly Services, Inc.	Inv. 5605611181, Temporary Services Weeks Ending 11/24/24 Inv. 5605847489, Temporary Services Week Ending 12/01/24 and 12/08/24 Inv. 5606018743, Temporary Services Week Ending 12/15/24 (Board approved 02/17/19)	745.13 913.90 734.79 <hr/>	2,393.82

22741	Manny Co	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22742	Maria Susana Flores	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		997.71
22743	Rogers, Anderson, Malody & Scott	Inv. 76433, Progress Payment for FY 23/24 Audit (Board approved 06/19/19)		9,480.00
22744	San Gabriel Valley Newspaper	Inv. 0000606953, Watershed Restoration Ads, 11/03/24 - 11/13/24		4,082.40
22745	Stetson Engineers, Inc.	Inv. 2533-223, General Engineering Support Services, October 2024 Inv. 2728-031, Integrated Resources Plan Update, October 2024	20,860.09 <u>1,434.24</u>	22,294.33
22746	Suzanne Zaima	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		400.00
22747	Upper District Payroll Fund	Inv. NOV 24, Reimbursement of Payroll and Payroll Taxes for Employees Inv. NOV 24D, Reimbursement of Payroll Taxes for Directors (Previously Paid 01/13/25)	141,657.57 <u>6,620.25</u>	148,277.82
22748	Upper District Revolving Fund	Inv. Dec 24, Revolving Fund Account Replenishment - December 2024 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/Public Info Medical/ODA Reimbursement/Processing Fee/Others (Previously Paid 01/13/25)	288.01 (25.34) 425.00 4,773.61 1,585.41 3,817.36 <u>10,040.35</u>	20,904.40
22749	U.S. Bank Corporate Payment System	CalCard Charges through 12/23/24 Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	14,772.31 1,606.12 <u>2,987.15</u>	19,365.58
22750	Valerie Omine	Inv. GRNT 24-25, Water Education Grant FY 2024-25 (Board approved 11/13/24) (Previously Paid 01/13/25)		1,000.00
22751	VC3, Inc.	Inv. VC3-182073, IT Management Services, December 2024 (Board approved 10/11/23)		3,066.00
22752	Anthony Fellow	Director's Compensation, November 2024 2 Days MWD Business 1 Days WM Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	510.00 155.00 516.87 (500.00) <u>(678.67)</u>	3.20
22753	Charles Treviño	Director's Compensation, November 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(1,009.96)</u>	1,556.91
22754	Anthony Fellow	Director's Compensation, December 2024 8 Days District Business 6 Days MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,040.00 1,530.00 516.87 (500.00) <u>(1,189.61)</u>	2,397.26
22755	Ed Chavez	Director's Compensation, December 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 528.99 (2,040.00) <u>(1,022.22)</u>	16.77
22756	Charles Treviño	Director's Compensation, December 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 (328.61) (500.00) <u>(1,009.96)</u>	711.43
22757	Jennifer Santana	Director's Compensation, December 2024 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (500.00) <u>(615.04)</u>	1,951.83

22758	Katarina Garcia	Director's Compensation, December 2024 6 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,530.00 516.87 (500.00) (221.05) <hr style="width: 100%;"/>	1,325.82 <hr style="width: 100%;"/>
			TOTAL	\$ 312,563.81

1277	Central Basin MWD	Invoice No. USGV-NOV24, Purchase of 3.9 AF of Recycled Water in October 2024 <i>(Previously Paid 01/03/24)</i>	\$	2,841.08
1278	Metropolitan Water District	Invoice No. 11695, Purchase of 249.5 AF of Treated Water in November 2024		304,236.28
1279	San Gabriel Valley MWD	Invoice No. 571, 88.56 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in November 2024 @ \$240 per AF		21,254.40
1280	Suburban Water System	Invoice No. 6776, Operating Cost, Mar. 2024 - Nov. 2024		5,167.00
1281	Suburban Water System	Invoice No. 6777, Phase IIB Normal Operating Charge, December 2024		<hr style="width: 100%;"/> 1,836.55
			TOTA	\$ 335,335.31