



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
January 13, 2015 - 6:00 p.m.
Location: District Office

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Szu Pei Lu-Yang
Vice President John Bellah
Director Anthony J. Lima
Director Teresa P. Rios
Director Robert W. Lewis

ABSENT:

None.

OTHERS PRESENT:

Joseph Byrne, Legal Counsel, Best Best & Krieger
Dan Horan, Three Valleys Municipal Water District
Joe Ruzicka, Three Valleys Municipal Water District
Kirk Howie, Three Valleys Municipal Water District
Harry Peterson, Resident
David and Teri Malkin, Residents
Kingdon Chew, President, Rowland Heights Community Coordinating Council
Erin La Combe Gilhuly, CV Strategies

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Rose Perea, Director of Administrative Services
Sean Henry, Finance Officer

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Resident, Harry Peterson, delivered a certificate from Supervisor Don Knabe's office recognizing the District for their participation in the 2014 Rowland Heights Buckboard Days Parade and Festival.

Tab 1 - CONSENT CALENDAR

Upon motion by Director Lima, seconded by Director Lewis, the Consent Calendar was unanimously approved.

Ayes: Directors Lu-Yang, Bellah, Lima, Lewis and Rios
Noes: None
Abstain: None
Absent: None

The approval of the Consent Calendar included:

1.1

Approval of the Minutes of Regular Board Meeting Held on December 9, 2014

1.2

Demands on General Fund Account for November 2014

1.3

Investment Report for November 2014

1.4

Water Purchases for November 2014

Next Special Board Meeting January 27, 2015, 5:00 p.m.
Next Regular Board Meeting February 10, 2015, 6:00 p.m.

Tab 2 - ACTION ITEMS

2.1

Approve Directors’ Meeting Reimbursements for December 2014

Upon motion by Director Lewis, seconded by Director Lima, the Directors’ Meeting Reimbursement Report was approved as presented. The motion was unanimously carried.

Ayes: Directors Lu-Yang, Bellah, Lima, Lewis and Rios
Noes: None
Abstain: None
Absent: None

2.2

Review and Approve Financial Audit Report for Fiscal Year 2013-201245 Prepared by White Nelson Diehl Evans LLP

General Manager, Tom Coleman, noted that no changes were made to the “Draft” previously presented for approval. Upon motion by Director Lima, seconded by Director Lewis, the Report was approved as presented. The motion was unanimously carried.

Ayes: Directors Lu-Yang, Bellah, Lima, Lewis and Rios
Noes: None
Abstain: None
Absent: None

2.3

Review and Approve the Following Rowland Water District Policies:

- **Credit Card Policy**
- **Purchasing Policy**
- **Administrative Leave Policy**

General Manager, Tom Coleman, advised that due to the District reorganization and changes in personnel and the reassignment of positions, the policies were revised to reflect the changes. After discussion and upon motion by Director Lima, seconded by Director Lewis, the Policies were approved as presented. The motion was unanimously carried.

Ayes: Directors Lima, Lu-Yang, Lewis, Bellah and Rios
 Noes: None
 Absent: None
 Abstain: None

2.4

Review and Approve Resolution No. 1-2015 Amending Personnel Policy Regarding District Provided Vehicles

General Manager, Tom Coleman, advised that the amendment added an Automobile Allowance for the position of Director of Operations. After discussion and upon motion by Director Lima, seconded by Director Rios, Resolution No. 1-2015 was approved as presented. The motion was unanimously approved by the following roll call vote:

Ayes: Directors Lima, Lu-Yang, Lewis, Bellah and Rios
 Noes: None
 Absent: None
 Abstain: None

The motion was passed by a vote of 5-0.

2.5

Approve Change in IRS Mileage Rate from \$.560 to \$.575 effective January 1, 2015

Upon motion by Director Lewis, seconded by Director Rios, to change the District’s mileage reimbursement amount from \$.560 to the new IRS Mileage Rate of \$.575, effective January 1, 2015, the motion was unanimously approved.

Ayes: Directors Lu-Yang, Bellah, Lima, Lewis and Rios
 Noes: None
 Abstain: None
 Absent: None

2.6

Review and Approve Agreement for Provision of Services by Rowland Water District on Behalf of Bellflower-Somerset Mutual Water Company

General Manager, Tom Coleman, discussed the need for the Agreement in the event Rowland staff members assist Bellflower-Somerset on project specific matters. Legal Counsel, Joe Byrne, explained that this Agreement would be used as a “Master Agreement” for Rowland employees providing services to Bellflower-Somerset. A different agreement will be drawn up for Bellflower-Somerset employees used by Rowland. Tom Coleman requested that the Board approve the agreement in the format presented and allow him and Legal Counsel to make final non-substantive edits as required.

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Agreement and authorized the General Manager and legal counsel to complete the final editing of the Agreement and to finalize the Agreement on behalf of the District.

Ayes: Directors Lu-Yang, Bellah, Lima, Lewis and Rios
Noes: None
Abstain: None
Absent: None

2.7

Public Relations (Rose Perea)

Mrs. Perea reported that the District had received the Fall 2014 Final Report from the National Theatre for Children. The theater group performed “*The Aqua League and the Drought Dilemma*” for schools within the District and reached a reported 1,850 students as well as their teachers and parents. The program effectively delivered vital water and conservation information and received rave reviews from the students involved, their parents and teachers, school administrators and community leaders. The performances featured live in-school assemblies and online digital activities and games themed around the program. The group scheduled eight performances in four schools – Blandford, Jellick, Wedgeworth and Bixby. Northam Elementary has contacted the District and asked that they be added to the performance schedule for next year.

Communications Outreach (CV Strategies)

Erin La Combe Gilhuly, CV Strategies, reported that the press release featuring Tom Coleman as the new Rowland General Manager had been released on December 15, 2014 and that coverage was also included in the ACWA newsletter. The press release in connection with the Board officer rotation and new committee assignments had been published on December 29, 2014. Additional releases in process include: the awarding of the Edu-Grants to District area schools; the audit review and completion; and the strategic planning process. The Northrop Grumman Superfund press release and other messaging will highlight the multi-agency partnership and new area water supply. The updated Strategic Plan will incorporate management changes in language and its development will commence in January 2015, with the Plan adoption anticipated in Spring 2015.

Education Update

Director Lima noted that the update included the awarding of Edu-Grants to District area schools in the amount of \$8,981.88.

2.8

Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)

- Urban Water Institute Spring Water Conference, March 4-6, Palm Springs, CA
Staff was asked to make reservations for the following Directors: Bellah and Lewis

- CUEMA Elected Officials Summit, March 29-30, 2015, Renaissance Esmeralda Hotel, Indian Wells, CA
Staff was asked to make reservations for the following Directors: Lu-Yang, Rios, Bellah, Lewis and Lima

- Three Valleys MWD Leadership Breakfast, February 19, 2015, Sheraton Fairplex Suites, Pomona, CA
Staff was asked to make reservations for the following Directors: Lu-Yang, Rios, Bellah, Lewis and Lima

Tab 3 LEGISLATIVE INFORMATION

3.1

Updates on Legislative Issues

None.

Tab 4 REVIEW OF CORRESPONDENCE

None.

Tab 5 COMMITTEE REPORTS

5.1

Three Valleys Municipal Water District

Director Lima reported on his attendance at the December 17, 2014 Regular Board meeting and advised that Bob Kuhn had been re-elected as Board President and that they announced the appointment of officers. He also attended the January 7, 2015 Board meeting. Their legal counsel, Steve Kennedy, provided a report on the updates to the Brown Act. Director Brian Bowcock announced that he will run for the ACWA Region 8 open seat.

5.2

Joint Powers Insurance Authority

Director Lewis commended the District on the President's Special Recognition Awards, low ratio, received in the Property Program, Liability Program and Workers' Compensation Program. General Manager, Tom Coleman, advised that the JPIA Property Program Committee meeting will be held on January 19, 2015, in Sacramento, and he will be attending.

5.3

Association of California Water Agencies

Director Lewis reported that the ACWA 2015 Legislative Symposium will be held on March 4, 2015, in Sacramento and that he will be attending.

5.4

Puente Basin Water Agency

Director Lima reported on the meeting held on December 11, 2014, and advised that the amendment to the contract with Doty Bros. Construction for the construction of the Cal Domestic Pressure Reducing Station had been approved.

5.5

Project Ad-Hoc Committee

Nothing to report. The next meeting is scheduled for January 14, 2015.

5.6

Regional Chamber of Commerce

Director Lewis reported that the Government Affairs Committee is in the process of adopting a policy platform.

5.7

PWR Joint Water Line Commission

The next meeting will be held on February 19, 2015.

5.8

Sheriff's Community Advisory Council

Nothing to report.

Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

6.1

Personnel Report

General Manager, Tom Coleman, advised the Board that employee morale is high due to the recent reorganization and the opportunities which have become available to employees making them very positive about their future at Rowland Water District.

6.2

Engineer's Report

Mr. Coleman reported that the final tie-in and paving have been completed on the Harbor pipeline. Construction on the turn-out station has commenced and anticipated completion is approximately three months. The District is in the process of amending the Water Supply Permit and it is anticipated that the system will be brought on line sometime in May. Director Lima asked whether the District is taking water through the La Habra Pipeline, and Mr. Coleman advised that the District has been taking approximately 1,000 gallons per minute since Monday.

Tab 7 ATTORNEY'S REPORT

Legal Counsel, Joseph Byrne, reported that he has been working on various Agreements and Policies for the District. He advised that the gift limit has been increased to \$460.00. He also informed the Board that state Legislators are working on expediting the groundwater adjudication process.

Directors' and General Manager's Comments

Director Lewis asked whether an anticipated budget start date had been determined. Mr. Coleman advised that a budget workshop will be scheduled in April.

Mr. Coleman thanked the Board for their participation in Ken Deck's retirement party and advised the Board that Ken had asked him to extend his thanks and to let them know that he truly appreciated the evening.

Future Agenda Items

None.

Late Business

None.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 6:57 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary