

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
June 18, 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"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/> remote	<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"/>
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<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"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>

OPENING CEREMONIES

Pledge of Allegiance - Led by Director Dr. Clifford Young
Opening Prayer - Led by Elder Vernall Townsend, Sunrise Church
Call to Order
Roll Call of Board Members

ADOPT AGENDA

- **PULL ITEMS NO. 1, 2, AND 3**

At this time, President Hawkins stated that Items No. 1, 2 and 3 be pulled from the agenda. Director Greg Young stated that he would like to move Items No. 9 and 10 for separate consideration. Hearing no further changes, Director Dr. Michael Taylor motioned to pull Items

WVWD

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No. 1, 2 and 3 and move Items No. 9 and 10 for separate consideration. Director Greg Young second the motion and the following vote was taken:

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

PUBLIC PARTICIPATION

Comments were made to the Board of Directors by Mr. Gil Navarro, San Bernardino Valley Municipal Water District. Also, comments were read by Naseem Farooqi, External Affairs Manager, for Mr. Don Griggs.

PRESENTATIONS

- 2019 Annual Water Quality Report.

Janet Harmon, Acting Water Quality Supervisor, reported on the 2019 Annual Water Quality Report stating that it was formerly known as the Consumer Confidence Report. This report informs our customers of the quality they receive from their tap water. The Safe Drinking Water Act (SDWA) requires that we include information on our water sources, levels of any detected contaminants and if we are in compliance with drinking water regulations. Mrs. Harmon informed the Board that the District has not violated a maximum contaminant level or any other water quality standards in 2019 compliance period. This report is due to our customers by July 1st of each year and notices will be sent out to our customers stating that the report is available on the West Valley Water District's website for viewing.

- State Controller's Office Audit Report.

Mr. Shamindra Manbahal, Chief Financial Officer, reported on the final audit report that the District received from the State Controller's Office. Mr. Manbahal stated that on June 11, 2020, the District responded to a draft report regarding several of their findings. However, the District is now in the process of addressing each and every one of their findings. The District has implemented several changes in March and they are now in place at the request of the Board of Directors, such as: CFO to receive and approve all reimbursements, documentation for expense reimbursements, credit card use policy, purchasing activities are now the responsibility of the CFO, and there are no plans in the budget for future Board retreats. President Hawkins stated that he realizes there are still additional work that needs to be completed and the District has six months to respond to the State Controller's Office. There are plans to meet within the next thirty days to go over the report to ensure that the District is in compliance

and once completed a report will go to the full Board. Director Dr. Clifford Young suggested that the full Board meet in August for open forum (Special Meeting) to present the plan for rectifying the issues.

CONSENT CALENDAR

Director Greg Young motioned to approve the remaining Items No. 4, 5, 6, 7, 8, 11, 12 and 13. Director Dr. Michael Taylor second the motion and the following vote was taken:

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

1. APPROVAL OF PROPOSED FISCAL YEAR 2020-21 OPERATING AND CAPITAL BUDGETS.

The Board voted unanimously to pull Item's 1, 2 and 3 during the adoption of the agenda.

2. RESOLUTION NO. 2020-12 FOR 2020-2021 OPERATING AND CAPITAL IMPROVEMENT BUDGET.

The Board voted unanimously to pull Item's 1, 2 and 3 during the adoption of the agenda.

3. RESOLUTION NO. 2020-13 CLASSIFICATION & SALARY.

The Board voted unanimously to pull Item's 1, 2 and 3 during the adoption of the agenda.

4. AUTHORIZATION TO APPROVE CHANGE ORDER NO. 2 FOR THE FBR FILTER UNDERDRAIN REPAIR PROJECT

5. CONSIDER BUDGET TRANSFER FROM CIP CONTINGENCY TO CEDAR AND ORANGE BUSINESS CENTER PROJECT

6. CONSIDER APPROVAL FOR CHANGE ORDER NO. 2 FOR THE DESIGN OF LORD RANCH PUMP STATION 4-3 PROJECT FOR ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC.

7. APPROVE CHANGE ORDER NO. 2 WITH MICHAEL BAKER INTERNATIONAL, INC. FOR DESIGN OF PUMP STATION 7-2 ELECTRICAL SERVICES

8. MAY 2020 - PURCHASE ORDER REPORT

9. INVOICE NO. 17993 FROM LEO-TREJO- \$29,872.50

The Board voted unanimously to move Items No. 9 and 10 for separate consideration to Business Matters during the adoption of the agenda.

10. TAFOYA & GARCIA INVOICE NO. 20-1004, \$31,966.10

The Board voted unanimously to move Items No. 9 and 10 for separate consideration to Business Matters during the adoption of the agenda.

11. APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR MARTIN PINON FOR HUMAN RESOURCES SERVICES.

12. CONSIDER ADOPTION OF RESOLUTION NO. 2020-14 FOR THE CREATION OF THE WATER TECHNOLOGY CAREER OPPORTUNITY PROGRAM

13. PRESENTATION OF THE 2019 ANNUAL CONSUMER CONFIDENCE REPORT

BUSINESS MATTERS

9. INVOICE NO. 17993 FROM LEO-TREJO- \$29,872.50

Director Dr. Michael Taylor motioned to approve Items No. 9 and 10. Vice President Kyle Crowther second the motion with no discussion. The item passed with Director Dr. Clifford Young and Director Greg Young abstaining from the vote.

RESULT:	APPROVED [3 to 2]
MOVER:	Michael Taylor, Director
SECONDER:	Kyle Crowther, Vice President
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther
ABSTAIN:	Clifford Young, Gregory Young

10. TAFOYA & GARCIA INVOICE NO. 20-1004, \$31,966.10

Director Dr. Michael Taylor motioned to approve Items No. 9 and 10. Vice President Kyle Crowther second the motion with no discussion. The item passed with Director Dr. Clifford Young and Director Greg Young abstaining from the vote.

RESULT:	APPROVED [3 to 2]
MOVER:	Michael Taylor, Director
SECONDER:	Kyle Crowther, Vice President
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther
ABSTAIN:	Clifford Young, 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 apologized for being so late and thanked everyone for attending. He also asked again that all Legal matters be kept in Business Matters and not placed in Consent.
- Director Dr. Michael Taylor reported that on June 12, 2020, he was asked to participate in a zoom conference of the Mayors to discuss water issues as it relates to COVID-19 and also as it relates to our current budget. It was a very informative meeting as there were several people from across the United States who were addressing their problems the same as our District due to COVID-19.
- President Hawkins thanked all staff and Board members for being a full participant during the deliberations of the budget to help the District's future. Also, wished all the Dad's Happy Father's Day.

2. Legal Counsel

- Mr. Robert Tafoya reported out of Closed Session that no final actions were taken.

3. General Manager

- Mr. Clarence Mansell reported that at the last Board meeting he was asked to look into a re-opening plan for the District and he did present a plan to the Executive Committee. However, the Committee recognized that many places of work opened too early and had to close again. Therefore, the Committee's recommendation is to maintain the safe work paradigm and monitor and access the situation for the right time to re-open as well as keep the full Board apprised. In the meantime, he will develop a re-opening plan and the outline for that is health and safety guidelines for employees working in the environment at the District, health and safety guidelines for visitors as well as customers, physical space redesign, increase hygiene practices and a training plan to implement the re-opening. Director Greg Young stated that he would like to see the Board discuss the possibility of at least a limited re-opening plan for the public to attend Board meetings.

CLOSED SESSION

Mr. Robert Tafoya reported out of Closed Session that no final actions were taken.

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956 9: Number of Case: Five (5)
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957 Title(s): General Manager, General Counsel


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At this time, President Hawkins announced that there will be a Continued Board Meeting on Tuesday, June 23, 2020, at 7:00 p.m., Closed Session at 6:00 p.m.

ADJOURN

There being no further business, the meeting adjourned at 8:39 p.m.



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

ATTEST:



Peggy Asche, Acting Board Secretary