

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
April 16, 2020

Attendee Name	Present	Excused	Absent
Board of Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremiah Brosowske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Pinon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lizette Santoro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maisha Mesa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OPENING CEREMONIES**

Pledge of Allegiance - Led by Director Dr. Clifford Young  
Opening Prayer - Led by Pastor David Gaunt from Sunrise Church  
Call to Order  
Roll Call of Board Members

President Hawkins provided an update on the water supply and coronavirus, also known as COVID-19 stating that the West Valley Water District's water quality, safety, and supply is excellent and unaffected by coronavirus.

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Our customer service representatives are continuing to assist those who request customized payment plans. Each of these payment plans are designed to meet specific needs and based on personal financial situations. The average monthly call volume has increased in March, so the District does appreciate the ratepayers patience as we devote our full attention to every ratepayer in need. Payments can still be made at our office drop box, online, *Pay Near Me* locations and by telephone, mail and bank bill pay systems.

A sign has been installed outside the customer service office outlining payment options in English and Spanish. Though our customer service center is closed, representatives are still available by phone to answer any questions that our customers may have at (909) 875-1804 or [customerservice@wvwd.org](mailto:customerservice@wvwd.org).

Rest assured that the Water District has taken decisive actions to combat the coronavirus pandemic. A COVID-19 page is on our website and customers have been notified via email with updates on the critical virus information. The website page is continually updated with new information from local, state and federal agencies.

The District's emergency operations center is fully operational. We are conducting daily emergency operation meetings to ensure that we receive constant updates on water quality and supply. All employees have been informed of their duties as state-designated disaster workers. Beginning last week, our managers and supervisors began completing emergency management courses to better prepare themselves for and respond to emergencies. There have been also significant changes to internal operations, such as:

- 50 total employees have been provided the necessary equipment to telecommute from home.
- Consultants and developers are working entirely remotely.
- Of our 87 employees:
  - 26 employees are telecommuting,
  - 34 employees are in field operations,
  - 15 employees are in agency offices working in engineering, purchasing, accounting, and executive management departments,
  - 1 employee is in self-quarantine,
  - 6 employees are taking days off, and
  - 1 employee is on leave.

The District has also taken additional measures to protect employees working in the office, such as:

- 1,000 KN95 safety masks have been purchased and delivered today, plus 240 reusable cloth face masks will be arriving in the next two weeks.
- Zero contact thermometers have been purchased and being used to test temperatures daily.
- Installed several hand sanitizing wall stations throughout the office and ordered an additional 250 travel size hand sanitizers.
- Distributed gloves to employees.
- Disinfectant wipes have been distributed.
- Identifying additional employees who can telecommute.
- Most meetings have been shifted to virtual web meetings.

- A Vehicle Take Home policy has been developed to allow all essential operations employees to drive their district vehicle between home and work.
- Increased janitorial services to sanitize and deep clean common areas.

In addition to these measures, the Board of Directors approved the production and implementation of a pandemic response plan and a telecommuting work policy. Our managers are preparing to present and implement these initiatives.

The IT department has assisted management and staff in hastily transitioning to telecommuting by deploying new software, issuing additional necessary computer equipment and maintaining systems like the Water District's Virtual Private Network (VPN) to ensure employees have the ability to telecommute effectively.

Governor Newsom announced this week that Californians have successfully started to flatten the curve and prevent the overwhelming of health resources. Local, state, and federal leaders are now identifying how to modify stay-at-home orders and begin to re-open the economy. However, it is important to note that Governor Gavin Newsom has made it clear that conditions may necessitate changes at any time.

On behalf of the Board of Directors, President Hawkins thanked management and employees for their tireless work during this difficult time. The dedication to guaranteeing our customers have safe drinking water does not go unnoticed.

## ADOPT AGENDA

### 1. ADOPT AMENDED AGENDA

Director Dr. Clifford Young motioned to amend agenda and remove item No. 20 to the next regularly scheduled Board meeting, May 7, 2020. Director Greg Young second the motion and the following vote was taken:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Clifford Young, Director
<b>SECONDER:</b>	Gregory Young, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

## PUBLIC PARTICIPATION

Comments were read by Naseem Farooqi, Public Affairs Manager, from Mr. Don Griggs and Mr. Al Vogler to the Board of Directors.

## CONSENT CALENDAR

Director Dr. Clifford Young motioned to adopt the consent calendar, as amended, moving items No. 5 and 17 to Business Matters for separate discussion. Director Dr. Michael Taylor second the motion. There were no further discussions and the following vote was taken:

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Clifford Young, Director
<b>SECONDER:</b>	Michael Taylor, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

1. March 2020 – Purchase Order Report
2. Monthly Financial Report – March 2020
3. Monthly Treasurer’s Report- March 2020
4. Monthly Cash Disbursement Report – March 2020
5. Budget Preparation Schedule for FY 2020–2021 (**PULLED AND MOVED TO BUSINESS MATTERS**)
6. Approval of Board Meeting Minutes - Jan. 9, 2020
7. Approval of Board Meeting Minutes - Jan. 25, 2020
8. Approval of Board Meeting Minutes - Feb. 6, 2020
9. Approval of Board Meeting Minutes - Feb. 20, 2020
10. Consider Purchase of Emergency Generator for Pump Station 6-2 with Quinn Power Systems.
11. Consider an Agreement with Evoqua Water Technologies for Well 11 Ion Exchange Media Replacement
12. Consider Exemption to Hiring Freeze to Fill Vacant Critical Need Accountant Position
13. Consider Task Order No. 2 with Engineering Resources of Southern California, Inc. for Construction Management and Inspection Services for Casmalia Waterline Replacement Project
14. Consider Award of Contract for Construction of Casmalia Waterline Replacement Project to EL-Co Contractors, Inc.
15. Consider Amendment 3 to Task Order 1 for the Water Facilities Master Plan Update
16. Communications: Media Releases & Articles
17. Approval for Payment of Invoices for Dr. Bill Mathis & Associates (**PULLED AND MOVED TO BUSINESS MATTERS**)
18. Approval of Resolution 2020-Emergency Resolution of the Board of Directors of the West Valley Water District to Waive Late Fees During the COVID-19 Emergency
19. Authorization to Approve Change Order No. 5 for the Customer Service Foyer Renovation Project

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**BUSINESS MATTERS**

**20. ASSESSMENT REPORT FOR EXTERNAL AFFAIRS DEPARTMENT**

Motion was made to amend this item during the adoption of the agenda and move to the next regularly scheduled Board meeting, May 7, 2020.

**21. BUDGET PREPARATON SCHEDULE FOR FY 2020 – 2021**

At this time, Director Greg Young inquired about the Board of Director’s retreat and Shamindra Manbahal, Chief Financial Officer, stated that it has been cancelled. Motion was then made by Director Greg Young to approve the Budget Preparation Schedule for FY 2020-2021. Director Dr. Clifford Young second the motion and there were no further discussions. The following vote was taken:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gregory Young, Director
<b>SECONDER:</b>	Clifford Young, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

**22. APPROVAL FOR PAYMENT OF INVOICES FOR DR. BILL MATHIS & ASSOCIATION**

Director Greg Young inquired if all of the invoices occurred during the time of the contract. General Manager, Mr. Mansell stated that the contract did not have enough money beyond contract. Discussion ensued and Director Greg Young made a motion to continue this item to the next regularly scheduled Board meeting with an accounting analysis. Director Dr. Clifford Young second the motion and the following vote failed 3-2:

<b>RESULT:</b>	<b>DEFEATED [2 TO 3]</b>
<b>MOVER:</b>	Gregory Young, Director
<b>SECONDER:</b>	Clifford Young, Director
<b>AYES:</b>	Clifford Young, Gregory Young
<b>NAYS:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther

**23. APPROVAL FOR PAYMENT OF INVOICES FOR DR. BILL MATHIS & ASSOCIATES**

Director Dr. Michael Taylor motioned to approve payment of invoices for Dr. Bill Mathis & Associates and requested a detail accounting report to the Board of Director’s at their next regularly scheduled Board meeting. President Channing Hawkins second the motion and the

following vote was taken:

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Channing Hawkins, President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young
<b>ABSTAIN:</b>	Gregory Young

**REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).**

**1. Board Members**

- Director Greg Young wished everyone to stay safe during this difficult time and reiterated that there are no issues with the water you drink and that it is safe.

**2. Legal Counsel**

- Mr. Robert Tafoya reported out of closed session on two items:

3-2 vote was taken to accept the offer of Deborah Martinez, Human Resources Manager, and once calculated by the District's CFO it will be reported at a later time. Ayes - Director Greg Young, President Channing Hawkins, Vice President Kyle Crowther; Nays - Director Dr. Clifford Young; abstain - Director Dr. Michael Taylor.

3-2 vote was taken for the offer of Jeremiah Brosowske, Assistant General Manager, and once calculated by the District's CFO it will be reported at a later time. Ayes - President Channing Hawkins, Vice President Kyle Crowther, Director Dr. Michael Taylor; Nays - Director Dr. Clifford Young; abstain - Director Greg Young.

**3. General Manager**

- Mr. Mansell stated that there will be two reports, one from Human Resources and the other from the District's Chief Financial Officer:

Mr. Martin Pinon, Interim Human Resources Manager, reported on the recruitment of the Assistant General Manager (AGM) position stating that there were a few issues regarding the contract; however, changes have been made and the firm selected to recruit the position of AGM, The Hawkins Company, will be contacting each Board member to obtain their thoughts regarding qualifications, qualities, and characteristics that would make an ideal candidate for the District. The Hawkins Company has begun the process of drafting the brochure.

Mr. Shamindra Manbahal, Chief Financial Officer, provided a brief update regarding COVID-19 related activities and stated that the KN95 masks have finally arrived and have been passed out to staff and the Board members. The total expense to date relating to COVID-19 is approximately \$155,000. Of that, \$97,000 is labor related and \$58,000 is on material items such as: masks, gloves, sanitizers, cell phones, lap

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tops, licensing for software, water, janitorial services, etc. The accounting department has established a project code to track all labor and expenses relating to COVID-19 which will help when filing for reimbursement. It is very important that a detailed and supporting document be provided for all claimed expenses.

President Hawkins inquired about the District's revenue and Mr. Manbahal stated that the District is in line compared to the March 2019 receipts which was \$1.7 million and on March 2020 the revenue was \$1.5 million. Billing receipts in March 2019 were \$1.4 million and billing receipts for March 2020 were \$1.0 million; the discrepancy is due to the billing conversion and bills that were late being mailed out.

Mr. Shamindra Manbahal also reported on the draft Policies and stated that four are completed and are now in review. The position for Payroll has been posted and closed, the District received 75 applications. The RFP for a firm for audit services have been completed and to date six firms have applied.

## CLOSED SESSION

Mr. Robert Tafoya reported out of closed session on two items:

3-2 vote was taken to accept the offer of Deborah Martinez, Human Resources Manager, and once calculated by the District's CFO it will be reported at a later time. Ayes - Director Greg Young, President Channing Hawkins, Vice President Kyle Crowther; Nays - Director Dr. Clifford Young; abstain - Director Dr. Michael Taylor.

3-2 vote was taken for the offer of Jeremiah Brosowske, Assistant General Manager, and once calculated by the District's CFO it will be reported at a later time. Ayes - President Channing Hawkins, Vice President Kyle Crowther, Director Dr. Michael Taylor; Nays - Director Dr. Clifford Young; abstain - Director Greg Young.

- PUBLIC EMPLOYEE APPOINTMENT – Government Code Section 54957(b)1 – Assistant General Managers
- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Five (5)
- CONFERENCE WITH LABOR NEGOTIATOR - (54957.6) District Negotiators: Martin Pinon, Robert Tafoya, Union Negotiators; re: International Union of Operating Engineers, Local 12
- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE - Government Code Section 54957(b)

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- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Matthew Litchfield v. Clifford Young et al Case No. CIV DS 1904733
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Paragraph one (1) of subdivision (d) of the Government Code Section 54956.9 Case name: Clifford Young et al v. Robert Tafoya et al. Case No. 19STCV05677
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957 Title(s): General Manager, General Counsel


## ADJOURN

There being no further business the meeting adjourned at 8:45 p.m.



Channing Hawkins  
President of the Board of Directors  
of West Valley Water District

ATTEST:



Peggy Asche, Executive Assistant

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