

**MINUTES**  
**EMERGENCY BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
**March 16, 2020**

President Hawkins announced that this meeting is an Emergency meeting under Government Code 54956.5(a) to discuss West Valley Water District's plan in regards to the Coronavirus (COVID-19).

Attendee Name	Present	Absent	Late	Arrived
<b>Board of Directors</b>				
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"/>	
<b>Staff</b>				
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shamindra "Rickey" Manbahal	<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"/>	
Joe Schaack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Legal</b>				
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OPENING CEREMONIES**

- Pledge of Allegiance - Led by Director Dr. Michael Taylor
- Opening Prayer - Led by Robert Tafoya, Legal Counsel
- Call to Order
- Roll Call of Board Members

## ADOPT AGENDA

Director Dr. Clifford Young motioned to adopt the agenda and Director Dr. Michael Taylor second the motion. The following vote was taken:

<b>RESULT:</b>	<b>APPROVED [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

## PUBLIC PARTICIPATION

There was no public participation.

## DISCUSSION

### 1. CONSIDERATION OF DECLARATION OF LOCAL EMERGENCY FOR WEST VALLEY WATER DISTRICT IN RESPONSE TO COVID-19 PANDEMIC

At this time, the District's Legal Counsel, Mr. Tafoya commented that Item No. 1, Considering a Declaration of Local Emergency for West Valley Water District in Response to COVID-19 Pandemic was approved and declared an Emergency at its Special Board meeting on Saturday, March 14, 2020. Note that this Declaration is retroactive back to March 14, 2020, when the Board originally declared the Emergency and the Board will need to ratify the initial declaration. Mr. Tafoya reported that this declaration accompanies federal and state declarations of emergency which will allow the District to seek reimbursement from the federal government and state of California under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. This federal law allows local agencies to be reimbursed for all expenses incurred in responding to a local emergency including employee salaries and emergency supplies. After further discussion, motion was made by Director Dr. Clifford Young to ratify the initial declaration and approve the Proclamation Local State of Emergency Due to Novel Coronavirus (COVID-19) that was made on March 14, 2020, seconded by Director Greg Young. The following vote was taken:

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

### 2. ADOPT THE TELECOMMUTING POLICY

It was recommended that an amendment be added as an Emergency item to include and adopt the Telecommuting Policy. President Hawkins stated that there will be a few changes made and the Telecommuting Policy that you have now will not be the final version, however, the final version will be brought back to the Board at its next regularly scheduled meeting. Director Greg

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Young mentioned that he had some concerns regarding the policy and the International Union of Operating Engineers Local 12. Director Greg Young stated that once the Coronavirus emergency is over, he would like the District's Human Resources Department to reconsider the policy. Director Greg Young motioned to adopt the Telecommuting Policy, second by Director Dr. Clifford Young. The following vote was taken:

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

### INFORMATION

Jeanette Barrera, who is working with the District's Safety Officer, Daniel Rodriguez, introduced herself and stated that she is here to answer any questions, clarifications to continue to assist the District within the process that is going to be taking place regarding the COVID-19 virus. At this time, Mr. Rodriguez (telecommuting) apologized for not being able to attend today's meeting. Mr. Rodriguez informed the Board that as of today, San Bernardino County Office of Emergency Management allocated their level three operation, which is just a Monday through Friday during normal business hours that the County operates to facilitate incidents and basically provide resources to a level two, which is now seven (7) days a week up to twelve (12) hours per day and providing a little more resources. Mr. Rodriguez attended a meeting today and stated that there is a possibility after Vice President Pence's announcement that San Bernardino County Office of Emergency Management may elevate to a level one, which will be twenty-four (24) hours seven (7) days a week. Because of this, Mr. Rodriguez knows that the District is working as a duty officer level and is recommending that the District prior to ending this evening, follow with the San Bernardino County Office of Emergency Management and elevate to a level two as most other cities in the general area have updated to. Therefore, level two means that the District is now operating the Emergency Operation Center (EOC) with internal personnel who are critical to the day-to-day operations for providing clean and safe drinking water services to its residents. Mr. Rodriguez added that Ms. Barrera will be providing the lead for businesses that may incur an economic hardship affected by this pandemic. Vice President Crowther asked the General Manager Mansell can the District go to a level two. Mr. Mansell stated yes. Director Dr. Clifford Young asked Mr. Rodriguez what does level one mean. Mr. Rodriguez stated basically a level one activation will warrant West Valley Water District additional resources from County, State and Federal funding, if needed. Discussions ensued and President Hawkins thanked Mr. Rodriguez for his knowledge and expertise.

President Hawkins reassured our customers that the water quality and supply remain 100% unaffected. During this difficult time, District staff is working diligently to ensure that water provided to our customers meets all State and Federal drinking water guidelines. The health and safety of our customers is a top priority. President Hawkins provided the following brief action items that the District has implemented regarding the COVID-19 virus:

- The District does not anticipate any disruptions in service.
- The Board of Directors declared a local state of emergency at its Special Board meeting on Saturday, March 14, 2020, due to the coronavirus (COVID-19) disease. The District's declaration accompanies federal and state regulations of emergency which will allow the District to seek reimbursement from the federal government and state of California under The Robert T. Stafford Disaster Relief Emergency Assistance Act.
- The District activated its Emergency Operation Center (EOC) on Sunday, March 15, 2020, to coordinate responses with local, state and federal agencies.
- The District's website has been updated, [wwwd.org](http://wwwd.org), to include information for the public and employees regarding COVID-19.
- The District has incorporated social distancing, hand sanitizers placed at all public areas, workstations, disinfectant wipes as well as janitorial services will be increased for cleaning.
- District is investigating the possibility of providing personnel the flexibility to work from home.
- Cancelling and/or delaying non-essential meetings and events, such as, Earth Day is postponed.

President Hawkins mentioned that the External Affairs staff did receive several phone calls today from congressional, state and county representatives and are coordinating with them. He wanted to thank Congresswoman Torres for contacting the District today to make sure that we have the support the District needs and if we need anything from her on a federal level. Also, President Hawkins thanked the other elected officials who reached out.


General Manager, Mr. Mansell, reported on the operational plan that allows all employees to practice social distancing and allowing some employees to work from home. There were approximately 26 positions identified that could possibly work from home. The IT Department is working on providing the resources to allow those employees to work from home. Once the Telecommuting Policy is adopted, the implementation of those employees will work from home. President Hawkins inquired is there anything Staff needs from the Board at this time to implement the plan. Mr. Mansell stated that once the Emergency Declaration is approved tonight and the Telecommuting Policy is approved the implementation will begin. At this time, Mr. Mansell asked the CFO, Shamindra Manbahal to report on what is now occurring for rate payers to pay their water bills. Mr. Manbahal stated that currently the District is in the process of implementing a new utility billing system and with the implementation of SB-998 that was approved in February, it extends the timeframe for shut offs and late payments. With that in place and the new utility billing process, there will be no penalties or late charges for at least three (3) months.

## ADJOURN

Being no further discussion, the meeting adjourned at 7:03 p.m.

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

ATTEST:

  
Peggy Asche, Executive Assistant

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