



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
February 11, 2025 – 6:01 p.m.
3021 Fullerton Road
Rowland Heights CA 91748

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

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

ABSENT:

Vice President Vanessa Hsu

OTHERS PRESENT:

Joseph Byrne, Legal Counsel, Best Best & Krieger
Mike Ti, TVMWD
Jody Roberto, TVMWD
Sylvie Lee, TVMWD
Erin La Combe, CV Strategies
Tara Bravo-Mullaly, CV Strategies
Wes Edwards
Guest of Mr. Wes Edwards

ROWLAND WATER DISTRICT STAFF

Tom Coleman, General Manager
Dusty Moisio, Assistant General Manager
Myra Malner, Director of Finance
Allen Davidson, Director of Operations
Gabriela Palomares, Executive Services Manager
Elisabeth Mendez, Compliance & Safety Manager
Brittnie Gildea, Social Media & Marketing Coordinator
Casey Hayes, Facility Maintenance

ADDITION(S) TO THE AGENDA – None.

REORDER OF AGENDA – Upon motion by Director Lewis, seconded by Director Lu-Yang, and unanimously approved (4-0), agenda item 6.2, **ACWA/JPIA H.R. LaBounty Safety Award**, was moved to the Consent Calendar as item 1.6.

PUBLIC COMMENT ON NON-AGENDA ITEMS – Wes Edwards, member of the public, spoke on matters associated with Rowland Water District’s payment processing time.

DIRECTOR REMOTE PARTICIPATION PURSUANT TO GOV. CODE §54953(f)

- Notifications Due to Just Cause – None.
- Requests Due to Emergency Circumstances – None.

1. CONSENT CALENDAR

Upon motion by Director Lewis, seconded by Director Lu-Yang, the Consent Calendar was unanimously approved as follows:

- 1.1** Approval of Minutes of Regular Board Meeting held on January 14, 2024
- 1.2** Demands on General Fund Account for January 2025
- 1.3** Investment Report for December 2024
- 1.4** Water Purchases for December 2024
- 1.5** California Reservoir Conditions
- 1.6** ACWA/JPIA H.R. LaBounty Safety Award

Casey Hayes, Facility Maintenance, received special recognition for his innovative, ergonomically friendly idea, which earned him an ACWA/JPIA H.R. LaBounty Safety Award
(Motion passed 4-0)

2. ACTION ITEMS

2.1 Review and Approve Directors’ Meeting Reimbursements for January 2025

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Directors’ Meeting Reimbursement Report as presented. (Motion passed 4-0)

2.2 Review and Approve “Final” Rowland Water District Financial Audit Report for Fiscal Year 2023-2024, Prepared by Nigro & Nigro, PC

Upon motion by Director Lima, seconded by Director Lu-Yang, the Board received, approved, and filed the RWD Financial Audit Report for Fiscal Year 2023-2024. (Motion passed 4-0)

2.3 Request for Additional Funds for Reservoir 2 and 16 Inlet Cla-Val Installation in the amount of \$106,000

The Board considered a request for additional funding in the amount of \$106,000 for the installation of Cla-Val control valves at the inlets of Reservoirs 2 and 16. Assistant General Manager Dusty Moisio provided an overview of the project’s importance, highlighting that this improvement would enhance system reliability and operational efficiency. The additional funding is required to complete the installation and ensure the proper integration with existing infrastructure.

Following discussion, upon motion by Director Lewis, seconded by Director Lu-Yang, the Board unanimously approved additional funding in the amount of \$106,000 for the Reservoir 2 and 16 Inlet Cla-Val installation project. (Motion passed 4-0)

2.4 Request for Additional Funds for the Rehabilitation of Well 1 in the amount of \$70,000

The Board considered a request for additional funding in the amount of \$70,000 for the rehabilitation of Well 1, also known as the “Tony Poli” groundwater well. Mr. Moisio discussed details of the well rehabilitation project and answered questions posed by Board members.

Following discussion, upon motion by Director Lima and seconded by Director Lewis, the Board unanimously approved additional funding in the amount of \$70,000 for the rehabilitation of Well 1. (Motion passed 4-0)

2.5 Consider Adoption of Resolution No. 2-2025, Concurring in Nomination to the Executive Committee of the ACWA/JPIA Chris Kapheim

Upon motion by Director Lewis, seconded by Director Lima, the Board adopted RWD Resolution No. 2-2025, Concurring in Nomination to the Executive Committee of the ACWA/JPIA Chris Kapheim, by the following roll call vote:

Ayes: Directors Bellah, Lewis, Lima, Lu-Yang

Noes: None

Absent: Director Hsu

Abstain: None

2.6 San Gabriel Valley Council of Governments (SGVCOG) Affiliate Partnerships Program

Board members were presented with key elements of SGVCOG Affiliate Partnerships Program for public agencies. After discussing SGVCOG’s functions, the Board decided not to join the program at this time.

2.7 Federal Procurement Procedures Policy

General Manager Tom Coleman reported that staff along with Legal Counsel are drafting a Federal Procurement Procedures Policy. He noted that the District currently follows an established Purchasing Policy for routine procurement needs, which will remain unchanged. However, to meet the specific requirements of federal grant programs, a separate Federal Procurement Procedures Policy that aligns with federal regulations must be adopted.

The proposed Federal Procurement Procedures Policy provides additional guidelines required for federally funded projects, including detailed documentation, competitive bidding processes, and compliance with federal procurement standards. This policy will be used only when applying for and managing federal grants and will not replace or amend our existing Purchasing Policy. As this was an informational report only, no Board action was taken.

3. PUBLIC RELATIONS

3.1 Community Relations and Education Update

Brittnie Gildea, Social Media and Marketing Coordinator, shared details about the District’s residential retrofit program. To date, 36 customers have participated in the free water efficiency survey component of the program. Of those 36, eight customers are eligible for \$650 towards irrigation retrofits. Mrs. Gildea continued with a brief update on community events and educational programs, including the annual poster contest, Scholar Dollar, and Splash Cash initiatives.

Following her updates on community relations and educational programs, Gildea, along with Allen Davidson, Director of Operations, highlighted the impactful work of the Caring for Our

Neighbors Charity. They shared the Charity's mission and showcased the upcoming events employees will volunteer at to support the community.

3.2 Communications Outreach (CV Strategies)

Erin La Combe stated that, on behalf of the District, CV Strategies prepared and distributed press releases in January and February highlighting District's Splash Cash program, MAAP Funding, annual audit, and the development of its Strategic Plan, celebrating its fifth edition and commemorating this milestone.

DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS

4. (INCLUDING ITEMS THAT MAY HAVE ARISEN AFTER THE POSTING OF THE AGENDA)

4.1 Board members were asked to save the date. On May 10, 2025, Rowland Water District is hosting its first ever Discover Fest from 10:00 a.m. – 2:00 p.m. This event will be filled with interactive exhibits and community engagement.

5. LEGISLATIVE INFORMATION

General Manager Tom Coleman reported on Assembly Bill 259 (Rubio), a bill proposed to eliminate the sunset on provisions added to the Brown Act by AB 2449 (Rubio, 2022). Board consensus was made to support the initiative and approve the issuance of a letter of support.

6. REVIEW OF CORRESPONDENCE

6.1 General Manager Coleman provided an update on the ACWA/JPIA Workers' Compensation, Liability, and Property Risk assessment visit and findings.

6.2. (This item was moved under the Consent Calendar as item 1.6)

7. COMMITTEE REPORTS

7.1 Joint Powers Insurance Authority – Director Lu-Yang spoke on ACWA/JPIA Executive Committee matters and advised that four (4) Executive Committee member seats will be up for reelection in May 2025.

7.2 Three Valleys Municipal Water District – Director Lima and Board President Bellah reported on the January 15, and February 5, 2024, TVMWD Board meeting activities.

7.3 Association of California Water Agencies – Director Lewis noted that he will attend an ACWA Region 8 meeting in addition to the February 25-27, 2025, ACWA DC Conference.

7.4 Puente Basin Water Agency (PBWA) – Directors Lewis and Lima reported on the February 6, 2025, PBWA meeting activities.

7.5 Project Ad-Hoc Committee – None.

7.6 Regional Chamber of Commerce – None.

7.7 P-W-R Joint Waterline Commission – The next meeting is scheduled for February 13, 2024.

7.8 Rowland Heights Community Coordinating Council (RHCCC) –None.

7.9 Local Agency Formation Commission – None.

8. OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

8.1 Finance Report

Director of Finance, Myra Malner, presented a year-to-date Financial Dashboard containing comparative graphs of Revenue and Expense by Category and Consumption by Class through December 2024 and answered questions posed by Board members.

8.2 Operations Report

The Board was provided with the field operations tasks completed during January 2025 (as listed below):

- Water Samples - 217
- Site Inspections – 67
- Service Orders Completed - 376
- Meters Replaced - 22
- Modules Replaced - 12
- Dig Alerts - 335
- Service Lines Replaced - 1
- System Valves Replaced - 0
- Air Releases Inspections - 0
- Recycled Water Inspections – 16

8.3 Projects Update – Assistant General Manager Dusty Moisie highlighted current and upcoming Board room and customer service lobby renovation projects.

8.4 Personnel Report – General Manager Tom Coleman reported on the status of the Customer Service Representative recruitments.

9. ATTORNEY’S REPORT – None.

10. CLOSED SESSION – 7:37 p.m.

A Closed Session was held in connection with the items listed below:

- **Conference with Real Property Negotiator - [§54956.8]**
Property: Portion of Property Located at
Anaheim & Puente Road
City of Industry
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Terms
- **Conference with Legal Counsel – Existing Litigation [§54956.9]**
Paragraph (1) of subdivision (d) of §54956.9
Haste, et al. vs Rowland Water District
- **Conference with Legal Counsel – Anticipated Litigation**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 One case.
- **Conference with Legal Counsel – Anticipated Litigation**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One case.

11. Reconvene/Report on Closed Session – 7:49 p.m.

Closed Session Announcements – It was reported by Legal Counsel that the Board was briefed on the facts and circumstances of the closed session matters and no reportable action was taken on the matters.

General Manager’s and Directors’ Comments

- Director Lima provided feedback on Board meeting presentations.
- Board President Bellah showcased a news video of a high school junior from Orange County, R. Honary, who developed artificial intelligence to detect wildfires.

Future Agenda Item(s) – None.

Late Business – None.

A motion was made by Director Lima to adjourn the meeting. The meeting was adjourned at 7:57 p.m.

JOHN BELLAH
Presiding Director

Attest: _____
TOM COLEMAN
Board Secretary