



A G E N D A

NATIONAL WATER RESEARCH INSTITUTE REGULAR MEETING – BOARD OF DIRECTORS

Wednesday, April 09, 2025

1:30 PM Local Time

This meeting will be held in-person at the date and time specified above.

Directors receive no compensation from NWRI for their participation.

Meeting Location: 18700 Ward Street Fountain Valley, CA 92708
Conference Room C2

Zoom Meeting ID & Meeting Link: Meeting ID: 842 1072 4620
<https://ocwd.zoom.us/j/84210724620>

As a convenience for the public, this meeting can be accessed via Zoom using the provided room ID.

Note that in the event of any technical difficulties, the meeting will continue without disruption.

Other Sites Open to the Public: 111 N. Hope Street Los Angeles, CA 90012
999 9th Street NW, Washington, DC 20001

NWRI Contact: Tianna Manzoni, Project Coordinator
Tmanzon@nwri-usa.org or 562-708-0123

1. Call to Order

- Roll Call
- Confirmation of Quorum
- Welcome New Directors

2. Items Received After Publication of Agenda

Recommendation: Adopt resolution determining need to take immediate action on item(s) and establishing that the need for action came to the attention of NWRI after the posting of this Agenda. The Resolution requires a 2/3rds vote of the Board or members present, or, if less than 2/3rds of the members are present, a unanimous vote of those present.

3. Visitor Participation

This item allows up to 3 minutes for visitors to address the Board of Directors on matters not listed on the agenda but within the authority of the Joint Powers Agency or related to Consent Calendar Items. In accordance with legal guidelines, the Board is prohibited from acting on comments made during this time. Directors may, when appropriate, provide direction to NWRI staff regarding the issues raised. Only a member of the Board of Directors may request the removal of a Consent Calendar item for separate discussion.

Kevin M. Hardy • Executive Director • khardy@nwri-usa.org • www.nwri-usa.org

JPA MEMBERS: Inland Empire Utilities Agency • Irvine Ranch Water District • Los Angeles Department of Water and Power
Metropolitan Water District of Southern California • Orange County Sanitation District • Orange County Water District



CONSENT CALENDAR

At the discretion of the Chair, items on the Consent Calendar may be approved with a single motion and vote by the Directors present, or by the unanimous consent of the Directors present.

4a. Meeting Minutes – February 12, 2025

Recommendation: Receive and file minutes as presented

Attachments: Minutes for the regular meeting of the NWRI Board of Directors

4b. Financial Statements – Ending March 31, 2025

Recommendation: Receive and file NWRI's unaudited financial reports for the period above.

Attachments: Unaudited Statement of Profit & Loss
Unaudited Balance Sheet
Unaudited Report on Account Receivables

ACTION ITEMS

The Board of Directors considers Action Items in the order presented, unless specific motion is made to amend the order of consideration. Each Action Item requires a separate motion and affirmative vote by majority vote of the present Directors. The Board is not obligated to action on any item presented for consideration.

5. Form 700 Filings

The Fair Political Practices Commission (FPPC) requires every elected official to submit a "Form 700" filing by April 1, 2025.

INFORMATION ITEMS

Information Items are presented to the Board of Directors to provide general updates and/or background information about the organization and requires no immediate action.

6. Executive Director's Report

- NWRI Employee Handbook in Progress
- NWRI's Board of Directors Orientation
 - Dennis Erdman, Metropolitan Water District of Southern California
- FY 2025-26 Research & Administration Budget

7. Board of Directors Comments



8. Important Dates

- May 2025: Spring Recess
- June 11, 2025, at 1:30 PM – 3:00 PM (Regular Board of Directors Meeting)
- July 9, 2025, at 1:30 PM – 3:00 PM (Regular Board of Directors Meeting)
- **Adjourn to Closed Session**

CLOSED SESSION

9. CALL TO ORDER - A Closed Session of the NWRI Board of Directors as Authorized by Section 54957.6 of the California Government Code: The Board of Directors will meet in a closed session to deliver the annual performance evaluation of NWRI's Executive Director, Kevin M. Hardy.

- **Return to Open Session**

10. Disclosure of Reportable Action Taken in Closed Session

11. Adjournment



DATE: June 11, 2025
TO: NWRI Board of Directors
FROM: Kevin M. Hardy, Executive Director
SUBJECT: **Item 1a** – Meeting Minutes

Recommendation:

Receive and file the meeting minutes for the meeting held April 09, 2025

Discussion:

Duly approved minutes serve as the official and permanent public record of actions taken by the Board of Directors.

Attachments: Minutes of April 09, 2025

Kevin M. Hardy • Executive Director • khardy@nwri-usa.org • www.nwri-usa.org

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DATE: April 9, 2025
TO: NWRI Board of Directors
SUBJECT: Minutes of the Board of Directors Meeting Held on February 12, 2025

PRELIMINARY ITEMS

Roll Call

The meeting was called to order at **1:33 PM** local time by Chair Elie.

The following NWRI Directors, Alternate Directors, and others were present:

- Chair Steve Elie, Inland Empire Utilities Agency
- Director Denis Bilodeau, Orange County Water District
- Director Jesus Gonzalez, Los Angeles Department of Water and Power (Remote)
- Director Bob Ooten, Orange County Sanitation District
- Director John Withers, Irvine Ranch Water District
- Alt. Director Travis Sprague, IEUA
- Alt. Director Mickey Chaudhuri, Metropolitan Water District
- Alt. Director Rob Thompson, OC San (Remote)
- Secretary John Kennedy, OCWD
- Treasurer Jason Dadakis, OCWD
- Others: Lan Wiborg, OC San (Remote)
- NWRI Staff: Executive Director, Kevin M. Hardy, Project Manager, Suzanne Sharkey, Project Controller, Julie Abshire, Communications Manager, Mary Collins (Remote), Project Coordinator, Tianna Manzon.

Determination of Quorum. A quorum is established when at least four of the six member agencies are represented. Since all six member agencies by either a Board Director or Alternate Director, a quorum was determined.

Items Received After Publication of Agenda. None.

Visitor Participation. None.

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ACTION ITEMS

1a. November 13, 2024 – Meeting Minutes

- Upon a motion by Director Withers, seconded by Director Ooten, and unanimously carried, Item 1a was received and filed.

1b. Institute Financial Statements Ending January 31, 2025

ED Hardy provided details about NWRI's current financial standing, and the Board discussed NWRI's unaudited Profit and Loss, Balance Sheet, and Open Invoice Report for the period through January 31, 2025.

- Upon a motion by Director Withers, seconded by Director Bilodeau, and unanimously carried, Item 1b was received and filed.

2. Resolution 2025-01 Amending Policy for the Procedure for the Election of Officers and Member Agency Rotation Order

Pursuant to Resolution 21-02 which establishes a non-binding, biennial procedure for electing the Board's Chair and Vice Chair. Resolution 21-02 contains outdated information which includes agencies who are no longer a member agency. Staff's recommendation is to update the Resolution to reflect current member agencies. The rotation of member agencies now follows the order below:

- Inland Empire Utilities Agency
- Orange County Water District
- Los Angeles Department of Water & Power
- Metropolitan Water District of Southern California
- Orange County Sanitation District
- Irvine Ranch Water District

- Upon a motion by Director Bilodeau, seconded by Director Ooten, and unanimously carried, Resolution 2025-01 was adopted and amended.

3. Election of Officers of the NWRI Board of Directors

Outlined in the procedure in the non-binding Board Resolution 25-01, the Chair of the Board will serve a term of two calendar years, beginning at the first regular board meeting of each odd-numbered year. Chair Elie has served the complete term. Following the rotation specified in the Resolution, Director Bilodeau, OCWD, would be next in line for the position of Chair of the Board and Director Gonzalez, LADWP, would be next in line for the position of Vice Chair. Chair Elie entertained a motion to nominate Denis Bilodeau as Chair, Jesus Gonzalez as Vice Chair, John Kennedy as Board Secretary, and Jason Dadakis as Board Treasurer.



- Upon a motion by Chair Elie, seconded by Director Withers, and unanimously carried, the nominations were accepted by the Board.

4. 2025 NWRI Board of Directors and Alternate Director Roster

Each year MWDOC updates their telephone directory that includes contact information of various OC County cities and water agencies. NWRI staff presented the roster below to the Board for their approval and requested direction for any updates or changes. MWD Director Chaudhuri advised staff of the change in MWD's Director seat to Dennis Erdman.

Member Agency	Director	Alternate Director(s)
Orange County Water District	Denis Bilodeau	Roger Yoh
Los Angeles Department of Water and Power	Jesus Gonzalez	Rafael Villegas Jonathan Leung
Inland Empire Utilities Agency	Steve Elie	Travis Sprague
Irvine Ranch Water District	John Withers	Douglas Reinhart
Metropolitan Water District of Southern California	John Morris Dennis Erdman	Mickey Chaudhuri
Orange County Sanitation District	Bob Ooten	Rob Thompson
NWRI Treasurer	Jason Dadakis	
NWRI Secretary	John Kennedy	

5. Key Performance Indicators

- ED Hardy introduced to the Board the NWRI Employee Handbook, identified the best target for an additional member agency as Las Virgenes MWD, and provided updates about the Clarke Prize Program.

INFORMATION ITEMS

6. Executive Director's Report. ED Hardy reported to the Board on the following:

- California Water Law Symposium (February 15)
- WateReuse Symposium (March 16 – 19)
- Executive Director Surgery Recovery and Progress

7. **Board of Directors Comments.** Treasurer Dadakis proposed to the Board an annual procedure to perform the Executive Director's Performance Evaluation. The Board agreed with the timeline and instructed the Treasurer to move forward with the timeline's next steps.

8. **Important Dates.** ED Hardy highlighted upcoming important dates:

9. **Adjournment**

Received and Filed (per verbal approval) On: _____



DATE: February 12, 2025
TO: NWRI Board of Directors
FROM: Kevin M. Hardy, Executive Director
SUBJECT: **Item 1b** – Institution’s Financial Statements

Recommendation:

Receive and file NWRI’s unaudited financial statements for the period ending January 31, 2025.

Discussion:

Monthly financial reports provide a current snapshot of the Institute’s financial position and resiliency. Variations from the annual income and expense plan are anticipated.

Attachments:

For the period ending January 31, 2025
 Unaudited Statement of Profit and Loss
 Unaudited Balance Sheet
 Unaudited Report on Account Receivables

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National Water Research Institute

Profit & Loss

July 2024 through March 2025

	Jul '24 - Mar 25
7013 · Registration	425.00
7016 · Travel/Lodging/Meals	4,989.22
Total 7010 · Admin Program Expenses	68,378.93
7020 · Advisory Panels	
7021 · Salary & Benefits	
7027 · Director	66,356.42
7021 · Salary & Benefits - Other	95,074.79
Total 7021 · Salary & Benefits	161,431.21
7022 · Professional Svc	259,962.00
7023 · Honorariums	32,207.50
7024 · Travel/Lodging/meals	3,214.54
7025 · Event Expenses	523.32
7026 · Printing/Copying/Mailing	120.44
Total 7020 · Advisory Panels	457,459.01
7030 · Clarke Prize	
7031 · Salary & Benfits	
7037 · Director	18,617.72
7031 · Salary & Benefits - Other	36,943.54
Total 7031 · Salary & Benfits	55,561.26
7032 · Professional Svc	2,881.25
7033 · Clarke Prize Award	50,000.00
7034 · Travel/Lodging/Meals	36,124.50
7035 · Event Expenses	16,952.07
7036 · Printing/Copying/Mailing	87.12
Total 7030 · Clarke Prize	161,606.20
7040 · Conf/Workshops/Contract Svc	
7041 · Salary & Benefits	
7049 · Director	24,083.75
7041 · Salary & Benefits - Other	11,115.10
Total 7041 · Salary & Benefits	35,198.85
7044 · Travel/Lodging/Meals	1,299.30
7045 · Event Expenses	129.36
7046 · Printing/Copying/Mailing	2.31
7047 · Charges/Tax & Other Fees	949.02
Total 7040 · Conf/Workshops/Contract Svc	37,578.84
7050 · Education & Outreach	
7051 · Salary & Benefits	
7059 · Director	13,452.48
7051 · Salary & Benefits - Other	56,110.72
Total 7051 · Salary & Benefits	69,563.20
7053 · Travel/Lodging/Meals	694.54
7056 · Fellowship Award	29,420.38
7057 · Water Festival Contrib/Payment	26,500.00
7058 · Sponsorship	3,521.73
Total 7050 · Education & Outreach	129,699.85
7070 · Research/Proj/Grant - Specific	
7072 · Salary & Benefits	
7078 · Director	8,704.61
7072 · Salary & Benefits - Other	12,830.10
Total 7072 · Salary & Benefits	21,534.71

National Water Research Institute

Profit & Loss

July 2024 through March 2025

	Jul '24 - Mar 25
7074 · Honorariums	4,450.00
Total 7070 · Research/Proj/Grant - Specific	25,984.71
8000 · Ask Accountant	1,099.85
Total Expense	1,135,789.56
Net Income	-103,398.72

National Water Research Institute

Balance Sheet

As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Wells Fargo Checking	261,342.24
1003 · Petty Cash	30.44
Total Checking/Savings	261,372.68
Accounts Receivable	
1201 · Accounts Receivable-General	102,279.26
Total Accounts Receivable	102,279.26
Other Current Assets	
SWEEP	441,746.89
1499 · Undeposited Funds	49,886.29
Total Other Current Assets	491,633.18
Total Current Assets	855,285.12
Fixed Assets	
1500 · Equipment-Office - >1 yr. >2.5k	13,679.62
1550 · Accum Depreciation	-13,679.62
Total Fixed Assets	0.00
Other Assets	
1650 · Investments	44,458.68
Total Other Assets	44,458.68
TOTAL ASSETS	899,743.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accts Pay-Vendors	83,911.94
Total Accounts Payable	83,911.94
Other Current Liabilities	
2100 · Payroll Lia/Vac Accrual - Staff	7,912.44
2101 · Payroll Lia/Vac&Sick - Dir	32,932.84
2300 · Accrued Payroll	1,163.24
2500 · Deferred Revenue	247,222.25
Total Other Current Liabilities	289,230.77
Total Current Liabilities	373,142.71
Total Liabilities	373,142.71
Equity	
3900 · Retained Earnings-Unrestricted	599,999.81
3910 · Retained Earnings-Temp Restrict	30,000.00
Net Income	-103,398.72
Total Equity	526,601.09
TOTAL LIABILITIES & EQUITY	899,743.80

12:31 PM

04/03/25

Accrual Basis

National Water Research Institute

Profit & Loss

July 2024 through March 2025

	Jul '24 - Mar 25
Income	
4000 · JPA Contributions (Member 50K)	300,000.00
4155 · Restricted Contributions	35,000.00
4250 · Grants	25,956.83
4300 · Conferences	
4302 · Co-Sponsors	450.00
Total 4300 · Conferences	450.00
4400 · Contract Svc/Reimbursable	
4401 · SCSC / Workshops	42,483.83
4402 · Support Fee	10,000.00
4400 · Contract Svc/Reimbursable - Other	532,362.69
Total 4400 · Contract Svc/Reimbursable	584,846.52
4500 · NWRI Research Program	
4501 · JIS & Athalie Clark Foundation	30,000.00
Total 4500 · NWRI Research Program	30,000.00
4600 · Circle of Friends/Fellowship	10,000.00
4650 · Water Festival/Water Harvest	26,500.00
4800 · Interest Income	19,637.49
Total Income	1,032,390.84
Gross Profit	1,032,390.84
Expense	
6010 · Accounting/Audit	12,600.00
6030 · Charges/Tax & Other Fees	
6032 · Banking Fees	1,840.86
Total 6030 · Charges/Tax & Other Fees	1,840.86
6040 · Telephone/Communication	
6041 · Cell Phone/Conference Calls	1,560.00
Total 6040 · Telephone/Communication	1,560.00
6060 · Mailing Services	41.16
6080 · Website/IT	773.34
6090 · Subscriptions and Dues	3,059.65
6110 · Board / Ops Expenses	622.71
6120 · Misc Admin Expenses	
6121 · General Office Supplies	3,537.23
6124 · Insurance	5,353.00
6125 · Payroll Processing	783.00
Total 6120 · Misc Admin Expenses	9,673.23
6140 · Salary & Benefits	
6141 · Professional Services	807.75
6143 · Payroll Taxes	27,914.97
6144 · Director	73,872.20
6145 · Simple IRA Match	10,010.70
6140 · Salary & Benefits - Other	110,384.60
Total 6140 · Salary & Benefits	222,990.22
6160 · Membership	821.00
7010 · Admin Program Expenses	
7011 · Salary & Benefits	
7018 · Director	17,469.08
7011 · Salary & Benefits - Other	45,495.63
Total 7011 · Salary & Benefits	62,964.71

National Water Research Institute

Open Invoices

As of March 31, 2025

Date	Sent Date	Class	Aging	Open Balance
Anne Arundel				
03/31/25	04/08/25	Advisory Panels - 7020:Anne Arundel		7,055.44
Total Anne Arundel				7,055.44
Aurora, City of				
03/31/25	04/08/25	Advisory Panels - 7020:Aurora		534.00
Total Aurora, City of				534.00
CA Assoc of Sanitation Agencies (CASA)				
02/28/25	03/30/25	Advisory Panels - 7020:CASA	1	21,803.75
03/31/25	04/08/25	Advisory Panels - 7020:CASA		3,661.25
Total CA Assoc of Sanitation Agencies (CASA)				25,465.00
Garver LLC				
02/28/25	03/10/25	Projects and Grants - 7070:Fault Detection:...	21	7,292.44
Total Garver LLC				7,292.44
Los Angeles Department of Water and Power				
12/31/24	01/03/25	Advisory Panels - 7020:LADWP Groundwat...	87	2,001.41
03/31/25	04/08/25	Advisory Panels - 7020:LADWP Groundwat...		4,735.33
Total Los Angeles Department of Water and Power				6,736.74
Metropolitan Water District of S. Ca				
02/28/25	03/12/25	Advisory Panels - 7020:Metropolitan	19	22,187.50
03/31/25	04/08/25	Advisory Panels - 7020:Metropolitan		2,757.50
Total Metropolitan Water District of S. Ca				24,945.00
OneWater Nevada				
03/31/25	04/08/25	Advisory Panels - 7020:OneWater Nevada		10,234.75
Total OneWater Nevada				10,234.75
Southern California Salinity Coalition				
03/31/25	04/08/25	Conf/Wrkshp/Contrct Svc - 7040:SCSC		8,940.57
Total Southern California Salinity Coalition				8,940.57
Valley Water District				
03/31/25	04/08/25	Advisory Panels - 7020:Valley Water SCV...		6,075.32
Total Valley Water District				6,075.32
WaterReuse Association				
12/10/24	12/10/24	Advisory Panels - 7020:CalVal TWRF 5277	111	5,000.00
Total WaterReuse Association				5,000.00
TOTAL				102,279.26