

**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. – February 12, 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 February 12, 2025, at the hour of 4:00 p.m.

ROLL CALL

DIRECTORS PRESENT: Garcia, Santana, and Fellow.

DIRECTORS ABSENT: Treviño, Chavez.

STAFF PRESENT: Patty Cortez, Assistant General Manager, External Affairs; Martin Koczanowicz, District Counsel; Steve Johnson, District Engineer; Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer; Venessa Navarrette, Executive Assistant; and Katherine Vazquez, Government Affairs and Community Outreach Assistant.

OTHERS PRESENT Lenet Pacheco, Javier Vargas, Che Venegas, Kelly Gardner, Lynda Noriega.

ADOPTION OF AGENDA On motion by Vice President Fellow, seconded by Treasurer Garcia, the agenda was adopted as presented by the following vote:

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

PUBLIC COMMENT None.

COMMITTEE REPORTS Next scheduled committee meeting dates are as follows:
(a) Water Resources and Facility Management – March 3, 2025 at 4:30 p.m.
(b) Administration and Finance Committee – March 4, 2025, at 4:30 p.m.
(c) Government Affairs and Community Outreach – March 5, 2025, Canceled

CONSENT CALENDAR On motion by Treasurer Garcia, seconded by Vice President Fellow, the consent calendar was approved by the following vote:

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

- (a) Minutes of a regular meeting of the Board of Directors held on January 22, 2025 at 4:00 p.m.
- (b) List of Demands
- (c) Financial Reports – December 2024
 - 1. Financial Statements
 - 2. Quarterly Report on District Investments
 - 3. Director’s Public Outreach

**FEDERAL LEGISLATIVE SUMMARY
POSITIONS**

Patty Cortez, Assistant General Manager, External Affairs, provided a brief overview of federal legislative bill HR 338 titled Every Drop Counts Act, AB 259 pertaining to open meetings: local agencies teleconference, and SB 72, The California Water Plan: long-term supply targets.

Vice President Fellow moved to approve staff recommendation to support HR 338, AB 259, and SB 72 which are consistent with Upper District’s 2025-26 Legislative Policy Principles adopted by the Board in January 2025.

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

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

**REVIEW OF UPPER DISTRICT’S
INDUSTRY MEMBERSHIPS**

Patty Cortez, Assistant General Manager, External Affairs, reported on the memberships with the San Gabriel Valley Council of Governments (SGVCOG) and BizFed. She provided an overview of the SGVCOG JPA membership changes and the BizFed’s bronze level membership.

Secretary Chavez arrived at 4:09 pm.

Vice President Fellow moved to discontinue Upper District’s membership with SGVCOG.

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

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

President Santana and Ms. Cortez discussed the BizFed membership.

President Santana, Ms. Cortez and Vice President Fellow briefly discussed Upper District’s membership with the San Gabriel Valley Economic Partnership and agreed to further discuss the matter at a future committee meeting.

Ms. Cortez noted that the list of memberships did not include California Contracts Cities Association, pending receipt of the invoice, and the Water Education Foundation invoice which was received late.

**ADOPT RESOLUTION NO. 02-25-667,
DESIGNATING AUTHORIZED
SIGNATORIES FOR THE FY 2024
STATE AND LOCAL
CYBERSECURITY GRANT FOR
LOCAL AND TRIBAL
GOVERNMENTS**

Evelyn Rodriguez, Chief Financial Officer/Chief Administrative Officer, provided a summary for the cyber security grant awarded by the State of California Governor’s office. She reported that Upper District was awarded \$31,400 in grant funds that can be used towards upgrading computers and implement security protocols for the current system.

On motion by Vice President Fellow, seconded by Treasurer Garcia, Resolution No. 02-25-667, Designating Authorized Signatories for the FY 2024 State and Local Cybersecurity Grant for Local and Tribal Governments, was adopted by the following vote:

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

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 on items related to the recovery from the wildfires, Larios staging area, AB 259, and the execution of the agreement with Watermaster for the Metropolitan Water District's Reverse Cyclic Program.

ENGINEER'S REPORT

The District Engineer provided an update on the San Gabriel County Water District and Sunnyslope's interconnection for supplemental water supply. He reported that options are still being explored and will be included in future updates. He mentioned that Upper District's Emergency Response Plan is currently with the General Manager for review prior to presentation to the Board. He also discussed the reactivation of USG-07 for the City of Monrovia for supplemental water supply to assist with contamination issues. He then reported on the potential impacts of the RTS charge and other applicable MWD charges that have increased. He stated that the feasibility study should be finalized for review by staff by the end of the month. He also addressed the delay with the Integrated Resource Plan's 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 that Three Valleys and MWD are reviewing the proposed boundary changes.

GENERAL MANAGER'S REPORT

The Assistant General Manager provided a water supply update stating that MWD currently has a record amount of storage which increases the regional reliability, adding that a 20% state water allocation will equate to approximately 100 TAF of additional water for MWD. She reported that it is anticipated MWD will move into surplus deliveries as early as May if the local conditions remain dry. She then provided an update on the Lario staging area stating that EPA recovery continues as well as site sampling and testing. She reported that according to Mayor Gonzales, Phase 1 or the collection of hazardous materials is almost complete and that Phase 2 or removal of debris and ash will soon start but will not be taken to the Lario site. She added that Mayor Gonzales also stated that a second location has been found in Altadena but not as much hazardous materials will be taken to the Lario site. She reported that Mayor Gonzales continues to meet with EPA for updates and is working with EPA and Senator Rubio's office to secure long term legacy monitoring of the site and liability coverage. She reported that Upper District has a scheduled meeting in DC with Congressman Cisneros's Office regarding the concerns and positions related to the Lario site in addition to being a meet and greet. She then reported on staff updates highlighting staff promotions and anniversaries. She also provided a brief update on the audio/visual upgrade stating that it should be completed by the next Board meeting. Lastly, she announced that the launch of the new branding is scheduled for the following week.

President Santana congratulated staff.

METROPOLITAN REPORT

Vice President Fellow added MWD has about 6 years of water in storage. He reported that MWD had an extensive discussion about the islands it owns. He also reported on his recent appointment as the Vice Chair for the Communications and Legislation Committee and as Chairman for a new subcommittee on communications and naming facilities along with Vice Chair Linda Ackerman.

President Santana and Vice President Fellow briefly discussed the executive order and any impacts regarding fluoride in the water.

WATER QUALITY AUTHORITY REPORT

Director Chavez acknowledged Ms. Linda Noriega, Chairwoman for Water Quality Authority highlighting she is the first producer to hold the position. He then announced that WQA appointed members for the Administrative and Finance Committee and Legislative Public Information Committee.

WATERMASTER REPORT

Ms. Kelly Gardner, Assistant Executive Officer, Main San Gabriel Basin Watermaster, provided an update on the key well at 246.6 ft. reporting a drop of .8 feet from the past week. She reported that Watermaster remains engaged with EPA and continues to pursue monitoring in any form and any data they can provide. She also reported that Watermaster is working with Stetson to set up a perimeter for establishing baseline water quality to recognize any type of contamination emerging in the future. She then reported that Watermaster is preparing for their budget process and currently has an internship position open for recruitment.

President Santana added that Russ Bryden, Executive Officer, was placed on administrative leave and that termination of employment will be effective March 14, 2025.

Vice President Fellow added that there should be federal funding available for water contamination testing.

AB 1234 COMPLIANCE REPORT

A summary report was provided in the agenda packet.

DIRECTORS' COMMENTS

Vice President Fellow requested to adjourn in memory of Ralph Ramirez.

President Santana announced that the next Board meeting on February 22, 2025 has been canceled due to multiple Directors attending the ACWA DC conference.

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 adjourned in memory of Ralph Ramirez to a regular meeting of the Board of Directors to be held on March 12, 2025, at 4:00 p.m.

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PRESIDENT

ATTEST

Signed by:



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SECRETARY

SEAL

Attachment 1
Consent Item 6 (b)
February 12, 2025

Demands numbered 22759 through 22797 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$441,700.30 and demands numbered 1282 through 1290 on the Water Fund Account at the same bank in the amount of \$34,550,097.99.

22759	789, Inc.	Inv. UW-526210, Branding and Creative Services, January 2025 Inv. UW-AV-526210, Integration Labor for AV System (Board approved 7/12/23)	5,575.00 <u>5,000.00</u>	\$	10,575.00
22760	Aaron Read & Associates, LLC	Inv. 213865, State Legislative Advocacy Services, December 2024 (Board approved 10/12/22)			10,000.00
22761	Aleshire & Wynder, LLP	Professional Services, December 2024 Inv. 92811, Retainer Inv. 92812, Transactional Fees (Board approved 04/13/22)	4,576.00 <u>3,832.40</u>		8,408.40
22762	B&H Photo-Video	Inv. 230725331, AV Equipment Inv. 231268774, AV Equipment	5,973.74 <u>3,190.28</u>		9,164.02
22763	Best Best & Krieger, LLP	Inv. 1018240, Federal Legislative Advocacy Services through 12/31/24 (Board approved 10/12/22)			7,500.00
22764	CSDA	Inv. 2025, Membership Dues, 2025			9,785.00
22765	California Water Efficiency Partnership	Inv. MD-2025-230, 2025 Annual Dues			2,260.24
22766	California-Nevada Section, AWWA	Inv. 2017KV-2025, Water Use Efficiency Practitioner Certificate Renewal, 2025			125.00
22767	Civic Publications	Inv. 1884, California Water 2024 Special Section Ad, October 2024			5,500.00
22768	Construction Hardware Co.	Inv. 120632, Auxiliary Hardware for Doors			4,902.25
22769	Conference Room AV	Inv. CH25070125, AV Equipment			8,032.00
22770	Creation Networks Inc.	Inv. CN4777, AV Equipment			7,475.99
22771	Department of Water & Power	Inv. GA438023, Recycled Water Program Permit Fees, February 2025			83.33
22772	Discovery Science Center, OC	Inv. 2038, Water Education Program, December 2024			300.00
22773	DSD Business Systems	Inv. 0085763, Sage Payroll Upgrade Support Inv. 010004521, Sage Accounting Software Renewal 2025-2026 (Previously paid 02/05/25)	300.00 <u>3,868.24</u>		4,168.24
22774	Foothill Municipal Water District	Inv. 659, Strategic Consulting Services, January 2025 Cost-Share			2,500.00
22775	Garden View, Inc	Inv. INV-012024, Plant Voucher Program			1,242.53
22776	HCI Systems, Inc	Inv. I0095790, Fob Reader Service Call			726.00
22777	Joey C. Soto	Inv. 2024-UD-GA-DEC-123, Grant Writing Services, December 2024 (Board approved 06/08/22)			1,470.00
22778	John Robinson Consulting, Inc	Inv. UD202301-12, As-needed Engineering Support Services, December 2024			660.00
22779	Kelly Services, Inc.	Inv. 5606356201, Temporary Services Weeks Ending 12/22/24 and 12/29/24 Inv. 5606408598, Temporary Services Weeks Ending 01/12/25 Inv. 5606451083, Temporary Services Week Ending 01/05/25 Inv. 5606596004, Temporary Services Week Ending 01/19/25 (Board approved 02/07/19)	808.10 350.64 175.56 <u>543.17</u>		1,877.47
22780	San Gabriel Valley Economic Partnership	Inv. 8271, 2025-2026 Membership Renewal			20,000.00
22781	San Gabriel Valley Water Association	Inv. 01/01/25, 2025 Association Dues			100.00

22782	Upper District Payroll Fund	Inv. DEC 24, Reimbursement of Payroll and Payroll Taxes for Employees Inv. DEC 24D, Reimbursement of Payroll Taxes for Directors (Previously paid 02/05/25)	135,612.20 <u>16,052.40</u>	151,664.60
22783	Urban Water Institute	Inv. 1369, 2025 Membership Dues		3,000.00
22784	U.S. Bank Corporate Payment System	CalCard Charges through 01/22/25 Membership/Other Meetings, Travel, Conferences Computer Systems/Office Equipment/Supplies/Maintenance & Service/Utilities Conservation Program Expenses, Education and Outreach	460.00 4,044.77 1,982.03 <u>1,201.72</u>	7,688.52
22785	VC3, Inc.	Inv. VC3-186516, IT Management Services, January 2025 Inv. INV3559306VC3, WatchGuard Standard WIFI Management Subscription, 2025 (Board approved 10/11/23)	3,082.00 <u>75.00</u>	3,157.00
22786	Aaron Read & Associates, LLC	Inv. 213906, State Legislative Advocacy Services, January 2025 (Board approved 01/22/25)		10,000.00
22787	ACWA/JPIA	Inv. 0704816, Health Insurance Premium - February 2025		32,149.16
22788	City Electric	Inv. 6996, Building Electrical Work		1,505.00
22789	Home Depot Credit Services	Inv.4300316, Building Maintenance Inv. 4742894, Building Maintenance Inv. 9971145, Office Supplies	44.73 92.37 <u>55.08</u>	192.18
22790	Micheal Naka	Inv. GRNT 24-25, Water Education Grant FY 2024-25 Inv. GRNT 24-25A, Water Education Grant FY 2024-25 (Board approved 11/13/24)	181.8 <u>350.35</u>	532.15
22791	Spectrum Reach	Inv. 240052625, Water Conservation Ads, Oct. 2024 Inv. 240052626, Water Conservation Ads, Oct 2024	2,012.00 <u>1,800.00</u>	3,812.00
22792	St. Luke Catholic School	Inv. GRNT 24-25, Water Education Grant FY 2024-25 Inv. GRNT 24-25A, Water Education Grant FY 2024-25 Inv. GRNT 24-25B, Water Education Grant FY 2024-25 Inv. GRNT 24-25C, Water Education Grant FY 2024-25 Inv. GRNT 24-25D, Water Education Grant FY 2024-25 Inv. GRNT 24-25E, Water Education Grant FY 2024-25 Inv. GRNT 24-25F, Water Education Grant FY 2024-25 (Board approved 11/13/24)	490.00 834.00 529.00 985.00 581.00 670.00 <u>818.00</u>	4,907.00
22793	Upper District Revolving Fund	Inv. Jan 24, Revolving Fund Account Replenishment - January 2024 Office Supplies Computer Systems/Equipment/Maintenance/Insurance/Outside Service Directors's Outreach Telephone/Utilities/Building Maintenance Meeting/Travel/Conferences/Dues/Assessments/Membership Workers Compensation Water Conservation Program Expenses WRP Operation & Maintenance/Permits/Water Purchases/Public Info Medical/ODA Reimbursement/Processing Fee/Others (Previously paid 02/05/25)	647.54 1,174.26 1,950.00 4,102.61 17.09 3,202.57 1,238.22 51,908.15 <u>34,899.34</u>	99,139.78
22794	Anthony Fellow	Director's Compensation, January 2025 10 Days District Business 10 Days MWD Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 2,550.00 516.87 (500.00) <u>(1,532.82)</u>	3,584.05
22795	Ed Chavez	Director's Compensation, January 2025 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 516.87 (2,040.00) <u>(1,022.22)</u>	4.65
22796	Charles Treviño	Director's Compensation, January 2025 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

22797	Jennifer Santana	Director's Compensation, January 2025		
		10 Days District Business	2,550.00	
		Meeting/Travel Expenses/Allowance	516.87	
		Less Deferred Comp.	(500.00)	
		Less Taxes Withheld	(615.04)	1,951.83
			TOTAL	\$ 441,700.30
1282	Central Basin MWD	Invoice No. USGV-DEC24, Purchase of 3.8 AF of Recycled Water in November 2024 (Previously Paid 02/05/25)	\$ 2,752.88	
1283	City of Industry City Hall	Invoice No. R10312024-D, Purchase of 51.0 AF of Recycled Water in October 2024	19,890.00	
1284	City of Industry City Hall	Invoice No. R10312024-E, CIP Charge for October 2024 @ \$98 per AF	4,998.00	
1285	VOID CHECK	Print Error	-	
1286	City of Industry City Hall	Invoice No. R11302024-E, CIP Charge for November 2024 @ \$98 per AF	3,900.40	
1287	Metropolitan Water District	Invoice No. 11725, Purchase of 272.5 AF of Treated Water, 29,466.2 AF of Untreated Water, and Pre-Purchase of 6,000 AF of Treated Water through the Reverse Cyclic Program in December 2024	34,489,180.10	
1288	San Gabriel Valley MWD	Invoice No. 572, 91.52 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in December 2024 @ \$240 per AF	21,964.80	
1289	Suburban Water System	Invoice No. 6778, Phase IIB Normal Operating Charge, January 2025	1,889.81	
1290	City of Industry City Hall	Invoice No. R11302024-D, Purchase of 39.8 AF of Recycled Water in November 2024	15,522.00	
			TOTAL	\$ 34,560,097.99