



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
August 13, 2013 - 6:00 p.m.  
Location: District Office

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**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:**

Janet Morningstar, Legal Counsel  
Joe Ruzicka, Three Valleys Municipal Water District  
Dan Horan, Three Valleys Municipal Water District  
Erin Gilhuly, CV Strategies  
Teri Malkin, Resident  
Harry Peterson, Resident

**ROWLAND WATER DISTRICT STAFF**

Ken Deck, General Manager  
Ted Carrera, Assistant General Manager  
Rose Perea, Director of Administrative Services  
Sean Henry, Finance Officer

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Resident, Harry Peterson, commented that the District's new website was very well organized, however, advised that he did encounter some maneuverability issues. Staff agreed to follow-up with the website designer in an attempt to correct these issues.

**PUBLIC COMMENT ON AGENDA ITEMS**

None.

**Tab 1 - CONSENT CALENDAR**

Upon motion by Director Lima, seconded by Director Lewis, the Consent Calendar was approved as amended. The motion was unanimously carried.

**The approval of the Consent Calendar included:**

**1.1**

**Approval of the Minutes of Regular Board Meeting Held on July 9, 2013**

**1.2**

**Approval of the Minutes of Special Board Meeting Held on July 19, 2013**

**1.3**

**Approval of the Minutes of Special Board Meeting Held on July 23, 2013**

**1.4**

**Demands on General Fund Account for July 2013**

**1.5**

**Investment Report for July 2013**

**1.6**

**Water Purchases for June 2013**

Regular Board Meeting:	September 10, 2013, 6:00 p.m.
Quarterly President's Dinner	October 22, 2013, 5:00 p.m.

**Tab 2 - ACTION ITEMS**

**2.1**

**Approve Directors' Meeting Reimbursements for July 2013**

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

**2.2**

**Review and Approve Administrative Leave Policy**

General Manager, Ken Deck, advised the Board that the District currently does not have a formal Administrative Leave Policy for its executive level managers and mid-level managers. These positions contribute a substantial amount of time beyond their regular working hours attending meetings, events and responding to emergencies and are not eligible for overtime compensation. This administrative leave would be tracked separately and must be used within the fiscal year and cannot be accrued nor turned in for cash. Members of the Board and staff discussed the policy and determined that the Administrative Leave should be set forth in hours rather than days to simplify the tracking.

After discussion, upon motion by Director Lewis, seconded by Director Lima, the Board unanimously adopted the Administrative Leave Policy to provide Forty (40) hours of administrative leave per year, for executive managers (Assistant General Manager, Director of Administrative Services and Finance Officer) and Twenty-seven (27) hours of administrative leave for mid-level managers (Distribution Superintendent and Water Systems Superintendent).

### 2.3

#### **Receive and File Pomona-Walnut-Rowland Joint Waterline Budget for Fiscal Year 2013-2014**

Director Lima noted that the Budget had been approved by the Pomona-Walnut-Rowland JWL Commission and that this matter was a receive-and-file item.

After discussion, a motion was made by Director Lima, seconded by Director Rios, to receive and file the Budget as presented. The motion was unanimously carried.

### 2.4

#### **Review and Approve Updated Ethics Guidelines for Directors**

Legal counsel, Janet Morningstar, advised the Board that the Ethics Guidelines had been updated to include items adopted by the Board at regularly held meetings since the last update in March 2008.

After discussion, a motion was made by Director Lima, seconded by Director Bellah, to approve the Updated Ethics Guidelines as presented. The motion was unanimously carried.

### 2.5

#### **Communications/Education Outreach Update**

Erin Gilhuly, CV Strategies, discussed the draft of the Directors' Information Cards previously distributed to the Directors and requested their feedback in order to finalize the cards. She advised that she will contact each Director individually for input prior to finalizing.

Mrs. Perea encouraged the Board to review the Education Outreach Update which is included each month in the Board packet. In order to keep the Board advised of her on-going activities, District Public Affairs Representative, Brittnie Van de Car, prepares an update each month of her participation in community events, development of school outreach programs and District public relations materials she prepares.

### 2.6

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

- **ACWA Fall Conference, December 3-6, 2013, JW Marriott, Los Angeles, CA**

The Board requested that attendance at this conference, including authorization for overnight accommodations, be discussed at the September 10, 2013 Board meeting.

- **Industry Manufacturers Council Luncheon Meeting, September 4, 2013, 11:00 a.m. at the Pacific Palms Resort**

Director Lewis requested that staff make arrangements for his attendance at this luncheon.

## **Tab 3 LEGISLATIVE INFORMATION**

### 3.1

#### **Updates on Legislative Issues**

*For information purposes only.*

**Tab 4 REVIEW OF CORRESPONDENCE**

Nothing to report.

**Tab 5 COMMITTEE REPORTS**

**5.1**

**Association of California Water Agencies**

- **Region 8 Board Ballot**

Upon motion by Director Lewis, seconded by Director Lima, and unanimously approved, the Board concurred with the Nominating Committee’s recommended slate:

- Chair: Steve Cole, Newhall County Water District
- Vice Chair: Michael Touhey, Upper San Gabriel Valley MWD
- Board Members: Bill Cooper, Castaic Lake Water Agency
- Greg Galindo, La Puente County Water District
- Mel Matthews, Foothill Municipal Water District
- Sandy Olson, Walnut Valley Water District
- Barry Steinhardt, Las Virgenes Municipal Water District

**5.2**

**Three Valleys Municipal Water District**

Nothing to report. Joe Ruzicka announced that the special district alternate member of LAFCO, Lillian Kawasaki, had passed away, leaving a vacancy in that office, LAFCO would be addressing the vacancy at its meeting on Wednesday. If an election is held to fill the vacancy, Mr. Ruzicka indicated that he would run for it. Director Lewis indicated that LAFCO could declare a vacancy, but the decision whether to call an election must be made by the stakeholder group, the special districts.

**5.3**

**Puente Basin Water Agency**

Director Lima reported on the regularly-held monthly meeting and that Rowland Water District and Walnut Valley Water District continue to work well together in connection with the on-going joint projects. He requested a current update from General Manager, Ken Deck, on the La Habra Heights County Water District Pipeline, the Cal Domestic project, the La Verne Old Baldy Well project and the Pomona Valley Operable Unit project.

**5.4**

**Joint Powers Insurance Authority**

Nothing to report.

**5.5**

**Project Ad-Hoc Committee**

President Lu-Yang advised that the next meeting will be held Friday, August 16, 2013, at 7:00 a.m.

## **5.6**

### **Regional Chamber of Commerce**

President Lu-Yang reported that the new Board members had been installed, President Michael Gregoryk, and Vice President Reyna Del Haro. She reported that she has been asked to serve as Chairman of the Women’s Business Council.

## **5.7**

### **PWR Joint Water Line Commission**

Director Lima reported that the next meeting is scheduled for October 17, 2013.

## **5.8**

### **Sheriff's Community Advisory Council**

Nothing to report.

## **5.9**

### **Rowland Heights Community Coordinating Council**

Director Bellah reported on his attendance at the meeting and noted that misdemeanor crimes are down, a neighborhood watch program is forming and Supervisor Don Knabe’s office reported that all of the “birthing” houses in the area have been cited.

## **Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

## **6.1**

### **Public Relations**

District representatives Brittnie Van de Car, Teresa Ryan and Dusty Moisio attended the “National Night Out” on August 6, 2013, held at Carolyn Rosas Park. The event was well attended and they received positive feedback from community members visiting the booth. Brittnie has become a member of the California Science Teachers Association and has been working on reviewing the California State Standards for Science Teachers. Membership to this association provides the District with access to books and materials, workshops and newsletters which are utilized by science teachers grades K-12. The proposed “Next Generation Science Standards K-12” which she is currently becoming familiar with is in the process of being approved within the next month for the next school year. This will enable us to align our programs to State standards which in turn will make them more appealing to teachers.

## **6.2**

### **Personnel Report**

Nothing to report.

## **6.3**

### **Engineer’s Report**

Mr. Carrera referred the Board to Tab 1.6 in the Board packet which illustrates a thirty-five percent (35%) increase in recycled water sales and noted that the increased recycled water sales help to keep the potable water costs down by re-directing potable water use to recycled water use.

**Tab 7 ATTORNEY’S REPORT (Ms. Morningstar)**

Legal counsel, Janet Morningstar, cited a recent Superior Court case Capistrano Taxpayers Association vs. the City of San Juan Capistrano in which the Court held that the City’s tiered water rate structure violated Proposition 218 because the City’s rate study did not adequately show that the rates did not exceed the reasonable cost of providing potable water service and were used to subsidize recycled water rates. Recycled water was not “immediately available” to all of the potable water customers, which is a requirement of Proposition 218 for them to be charged for recycled water. She indicated that, if water rates subsidize recycled water, the rate study should clearly show that by subsidizing recycled water, potable water rates are lower than they would be in the absence of recycled water use.

**Tab 8 CLOSED SESSION**

**a. Public Employee Performance Evaluation Pursuant to Government Code Section 54957**

Annual Performance Review for General Manager. This matter may be discussed in open session.

A closed session was not necessary. Director Lewis reported that the Board had given the General Manager an exceptional review and that they were very pleased with his outstanding performance on behalf of the District during the past year. President Lu-Yang reported that the Board voted unanimously to contribute 5.5% of the General Manager’s current annual base salary to his 457 Deferred Compensation Plan, in lieu of a raise. After discussion regarding the current term of the General Manager’s contract, which runs until June 30, 2015, with automatic renewals, there was no reason at this time to amend the terms of the contract.

**Directors’ and General Manager’s Comments**

**Future Agenda Items**

- ACWA Fall Conference, December 3-6, 2013, JW Marriott, Los Angeles, CA

**Late Business**

None.

Regular Board Meeting: September 10, 2013, 6:00 p.m.  
Quarterly President’s Dinner October 22, 2013, 5:00 p.m.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:20 p.m.

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SZU PEI LU-YANG  
Board President

Attest: \_\_\_\_\_  
KEN DECK  
Board Secretary