



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
May 12, 2015 - 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 Robert W. Lewis  
Director John Bellah  
Director Anthony J. Lima  
Director Teresa P. Rios

**ABSENT:**

None

**OTHERS PRESENT:**

Michael Mauer, 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  
Erin La Combe Gilhuly, CV Strategies

**ROWLAND WATER DISTRICT STAFF**

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

**ADDITION(S) TO THE AGENDA**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mr. Malkin thanked the Board for their sponsorship of the Kiwanis Scholarships at their "Ribfest" event. He also provided information on a Kiwanis fundraising event to be held on May 13, 2015, entitled "Taste of the Heights", tickets being sold at \$10.00 each, the proceeds of which will be divided \$5.00 to the Seniors at Pathfinder Park, and \$5.00 to L. A. County.

**Tab 1 - CONSENT CALENDAR**

Upon motion by Director Lewis, seconded by Director Lima, 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 April 14, 2015**

**1.2**

**Approval of the Minutes of Special Board Meeting Held on April 28, 2015**

**1.3**

**Demands on General Fund Account for March 2015**

**1.4**

**Investment Report for March 2015**

**1.5**

**Water Purchases for March 2015**

Next Special Board Meeting May 26, 2015, 5:00 p.m.  
Next Regular Board Meeting June 9, 2015, 6:00 p.m.

**Tab 2 - ACTION ITEMS**

**2.1**

**Approve Directors' Meeting Reimbursements for April 2015**

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

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

**2.2**

**Review and Approve Revised District Purchasing Policy**

Mr. Coleman provided background information to the Board regarding the need to revise the Purchase Order amount set forth in the current Purchasing Policy. He explained that the revision affected purchases below \$2,500.00, without the use of a Purchase Order, with the prior approval of the General Manager, Assistant General Manager, Director of Administrative Services, Director of Operations or Finance Officer. Previously any purchase over \$500.00 required a Purchase Order. All other terms contained in the Purchasing Policy remain the same. After Discussion, upon motion by Director Lima, seconded by Director Lewis, the revised District Purchasing Policy was unanimously approved as presented.

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

### **2.3**

#### **Review and Approve Contract for Engineering Services from Civiltec Engineering**

Mr. Coleman requested that the Board approve the renewal of the contract engaging the services of Civiltec Engineering to perform engineering services on an “as-needed” basis through June 30, 2016. Upon motion made by Director Lima, seconded by Director Lewis, the renewal of the engineering contract for services to be performed by Civiltec Engineering through June 30, 2016, was unanimously approved.

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

### **2.4**

#### **Receive and File Rowland Water District’s Quarterly Investment Review as of March 31, 2015**

Mr. Henry provided a Power Point presentation to the Board to graphically illustrate and compare the District’s investments contained in the report and noted that the balances as of March 31, 2015, still indicated a very low interest rate environment. Mr. Henry provided clarification and answers to questions posed by members of the Board.

After discussion, a motion was made by Director Lima, seconded by Director Lewis, to receive and file the Quarterly Investment Report as presented. The motion was unanimously carried.

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

### **2.5**

#### **Receive and File Rowland Water District’s Statement of Operations for Period Covering July 1, 2014 through March 31, 2015**

Mr. Henry reviewed line items contained in the report covering the period July 1, 2014 through March 31, 2015, in detail and explained the variances in several categories and answered questions posed by members of the Board. After discussion a motion was made by Director Lima, seconded by Director Lewis, to receive and file the Statement of Operations as presented. The motion was unanimously carried.

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

## 2.6

### **Receive and File Memorandum of Understanding Between Puente Basin Water Agency and Los Angeles County Flood Control District**

Mr. Coleman advised the Board that the Puente Basin Water Agency had approved the Memorandum of Understanding at its May 7, 2015 Meeting. After discussion a motion was made by Director Lewis, seconded by Director Lima, to receive and file the Memorandum of Understanding as presented. The motion was unanimously carried.

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

## 2.7

### **Approve Increase to Fire Flow Availability Testing Rate from \$280.00 to \$350.00**

General Manager, Tom Coleman, explained that previously it was the practice of field staff to perform the requested Fire Flow Availability Tests by opening a hydrant and measuring the flow available which resulted in a loss of the water released to perform the test. With the District's commitment to reduce water use during California's severe drought, it is the District's intention to use the District's hydraulic model to measure the fire flow available rather than to perform the tests manually and incur water loss. The use of the hydraulic model increases the cost to perform the tests when requested to \$350.00. After discussion a motion was made by Director Lewis, seconded by Director Lima, to approve the testing rate from \$280.00 to \$350.00. The motion was unanimously carried.

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

## 2.8

### **Public Relations (Rose Perea)**

Mrs. Perea advised the Board that the Google Analytics monitoring the website visits advised that during the past month (April 1 through May 11, 2015), there were 445 page views on the conservation tab and 367 views on the drought-update tab, indicating that the number of RWD customers continue to increase access to the website to obtain information on conservation and the drought.

### **Communications Outreach (CV Strategies)**

Erin La Combe Gilhuly, CV Strategies, reported that they have prepared a bill stuffer to be mailed to all District customers updating drought restrictions and they are in the process of completing a mailer which will be distributed to all business customers setting forth the updated restrictions and encouraging conservation. They are working with staff on the update of the Strategic Plan and the Consumer Confidence Report (CCR) has been drafted and presented to staff for review and approval. They continue to prepare outreach support for special events and community engagements highlighting drought communications, rebates and conservation efforts.

### **Education Update**

For information purposes.

## 2.9

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

- TVMWD Leadership Breakfast, June 11, 2015, 7:30 a.m., Sheraton Fairplex, Pomona, CA  
The Board requested that staff make reservation for Directors Lu-Yang, Lewis, Bellah and Lima

## **Tab 3 LEGISLATIVE INFORMATION**

### **3.1**

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

Mr. Coleman discussed SB 272 presented by Senator Hertzberg and advised that the District had presented a letter of opposition. He explained that cross-departmental software systems used to collect confidential information were to be released as proposed under SB 272, it could prove to be dangerous and detrimental to both private citizens and businesses that the District provides water service to. With the proliferation of cyber-attacks, identity theft, and the critical nature of maintaining a safe and productive water system, Rowland Water District is opposing SB 272 in order to protect local water agencies' systems and security as well as the families and businesses it serves.

## **Tab 4 REVIEW OF CORRESPONDENCE**

- Letter from Rowland High School  
*For information purposes only.*

## **Tab 5 COMMITTEE REPORTS**

### **5.1**

#### **Three Valleys Municipal Water District**

Director Lima reported on his attendance at the April 15, 2015 Board meeting and advised that the TVMWD Budget and water rates were reviewed. The next meeting is scheduled for May 20, 2015.

### **5.2**

#### **Joint Powers Insurance Authority**

Director Lewis reported that the election of the Executive Board and cyber attacks were discussed.

### **5.3**

#### **Association of California Water Agencies**

Director Lewis advised that he and Director Bellah attended the ACWA conference held May 4-8, 2015, in Sacramento, California. He provided the Board with a Summary and referred to miscellaneous information which he had available for review at the meeting. Director Bellah provided additional information on the sessions he attended at the conference.

### **5.4**

#### **Puente Basin Water Agency**

Director Lima reported on the meeting held on May 7, 2015, and advised that an update on the Cal Domestic and La Habra projects was provided as well as an update on federal funding and the IRWM Grants. Mr. Coleman advised that the Commission approved the leasing of excess water rights to Bellflower-Somerset Mutual Water Company to avoid the risk of losing the excess rights carryover.

## **5.5**

### **Project Ad-Hoc Committee**

Nothing to report.

## **5.6**

### **Regional Chamber of Commerce**

Director Lewis reported that the Government Affairs Committee meeting scheduled for May 11, 2015 was cancelled.

## **5.7**

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

Nothing to report. Next meeting, June 18, 2015. At 3:30 p.m.

## **5.8**

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

Nothing to report.

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

### **6.1**

#### **Finance Report**

Nothing to report.

### **6.2**

#### **Personnel Report**

General Manager, Tom Coleman, advised that the District had hired two individuals to fill the positions of Meter Reader I and General Services Worker. These individuals are currently going through the required background checks and physicals and are expected to commence employment in June, 2015.

### **6.3**

#### **Engineer's Report**

Director of Operations, Dave Warren, reported that all submittals in connection with the construction of the Cal Domestic Pressure Reducing Station had been approved and the anticipated completion date in September, 2015.

## **Tab 7 ATTORNEY'S REPORT**

Nothing to report.

### **Directors' and General Manager's Comments**

Director Rios commented that she encountered District employee, Jonathan Vasquez, working on a leak and was impressed by the manner in which he conducted himself and noted that it was a pleasure speaking with him. Director Lewis commended President, Szu Pei Lu-Yang, on her upcoming speaking engagement at the 2015 Home and Garden Expo to be held on June 27, 2015. President Lu-Yang advised that she had attended the Kiwanis "Ribfest" and that it was a very nice event.

### **Future Agenda Items**

None.

**Late Business**

None.

General Manager, Tom Coleman, advised the Board that the District had experienced a loss of the wife of one of its long-time employees, John Jacobsen. President, Lu-Yang, closed the meeting in loving memory of Caryn O'Brien-Jacobsen who passed away on May 4, 2015.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:48 p.m.

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SZU PEI LU-YANG  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary