

**MINUTES**  
**SPECIAL BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
May 19, 2020

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"/> 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"/>	
<b>Staff</b>				
Clarence Mansell	<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"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rosa Gutierrez	<input checked="" type="checkbox"/> Remote	<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"/>	
<b>Legal</b>				
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 Director Dr. Clifford Young
- Call to Order
- Roll Call of Board Members

**ADOPT AGENDA**

Director Greg Young motioned to adopt the agenda and Director Dr. Clifford Young second the motion. 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

## **PUBLIC PARTICIPATION**

There were no comments.

## **DISCUSSION**

### **1. BUDGET WORKSHOP FOR FY 2020-21**

Mr. Shamindra Manbahal, Chief Financial Officer, welcomed all to the FY 2020-21 Budget Workshop and stated that it is a challenging time due to the COVID-19 Pandemic. The proposal to the Board is a very trimmed budget along with recommendations, but he is looking out for the best interest of the District and employees as well as ratepayers. The 2020-21 proposed operating revenues is \$24,738,841.18 stating that he took the approach of a 10% reduction across the board. This anticipated revenue projection includes a reduction in revenue. President Hawkins asked why he was anticipating a reduction in revenue. Mr. Manbahal stated that based on his research and conversation with colleagues as well as the District's auditors, there is a generic response to the COVID-19 Pandemic. Water Districts are looking at a 10% to 15% reduction, local governments and counties are looking to 20% to 25% reductions. The state of California, Governor Newsom, just announced a \$54 billion shortfall and looking for ways to close that gap. The City of Upland just rejected their City Manager's proposal to dip into their reserve, but to look at cutting expenses instead and save their reserve for later. City of Rancho Cucamonga laid off an abundance of employees and so did City of Santa Monica. Therefore, taking all of this into consideration, Mr. Manbahal feels it is responsible to provide that direction to the Board of Directors for consideration in this budget. On the non-operating side, the proposed revenue is \$2,151,320.00. Our proposed operating expenditures for the upcoming year is \$25,269,931.00. The overall summary and impact to repair a reduced budget with this pandemic and another big challenge is to ensure that the District achieve its bond covenant ratio, which is a minimum of 1.2%. A lot of thought has gone into this budget. Mr. Manbahal stated that he included a reserve line item in the budget so the District can actually start putting away funds into our reserves account to help fund future CIP projects and to help create infrastructure projects. It's a balance budget and satisfies our bond covenant ratio, actually exceeds at 1.24% and provides \$641,780.18 to our reserve account. Mr. Manbahal asked if there were any questions. Director Dr. Michael Taylor thanked him. Director Dr. Clifford Young thanked him for the briefing. Director Greg Young thanked him for his hard work and knows that there will be subsequent questions and also thanked him for the additional work that he requested. President Hawkins thanked him for the time and effort and asked if he received feedback from the other managers. Mr. Manbahal stated yes that he did discuss with managers from different departments as well as the General Manager. President Hawkins stated that we will revisit the budget on May 27, 2020. This will allow the Board members time to review the budget.

The Budget Workshop for FY 2020-21 will continue on Wednesday, May 27, 2020.

WVWD

Minutes: 5/19/20

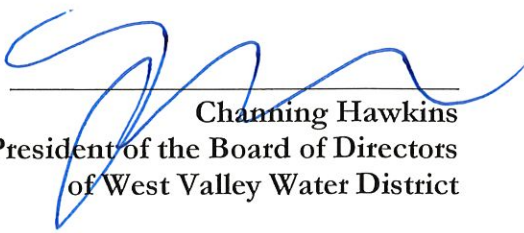
**CLOSED SESSION**

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

- **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Three (3)

**ADJOURN**

There being no further business, the meeting adjourned at 8:22 p.m. and will continue on Wednesday, May 27, 2020.

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

**ATTEST:**

  
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**Peggy Asche, Acting Board Secretary**

