

**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. – March 12, 2025**

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A regular meeting of the Board of Directors was held at District headquarters, 248 E. Foothill Blvd, Rm. 103, City of Monrovia, County of Los Angeles, State of California, within said Water District, on March 12, 2025 at the hour of 4:00 p.m.

**ROLL CALL**

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

**DIRECTORS ABSENT:** Treviño.

**STAFF PRESENT:** Tom Love, General Manager; Steve O’Neill, District Counsel; Patty Cortez, Assistant General Manager; Venessa Navarrette, Executive Assistant; Jessica Hernandez, Administrative Assistant; Ruben Gallegos, Project Assistant ; and Priscilla Lu, Financial Analyst.

**OTHERS PRESENT**

Lenet Pacheco, Jose Martinez, Lynda Noriega, Nusha Razavon

**ADOPTION OF AGENDA**

On motion by Treasurer Garcia, seconded by Vice President Fellow, the agenda was adopted as presented.

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

**PUBLIC COMMENT**

None.

**COMMITTEE REPORTS**

- (a) Water Resources and Facility Management Committee (*Treviño, Chair – Garcia, Vice-Chair*)  
*Minutes of meeting held on March 03, 2025 enclosed.*
- (b) Administration and Finance Committee (*Santana, Chair – Treviño, Vice-Chair*)  
*Minutes of meeting held on March 04, 2025 enclosed.*
- (c) Government Affairs and Community Outreach Committee (*Fellow, Chair – Chavez, Vice-Chair*)  
*Minutes of meeting held on February 05, 2025 enclosed.*

**CONSENT CALENDAR**

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

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

- (a) Minutes of a regular meeting of the Board of Directors held on February 12, 2025
- (b) at 4:00 p.m.
- (c) List of Demands
- (d) Financial Reports – January 2025
- (e) Financial Statements
- (f) Director’s Public Outreach
- (g) Negotiated Exchange Tax Sharing Resolution Annexation No. 15-302
- (h) Negotiated Exchange Tax Sharing Resolution Annexation No. 15-304
- (i) Change in District Office Hours

**METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA WATER  
SUPPLY UPDATE**

Noosha Razavian, Resource Specialist at Metropolitan Water District of Southern California (MWD), reported on MWD’s hydrologic conditions, current water supply, and drought management initiatives. She highlighted the precipitation and snowpack levels in the Northern Sierra, reservoir levels at Lake Oroville and San Luis, conditions of the Colorado River Basin, and the State Water Project. She stated that overall, conditions have improved significantly, allowing MWD to manage supplies effectively and explore new revenue opportunities while meeting member agency needs.

This item was for information purposes only. No action was taken by the Board of Directors.

**WATER USE EFFICIENCY PLANT  
VOUCHER REBATE PROGRAM**

The general manager presented the Water Resources and Facility Management Committee’s recommendation to authorize the general manager to execute a new agreement with Garden View Nursery for the plant voucher program, for a term ending November 30, 2026, for a total not to exceed \$230,000.

On motion by Vice President Fellow, seconded by Treasurer Garcia, the recommendation was approved by the following vote:

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

**ADOPT RESOLUTION 03-25-668,  
CHANGE IN REGULAR TIME OF  
UPPER WATER BOARD MEETINGS**

The General Manager presented a recommendation to consider modifying the regular time of the Upper Water Board of Directors meetings to be consistent with the Upper Water Committee meetings and adopt Resolution 03-25-668. The resolution will change the meeting time to commence at 4:30pm, effective for the next regularly scheduled Board of Directors meeting.

Director Chavez, the District Counsel, and the General Manager discuss the effective date, and confirmed it will take effect as of the next Board meeting.

On motion by Vice President Fellow, seconded by Treasurer Garcia, Resolution 03-25-668, Change of Regular Time of Upper Water Board Meetings was adopted by the following vote:

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

- (a) Press Releases and News Articles

**ATTORNEY’S REPORT**

District Counsel reported working on edits to the employee handbook, addressing communications from the San Gabriel Valley Council of Governments, reviewing and executing a cybersecurity grant resolution, and preparing for the meeting, including matters related to the Garden View Nursery agreement .

**ENGINEER’S REPORT**

The District Engineer provided an update on groundwater elevations at Baldwin Park Well. He reported that although they have dropped two feet from last month,

they remain higher than last year. He stated that the local rainfall is significantly below average, with Puddingstone Dam at 35% of normal levels and San Gabriel Dam at 46%. The snowpack is above normal, and the State Water Project allocation is expected to increase from 35%. Maintenance at Santa Fe spreading grounds is expected to conclude by month's end, potentially allowing imported water deliveries.

The District Engineer also reported that no new progress has been made on the interconnection for San Gabriel County Water District and Sunny Slope Water Company as outreach efforts remain unanswered. The final section of the Emergency Response Plan is near completion. Cost estimates are completed, and meetings will be scheduled to discuss feasibility and cost comparisons for the MWD interconnection reactivation. Progress continues with the Integrated Resource Plan, with discussions on water supply scenarios. Lastly, discussions with MWD, LAFCO, and Three Valleys Water District are ongoing regarding proposed boundary changes, which will require a LAFCO application.

### **GENERAL MANAGER'S REPORT**

The General Manager reported that he has considered Three Valley's request to receive water deliveries through USG-3 and will be discussing further with the Water Resources Committee next month. He also announced scheduling a visit from Deven Upadhyay, MWD General Manager, to address the Board on May 28, 2025. He also reported that the Lario Site has finished processing hazardous waste and is being demobilized by the Army Corps of Engineers. Watermaster has requested soil samples and are still awaiting those results. He then reported speaking at the West Covina Rotary at Director Garcia's request, and had a conversation with Dr. Forrest Tennant, a former opponent of a recycled water project, who now supports such initiatives.

The General Manager announced the District has officially changed the logo and invited Patty Cortez, Assistant General Manager, to present a short video that is being promoted on social media and television ads via Spectrum. She also added that the district's website is being transitioned to a new platform and should be fully updated in the coming days.

Director Chavez and Patty Cortez discussed that the website content management is mostly in-house, while 789, Inc. handles the technical aspects externally.

### **METROPOLITAN REPORT**

Vice President Fellow reported that most of Metropolitan's significant discussions took place in closed session. These included issues related to San Diego and Metropolitan and various personnel matters involving lawsuits and potential legal changes. He reported that the MWD Board has approved a contract for the General Manager, Deven Upadhyay, extending through December 2025, with some board members advocating for a longer tenure. He also stated that the board supported AB 523, which Eastern Vista Water District proposed; however, the Northern Caucus did not support it. He also acknowledged that it is National Women's Month and reported that at a recent meeting Brenda Dennstedt led an invocation celebrating National Women's Month, recognizing the women in attendance.

### **WATER QUALITY AUTHORITY REPORT**

Director Chavez highlighted that the Board supports renewing the membership with the San Gabriel Valley Economic Partnership.

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

### **WATERMASTER REPORT**

Vice President Fellow highlighted that Watermaster has appointed Kelly Gardner as the new General Manager.

### **AB 1234 COMPLIANCE REPORT**

A summary report was provided in the agenda packet.

**DIRECTORS' COMMENTS**

Director Garcia thanked Tom for speaking at the West Covina Rotary. She stated that although she couldn't attend, the Rotary President advised that the group appreciated Tom's presentation and found it very informative. She also highlighted her positive experience at the ACWA DC conference. She concluded by expressing her gratitude for staff's hard work in arranging travel and meetings.

Vice President Fellow shared his experience at the ACWA DC conference and expressed his gratitude to the staff for their hard work.

President Santana echoed her appreciation for staff's hard work in planning the DC trip and described her experience at ACWA DC as successful and enjoyable.

The General Manager also commended Patty Cortez and BBK's efforts and recent advocacy efforts that have resulted in Congressman Huffman re-introducing the water tax parity bill in the House, with Senator Padilla sponsoring it in the Senate. He stated that if passed, the bill will ensure that in-home water-saving devices and turf replacement rebates are not taxable, meaning recipients will not receive a 1099 tax form for these rebates.

**FUTURE AGENDA ITEMS**

None.

**ADJOURN TO CLOSED SESSION**

None.

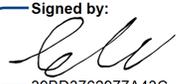
**ADJOURNMENT**

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 March 26, 2025, at 4:00 p.m.

ATTEST

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PRESIDENT

Signed by:  
  
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SECRETARY

SEAL

Demands numbered 22798 through 22836 on the General Fund Account of the Upper District at Citizens Business Bank, in the amount of \$397,598.82 and demands numbered 1291 through 1296 on the Water Fund Account at the same bank in the amount of \$1,442,129.95.

22798	Bassett High School	Inv. GRNT 24-25, Water Education Grant FY 2024-25 Inv. GRNT 24-25A, Water Education Grant FY 2024-25 <i>(Board approved 11/13/24) (Previously Paid 02/19/25)</i>	1,000.00 <u>1,000.00</u>	\$ 2,000.00
22799	VC3, Inc.	Inv. VC3-188709, IT Equipment Upgrade Deposit <i>(Previously Paid 02/19/25)</i>		5,400.00
22800	789, Inc.	Inv. UJW-521220, Branding and Creative Services, March 2025 <i>(Board approved 7/12/23)</i>		5,575.00
22801	ACWA/JPIA	Inv. 0705087, Health Insurance Premium - March 2025		32,149.16
22802	Best Best & Krieger, LLP	Inv. 1020149, Federal Legislative Advocacy Services through 1/31/25 <i>(Board approved 10/12/22)</i>		7,500.00
22803	Best Version Media	Inv. 369874-202504, Monrovia Living Magazine Ad		675.00
22804	Coro Southern California	Inv. 05/19/25UD, Community Sponsorship		2,500.00
22805	Creative Management Solutions, Inc	Inv. 4, Phase 4, HR Support Services		1,920.00
22806	Department of Water & Power	Inv. GA438345, Recycled Water Program Permit Fees, March 2025		83.33
22807	Discovery Science Center, OC	Inv. 2045 Water Education Program, January 2025		15,047.00
22808	Ecotech Services, Inc.	Inv. 3296, Landscaping Maintenance, February 2025 <i>(Board approved 06/08/22)</i>		945.00
22809	EnamelPins Inc.	Inv. G250121523601, UD Logo Items		1,014.30
22810	Foothill Municipal Water District	Inv. 664, Strategic Consulting Services, February 2025 Cost-Share		2,500.00
22811	Green Media Creations, Inc.	Inv. 1886, Outreach and Instructional Services Program		1,500.00
22812	Image Property Solutions	Inv. MCS10804, Janitorial Services, January 2025		1,907.59
22813	Joey C. Soto	Inv. 2024-UD-GA-JAN-124, Grant Writing Services, January 2025 <i>(Board approved 06/08/22)</i>		1,200.00
22814	John Robinson Consulting, Inc	Inv. UD202301-13, As-needed Engineering Support Services, January 2025		1,320.00
22815	Kelly Services, Inc.	Inv. 5606774713, Temporary Services Weeks Ending 01/26/25 Inv. 5607030066, Temporary Services Weeks Ending 02/02/25 <i>(Board approved 02/07/19)</i>	539.11 <u>522.62</u>	1,061.73
22816	Kiwanis Club of West Covina	Inv. 05/12/25UD, 2025 Charity Golf Tournament Sponsorship		900.00
22817	Occu-Med, Ltd	Inv. 02257880A, Pre-employment Medical		340.40
22818	Sanitation Districts of Los Angeles County	Inv. 04/12/25UD, Earth Day 2025, Sponsorship		2,500.00
22819	SGV Public Affairs Network	Inv. 20250317-USGVMWD, Sen. Gil Cisneros Leadership Series Sponsorship		1,500.00
22820	San Gabriel Valley Water Co.	Inv. 24332, Recycled Water Service Installation		8,587.17
22821	Signarama-Covina	Inv. INV-32875, Frosted Door Graphics Inv. INV-32876, Monument Insert Inv. INV-32906, Vehicle Graphics Inv. INV-32907, Board Room Wall Graphics Inv. INV-32939, Podium Logo	1,016.31 1,137.84 337.78 2,520.14 <u>214.99</u>	5,227.06

22822	Stetson Engineers, Inc.	Inv. 2533-224, General Engineering Support Services, November 2024 Inv. 2728-032, Integrated Resources Plan Update, November 2024	11,631.54 <u>6,859.15</u>	18,490.69
22823	Total Compensation Systems, Inc	Inv. 14140, GASB 75 OPEB Roll-Forward Valuation FY 2024, 2nd Installment		765.00
22824	Upper District Payroll Fund	Inv. JAN 25, Reimbursement of Payroll and Payroll Taxes for Employees Inv. JAN 25D, Reimbursement of Payroll Taxes for Directors <i>(Previously paid 03/04/25)</i>	140,650.45 <u>11,006.59</u>	151,657.04
22825	Via Promotionals, Inc.	Inv. 22670, UW Logo Items		835.49
22826	Willdan Financial Services	Inv. 010-61064, FY 2024/25 Standby Charge Services through December 2024		13,733.30
22827	Home Depot Credit Services	Building Maintenance through 02/13/25 Inv.1545724 Inv. 4892956 Inv. 6022722 Inv. 6303393 Inv. 7032276 Inv. 8414458	44.07 52.46 62.61 106.88 109.09 <u>52.60</u>	427.71
22828	Upper District Revolving Fund	Inv. FEB 25, Revolving Fund Account Replenishment - February 2025 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 <i>(Previously paid 03/04/25)</i>	798.97 407.99 1,231.00 7,252.29 55.54 1,470.06 23,960.19 <u>25,040.25</u>	60,216.29
22829	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	301.94 9,987.07 7,662.69 <u>2,533.75</u>	20,485.45
22830	VC3, Inc.	Inv. INV3559827VC3, IT Equipment Upgrades Inv. VC3-191360, IT Management Services, February 2025 <i>(Board approved 10/11/23)</i>	14,311.31 <u>3,163.55</u>	17,474.86
22831	Anthony Fellow	Director's Compensation, February 2025 7 Days District Business 10 Days MWD Business 2 Days WM Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,785.00 2,550.00 310.00 516.87 (500.00) <u>(1,424.50)</u>	3,237.37
22832	Ed Chavez	Director's Compensation, February 2025 10 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	2,550.00 1,070.34 (2,040.00) <u>(1,022.22)</u>	558.12
22833	Charles Treviño	Director's Compensation, February 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
22834	Jennifer Santana	Director's Compensation, February 2025 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
22835	Katarina Garcia	Director's Compensation, February 2025 6 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,530.00 516.87 (500.00) <u>(221.05)</u>	1,325.82
22836	Katarina Garcia	Director's Compensation, January 2025 7 Days District Business Meeting/Travel Expenses/Allowance Less Deferred Comp. Less Taxes Withheld	1,785.00 516.87 (500.00) <u>(271.67)</u>	1,530.20
			<b>TOTAL</b>	<b>\$ 397,598.82</b>

1291	City of Industry City Hall	Invoice No. R12312024-D, Purchase of 31.8 AF of Recycled Water in December 2024	\$ 12,402.00
1292	City of Industry City Hall	Invoice No. R12312024-E, CIP Charge for December 2024 @ \$98 per AF	3,116.40
1293	Metropolitan Water District	Invoice No. 11755, Purchase of 371.7AF of Treated Water in January 2025, including RTS and Capacity Charges for the quarter.	1,401,100.27
1294	Suburban Water System	Invoice No. 6782, Phase IIB Normal Operating Charge, February 2025	1,889.81
1295	Central Basin MWD	Invoice No. USGV-JAN25, Purchase of 4.6 AF of Recycled Water in December 2024 <i>(Previously Paid 03/05/25)</i>	3,327.07
1296	San Gabriel Valley MWD	Invoice No. 573, 84.56 AF of Water Delivered through the Alhambra/MWD Exchange Agreement in January @ \$240 per AF	<u>20,294.40</u>
<b>TOTA</b>			<b><u>\$ 1,442,129.95</u></b>