

LA HABRA HEIGHTS COUNTY
WATER DISTRICT

BOARD MEETING

SEPTEMBER 24, 2024

**AGENDA FOR REGULAR MEETING
BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
September 24, 2024 @ 4:00PM**

- 1. Roll call of Directors by Secretary**

- 2. Notation of staff members and others present**

- 3. Public Communications** (Comments will be limited to 3 minutes)

- 4. Directors Report – Individual, Subcommittees and/or Attended Events**

- 5. Consent Items:** It is recommended these items be acted upon simultaneously unless separate discussion or action is requested by a member of the public or a Director.
 - a. Minutes of Regular Board meeting for August 27, 2024 (approve)

- 6. Approval of warrants and authorize signatures per warrant list**

- 7. Report of Superintendent**

- 8. Report and recommendations of General Manager:**
 - a. Discuss and Adopt - Resolution 24-11 amendment to the District's Employee Policies and Procedures Manual Section 5E pertaining to compassionate leave

- 10. Adjournment**

Any documents that are provided to the Board of Directors regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the front counter of the District office located at 1271 N. Hacienda Road, La Habra Heights, California 90631

MINUTES

MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS
LA HABRA HEIGHTS COUNTY WATER DISTRICT
August 27, 2024

A regular meeting of the Board of Directors of La Habra Heights County Water District was held on August 27, 2024, at 4:12 p.m., at the office of the District, located at 1271 North Hacienda Road, La Habra Heights.

Item 1. Roll call of Directors by Secretary/General Manager, Joe Matthews.

PRESENT: Directors Baroldi, Cooke, Crabb (by telecommunication due to an emergency), and McVicar

ABSENT: Directors Perumean

There was a motion by Director McVicar and seconded by Director Baroldi to have Director Crabb attend the board meeting via telecommunication due to an emergency.

The vote was as follows:

AYES: Directors Baroldi, Cooke, and McVicar

NOES: None

ABSENT: Director Perumean

Item 2. Staff members and others present. Staff: Joe Matthews, Secretary/General Manager. Michael Silander, Attorney at Law.

Item 3. Public Communications – None

Item 4. Directors Report – Individual, Subcommittees, and/or Attended Events. –

Director McVicar discussed the investment subcommittee meeting.

Director Baroldi discussed she will attend the ACWA/JPIA Conference in December 2024.

Items 5.a.&b. Minutes of Regular Meeting for July 23, 2024 and Financial Reports for July 2024. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to approve minutes and financial reports. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 6. Approval of warrants and authorized signatures per warrant list. After discussion, there was a motion made by Director McVicar and seconded by Director Baroldi that the warrant numbers 47090 through 47205 in the amount of \$910,948.45 and EFT transfers in the amount of \$129,696.65 be approved and signatures be authorized. Warrant number 45496 were voided. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 7. Report of Superintendent. Joe Matthews informed two service leaks were repaired and two new services for Additional Dwelling Units were installed. TPX replaced our last wireless connection in the heights with secure internet landline at Plant 5 for scada. Sand blasting of the inside of the Tank 10A is complete. Interior primer and final coating are being applied. New tank piping, staircase and railing are completed on the exterior of the tank.

Item 8.a. Discuss and Approve – GK Consulting services budget increase proposal for EPA grant application assistance. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to approve budget increase for EPA grant application assistance. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8.b. Discuss and Adopt – Resolution 24-09 Employee Policies and Procedures Manual Revisions. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to adopt Resolution 24-09 with minor edits. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8.c. Discuss and Adopt – Resolution 24-10 Request for L.A. County Board of Supervisors appointment of LHHCWWD Directors in lieu of an election. After discussion, there was a motion by Director McVicar and seconded by Director Baroldi to adopt Resolution 24-10. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

ABSENT: Director Perumean

Item 8.d. Discuss and approve – Public Employee Appointment. Title: General Manager/Secretary. This item was tabled until the next board meeting.

(The closed session began at 5:01 p.m. and ended at 5:24 p.m.)

Item 9.a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8

Property: Real property subject to license no. 516436, dated June 1, 1918, between BNSF Railway Company and La Habra Heights County Water District, covering a site for a thirty-inch water line from Railway Company's Mile Post 153.11 to 153.42 in Los Nietos, Los Angeles County, California.

Agency negotiator: Joe Matthews, General Manager, and Michael Silander, General Counsel. No reportable action was taken.

Item 9.b. PUBLIC EMPLOYEE APPOINTMENT

Government Code section 54957

Title: General Manager/Secretary. This item was tabled until the next scheduled board meeting.

Item 10. There being no further business to come before the Board, a motion was made by Director Cooke and seconded by Director McVicar that the meeting be adjourned at 5:24 p.m. The vote was as follows:

AYES: Directors Baroldi, Cooke, Crabb, and McVicar

NOES: None

Dated: September 24, 2024

Brad Cooke, President

(SEAL)

Joe Matthews, Secretary

WARRANTS

La Habra Heights County Water District

AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: 13100 - EFT TRANSFERS					
1002721784	08/28/24	M	0130	CALPERS	\$4,955.04
1002721785	08/28/24	M	0130	CALPERS	\$1,889.51
**1002735577	09/12/24	M	0130	CALPERS	\$3,872.06
1002735578	09/12/24	M	0130	CALPERS	\$1,889.51
BANK 13100 REGISTER TOTAL:					\$12,606.12

BANK ID: 13110 - CHECKING- WELLS FARGO

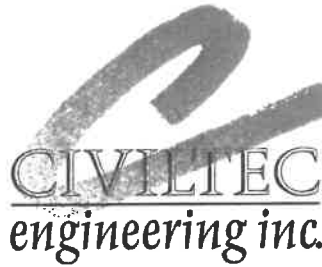
47206	09/03/24	P	0565	ALERT 360	\$106.08
47207	09/03/24	P	0353	ARCO BUSINESS SOLUTIONS	\$2,614.68
47208	09/03/24	P	0543	AYDEN BRISENO	\$349.99
47209	09/03/24	P	0121	BURLINGTON NORTHRN & SANTA FE	\$11,500.00
47210	09/03/24	P	0013	CANNINGS HARDWARE	\$89.34
47211	09/03/24	P	ONETIM	CHARLES BLAUGRUND	\$24.75
47212	09/03/24	P	ONETIM	CINDY TRUMP, INC. DBA LINDY'S	\$449.64
47213	09/03/24	P	0441	CINTAS CORPORATION	\$78.32
47214	09/03/24	P	0145	CIVILTEC ENGINEERING INC	\$37,871.25
47215	09/03/24	P	0519	GK CONSULTING	\$1,690.00
47216	09/03/24	P	0569	GOTO COMMUNICATIONS, INC.	\$325.48
47217	09/03/24	P	0369	HIGHROAD INFO TECHNOLOGY	\$6,237.00
47218	09/03/24	P	0447	IVAN RAMIREZ	\$105.00
47219	09/03/24	P	0205	JOE MATTHEWS	\$3,194.23
47220	09/03/24	P	0483	LAVCO DAVE'S BRAKE ALIGNMENT	\$689.99
47221	09/03/24	P	0051	LINCOLN FINANCIAL GROUP	\$3,385.45
47222	09/03/24	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$87.79
47223	09/03/24	P	ONETIM	ROGER TUNG	\$24.75
47224	09/03/24	P	0068	SOUTHERN CALIF EDISON CO	\$109,964.49
47225	09/03/24	P	0078	UNDERGROUND SERVICE ALERT	\$217.20
47226	09/03/24	P	0386	VERIZON WIRELESS	\$773.58
47227	09/17/24	P	0116	ACWA-JPIA	\$17,229.26
47228	09/17/24	P	0385	ADMIRAL PEST CONTROL	\$93.00
47229	09/17/24	P	0090	CALIF DOMESTIC WATER CO	\$1,204.50
47230	09/17/24	P	0013	CANNINGS HARDWARE	\$376.11
47231	09/17/24	P	0432	CHARTER COMMUNICATIONS	\$599.00
47232	09/17/24	P	0441	CINTAS CORPORATION	\$78.32
47233	09/17/24	P	0143	CITY OF LA HABRA HEIGHTS	\$274.19
47234	09/17/24	P	0558	CONEXWEST	\$230.42
47235	09/17/24	P	0575	D.L. AUTO, INC.	\$1,354.41
47236	09/17/24	P	0036	EPM POWER & WATER SOLUTIONS	\$3,149.26
47237	09/17/24	P	0164	EXCEL TELEMESSAGING	\$140.00
47238	09/17/24	P	0389	FRONTIER COMMUNICATIONS	\$925.99
47239	09/17/24	P	0099	GRAINGER INC	\$459.49
47240	09/17/24	P	0153	HOME DEPOT CR SERVICES	\$87.87
47241	09/17/24	P	0252	INFOSEND, INC	\$1,838.04
47242	09/17/24	P	0205	JOE MATTHEWS	\$75.00
47243	09/17/24	P	0571	JULIUS CERVANTES	\$1,858.40
47244	09/17/24	P	0133	KONICA MINOLTA	\$200.22
47245	09/17/24	P	0402	L G HOLDINGS, INC	\$940.00
47246	09/17/24	P	0051	LINCOLN FINANCIAL GROUP	\$2,426.15
47247	09/17/24	P	0212	LOS ANGELES COUNTY FIRE DEPT	\$2,272.00
47248	09/17/24	P	0430	MICHAEL SILANDER	\$7,387.50
47249	09/17/24	P	0503	MICHELLE SAVAGE	\$187.20
47250	09/17/24	P	0231	O'REILLY AUTO PARTS	\$7.76
47251	09/17/24	P	0534	ODP BUSINESS SOLUTIONS, LLC.	\$91.84
47252	09/17/24	P	0245	PASO ROBLES TANK, INC	\$406,910.38
47253	09/17/24	P	0363	RWS OF SOUTHERN CALIFORNIA	\$328.58

La Habra Heights County Water District
AP Check Register (Current by Bank)

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
47254	09/17/24	P	0258	S&J SUPPLY CO, INC	\$3,494.57
47255	09/17/24	P	0415	SAMUEL MUNOZ	\$1,400.00
47256	09/17/24	P	0147	SAN GABRIEL VALLEY WATER CO	\$148.97
47257	09/17/24	P	0485	SERVPRO	\$1,169.79
47258	09/17/24	P	0068	SOUTHERN CALIF EDISON CO	\$1,581.30
47259	09/17/24	P	0427	TPX COMMUNICATIONS	\$7,801.44
47260	09/17/24	P	0268	UNIVAR USA, INC	\$1,705.19
47261	09/17/24	P	0562	VERIZON	\$323.06
47262	09/17/24	P	0016	WATER REPLENISHMENT DISTRICT	\$122,325.04
47263	09/17/24	P	0016	WATER REPLENISHMENT DISTRICT	\$7,934.00
47264	09/17/24	P	0094	WECK LABORATORIES, INC	\$2,324.00
BANK 13110 REGISTER TOTAL:					\$780,711.26
GRAND TOTAL :					\$793,317.38

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date) ; "A" - Application ; "E" - EFT

** Denotes broken check sequence.




Civil, Water, Wastewater, Drainage and Transportation Engineering
Construction Management • Surveying
California • Arizona

August 9, 2024

La Habra Heights County Water District
1271 North Hacienda Road
La Habra Heights, CA 90631

Attention: Joe Mathews, General Manager

Subject: Engineering Activities for the Month of **July 2024**
Invoice Backup Support - Billing Period through August 2, 2024

ok to pay


Dear Mr. Mathews:

The La Habra Heights County Water District requires Engineering Support from **CIVILTEC engineering, inc. (Civiltec)** at times on various projects. This work is provided on a time and materials basis when requested and directed by LHHCWD management. Following is an explanation of time spent to back up the **July 2024** invoicing. The numbering system is the **Civiltec** project number and tracking system.

2024140.00 – General Engineering Support FY24-25. This project has been established to aid the District in general engineering inquiries, participate in meetings, hydraulic modeling and calibration and overall engineering support. The total budget for General Engineering Support has been established at \$25,000.00 for each Fiscal Year. Below is an accounting of expenditures under this **Civiltec** job number for FY 2024-25.

There were no expenditures in July 2024. The remaining budget is \$25,000.00.

2024141.00 – Engineering Fireflow Modeling FY24-25. This project has been established to aid the District with computer model simulations for fireflow requests by LHHCWD customers. Below is an accounting of expenditures under this **Civiltec** job number for FY 2024-25.

There were expenditures in the month of July 2024 totaling \$1,780.00. We have set up new project numbers per fire flow simulation. We are using this main number 2024141 and have put extensions starting with .01 for the first request.

2024141.01 Fire Flow Modeling 718 East Road	\$600.00
2024141.02 Fire Flow Modeling 134 West Road	\$600.00
2024141.03 Fire Flow Modeling 1730 Kanola Road	\$580.00



2020203.00 – Vigil Reservoir Drain Outlet Repair. Sol Construction has successfully completed the repair work to the drain structure. Final paperwork has been processed including as-built drawings, progress pay estimate, notice of completion, and a final drone fly over of the completed structure. The overall engineering budget for the project is \$136,950.00. There were expenditures in the month of July 2024 of \$630.00. The remaining budget is \$47,061.18.

2022169.00 – Well No. 12 Well Siting Study. LHHCWWD plans to drill a new well in the Judson Well Field. The overall budget for the project is \$157,770.00. There were no expenditures in July 2024. The District is currently considering the destruction of Well No. 9 and civil improvements to the Well No. 9 discharge pit. The remaining budget is \$27,946.50.

2023149.00 – Reservoir 10A Rehabilitation. The Reservoir 10A project is under construction. The project was awarded to Paso Robles Tank on March 26, 2024. The contract has been prepared and executed. A preconstruction meeting was held on May 2, 2024. PRT has issued shop drawing submittals and the overall schedule. PRT mobilized on May 20, 2024. The tank is drained, and the existing floor coating has been removed. The contractor is sandblasting and prime coating areas of the interior in areas where there will be no exterior welding which could blister the interior coating. PRT and CSE mobilized their crews in July to construct the tank appurtenances including the spiral staircase, hatch replacement, handrails, overflow pipe and inlet/outlet pipe. The exterior appurtenance work is approximately 90% complete. *Civiltec* is providing full time observation work and issuing weekly reports and photos. The overall budget has been increased to \$140,430.00. There were expenditures in the month of July 2024 totaling \$34,931.35 (five weeks of work in July). The remaining budget is \$40,541.25.

2024807.00 – PFAS Grant Application. LHHCWWD is working with WRD to secure grant funding for a new PFAS Treatment Plant. Grace Kast is preparing the grant funding applications to WRD and assisting with the EPA grant. *Civiltec* staff is supporting Ms. Kast with as needed cost estimating and preparing exhibits. The budget established for the *Civiltec* effort is \$15,915.00. There were expenditures in the month of July 2024 totaling \$530.00. The remaining budget is \$5,688.75.

I hope this information helps with your processing of the project invoices. Please let me know if you have any questions.

Very truly yours,

CIVILTEC engineering, inc.

A handwritten signature in black ink, appearing to read 'W. David Byrum'.

W. David Byrum, P.E.
President, Principal Engineer

Michael Silander

Attorney at Law

2629 Townsgate Road, Suite 235

Westlake Village, CA 91361

INVOICE

DATE: SEPTEMBER 1, 2024

TO:

La Habra Heights County Water District
1271 Hacienda Road
La Habra Heights, CA 90631

PLEASE REMIT PAYMENT TO:

Michael Silander
2629 Townsgate Road, Suite 235
Westlake Village, CA 91361

SPECIFICATIONS:

LHHCWD/TOTAL

Invoice for legal services rendered in July 2024.

*July Invoice
OK to pay*

MATTER	HOURS	AMOUNT
Transactional - General	24.4	\$3,050.00
Retainer	Flat fee	\$1,250.00
		TOTAL: \$4,300.00

Please make all checks payable to Michael Silander
If you have any questions concerning this invoice,
please email michael@silanderlaw.com or call 805-490-9247

Michael Silander

Attorney at Law

2629 Townsgate Road, Suite 235

Westlake Village, CA 91361

INVOICE

DATE: SEPTEMBER 1, 2024

TO:

La Habra Heights County Water District
1271 Hacienda Road
La Habra Heights, CA 90631

PLEASE REMIT PAYMENT TO:

Michael Silander
2629 Townsgate Road, Suite 235
Westlake Village, CA 91361

SPECIFICATIONS:

LHHCWD/TOTAL

Invoice for legal services rendered in August 2024.

*August Invoice
OK to pay*

MATTER	HOURS	AMOUNT
Transactional - General	14.7	\$1,837.50
Retainer	Flat fee	\$1,250.00
		TOTAL: \$3,087.50

Please make all checks payable to Michael Silander
If you have any questions concerning this invoice,
please email michael@silanderlaw.com or call 805-490-9247

REPORT OF SUPERINTENDENT

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: 9/18/24

**TO: JOE MATTHEWS, GENERAL MANAGER
& BOARD OF DIRECTORS**

FROM: IVAN RAMIREZ, SUPERINTENDENT

SUBJECT: SUPERINTENDENT'S REPORT FOR AUGUST 2024

System and Scada Equipment Maintenance

- We repaired six service leaks.
- TPX replaced Plant 1 and the Wells wireless connection in our scada system with secure internet landline. MG Plant is our last wireless connection needed to be replaced.

Rehabilitation of 10A

- Interior/Exterior coating has been completed; Cathodic protection has been reinstalled.
- Cleaning/Disinfection of the interior is the next step so we can fill the tank and test before we can put the tank back into the system.

**DISCUSS AND ADOPT
RESOLUTION 24-11 AMENDMENT
TO THE DISTRICT'S EMPLOYEE
POLICIES AND PROCEDURES
MANUAL SECTION 5E PERTAINING
TO COMPASSIONATE LEAVE**

LA HABRA HEIGHTS COUNTY WATER DISTRICT

MEMORANDUM

DATE: SEPTEMBER 17, 2024

TO: BOARD OF DIRECTORS

FROM: JOE MATTHEWS, SECRETARY/GENERAL MANAGER

**SUBJECT: RESOLUTION 24-11 EMPLOYEE POLICIES AND PROCEDURES
REVISION FOR COMPASSIONATE LEAVE**

We made a mistake regarding paid compassionate leave when we amended our Employee Policies and Procedures Manual. Section 5E of our former policy granted up to three days paid compassionate of under certain circumstances. Our intent was to adapt that policy to meet current law without removing the paid leave portion. Instead of adding two additional days of unpaid compassionate leave, we mistakenly replaced the entire paid compassionate leave portion with the new law's minimum requirement of five days unpaid leave. Section 5E should be edited to read:

“After 30 days of employment of a full-time continuous employee, if a death occurs in the employee’s immediate family (defined as spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law) or if the employee suffers a reproductive loss event, defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction), leave without pay may be granted up to a maximum of five (5) days. Leave must be completed within three months of the date of death of the family member or reproductive loss event. For reproductive loss events, if the employee is on or chooses to go on leave provided under FMLA or CFRA, the employee may complete bereavement leave within three months of the end date of the other leave. Employees are limited to twenty (20) days of bereavement leave in a 12-month period for reproductive loss events.”

RESOLUTION 24-11

A RESOLUTION BY THE BOARD OF DIRECTORS OF LA HABRA HEIGHTS COUNTY WATER DISTRICT TO AMEND ITS EMPLOYEE POLICIES AND PROCEDURES MANUAL AS TO COMPASSIONATE LEAVE

1. RECITALS

WHEREAS La Habra Heights County Water District (“LHHCWD”) amended its Employee Policies and Procedures Manual (“Manual”) on August 27, 2024, by adopting Resolution 24-09;

WHEREAS Section 5E of the former Manual included three (3) days of paid compassionate leave and the amended Manual was revised to comply with current state law to include five (5) days of unpaid compassionate leave; and

WHEREAS LHHCWD wants to reinstate three (3) days of paid compassionate leave and add two (2) days of unpaid compassionate leave, so as to harmonize the former Manual with the new state requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LHHCWD AS FOLLOWS:

2. RESOLUTION

LHHCWD’s Board of Directors hereby amends the first paragraph of Section 5E of the Manual as follows:

“After 30 days of employment of a full-time continuous employee, if a death occurs in the employee’s immediate family (defined as spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law) or if the employee suffers a reproductive loss event, defined as a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction), leave may be granted up to a maximum of five (5) days, with three (3) days being paid leave and the remaining two (2) days being unpaid leave. Leave must be completed within three months of the date of death of the family member or reproductive loss event. For reproductive loss events, if the employee is on or chooses to go on leave provided under FMLA or CFRA, the employee may complete bereavement leave within three months of the end date of the other leave. Employees are limited to twenty (20) days of bereavement leave in a 12-month period for reproductive loss events.”

ADOPTED, SIGNED, AND APPROVED this 24th day of September 2024.

Brad Cooke, President
Board of Directors of
La Habra Heights County Water District

ATTEST:

Joe Matthews, Secretary

(SEAL)