

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
**October 15, 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"/>	<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 type="checkbox"/>	<input checked="" 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"/>
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosa Gutierrez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cynthia Birts	<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**

Call to Order  
Pledge of Allegiance - Led by Vice President Kyle Crowther.  
Opening Prayer - Led by Director Dr. Clifford Young.  
Roll Call of Board Members

**ADOPT AGENDA**

Director Dr. Clifford Young motioned to adopt the agenda and Vice President Crowther second the motion. Mr. Shamindra Manbahal, Chief Financial & Administrative Officer, requested that Item No. 6 be excluded from the agenda. Director Dr. Clifford Young amended his motion to exclude Item No. 6 from the agenda and Director Greg Young second the amendment. Hearing no further discussion, 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

President Hawkins made a brief statement stating that tonight the District is making tremendous progress in improving our infrastructure throughout the District and the Board of Directors will be voting to improve an agreement to move forward on a project that is a collaborative effort between the San Bernardino County Transportation Authority and San Bernardino County, in cooperation with the California Department of Transportation (CALTRANS) and the Federal Highway Administration. This is an important infrastructure investment that the Board is making and are proud of the investments in order to receive a greater return to ensure that the District's resources are reliable, sustainable and affordable. President Hawkins thanked his colleagues for continuing to do the work for our ratepayers which will provide the water that they deserve.

### **PUBLIC PARTICIPATION**

Comment was made to the Board of Directors by June Hayes, Director, San Bernardino Valley Municipal Water District, via zoom. Mr. Naseem Farooqi, Public Affairs Manager, stated that he received a voice recording, via email, from Aaron Holland and the Board of Directors listened to the recording. There were no other comments or zoom requests to speak.

### **PRESENTATION**

- Update on Human Resources and Risk Manager Recruitment.

Mr. Shamindra Manbahal, Chief Financial & Administrative Officer, reported that the Human Resources and Risk Manager Recruitment brochure has been published. The brochure outlines a brief description of the District, organizational structure and it also lists some qualities for the ideal candidate. There are key attributes, qualifications and experience required along with the District's compensation and benefit package. The recruitment will close November 2, 2020, and hoping to start screening candidates through the middle of November with anticipated interview dates approximately early to late December.

### **CONSENT CALENDAR**

Director Greg Young motioned to adopt the Consent Calendar with Items No. 10, 11, 12, and 13 pulled for separate consideration. Director Dr. Clifford Young second the motion and the following vote was taken:

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<b>RESULT:</b>	<b>ADOPTED [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

1. **RECEIVE AND FILE SEPTEMBER 2020 PURCHASE ORDER REPORT.**
2. **RECEIVE AND FILE TREASURER'S REPORT SEPTEMBER 2020.**
3. **RECEIVE AND FILE SEPTEMBER 2020 CASH DISBURSEMENTS REPORT.**
4. **RECEIVE AND FILE SEPTEMBER 2020 REVENUES AND EXPENDITURES REPORT.**
5. **RECEIVE AND FILE TRANSFER OF FUNDS REPORT.**
6. **HOLIDAY DISTRICT CLOSURE- 2020.**

The Board voted unanimously to exclude Item No. 6 during the adoption of the agenda.

7. **ACWA'S 2021 MEMBERSHIP DUES IN THE AMOUNT OF \$25,255.00.**
8. **CONSIDER AN AMENDMENT TO THE TYLER AGREEMENT TO IMPLEMENT THE INCODE 10 INVENTORY MODULE.**
9. **CONSIDER A PROFESSIONAL SERVICES AGREEMENT AND TASK ORDER NO. 1 WITH MICHAEL BAKER INTERNATIONAL FOR THE PROFESSIONAL ENGINEERING SERVICES FOR DEVELOPMENT OF CONSTRUCTION BID DOCUMENTS FOR WATER MAIN REPLACEMENT, CONSTRUCTION MANAGEMENT, AND INSPECTION SERVICES FOR THE INTERSTATE 10 CEDAR AVENUE INTERCHANGE IMPROVEMENT PROJECT.**
10. **APPROVAL OF PAYMENT TO LEAL TREJO, APC, FOR PROFESSIONAL SERVICES RENDERED THROUGH JULY 2020, INVOICE NO. 18119; \$25,680.00.**

The Board voted unanimously to move Items No. 10, 11, 12 and 13 for separate consideration to Business Matters during the adoption of the Consent Calendar.

11. **APPROVAL OF PAYMENT TO TAFOYA LAW GROUP, APC, FOR PROFESSIONAL SERVICES RENDERED JUNE 2020, INVOICE NO. 20-1006; \$23,492.83.**

The Board voted unanimously to move Items No. 10, 11, 12 and 13 for separate consideration to Business Matters during the adoption of the Consent Calendar.

12. **APPROVAL OF PAYMENT TO TAFOYA LAW GROUP, APC, FOR PROFESSIONAL SERVICES RENDERED JULY 2020, INVOICE NO. 20-1007; \$23,345.20.**

The Board voted unanimously to move Items No. 10, 11, 12 and 13 for separate consideration to Business Matters during the adoption of the Consent Calendar.

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**13. APPROVAL OF PAYMENT TO IVIE, MCNEILL & WYATT, FOR PROFESSIONAL SERVICES RENDERED AUGUST 2020, INVOICE NO. 743363; \$9,945.77 AND SEPTEMBER 2020, INVOICE NO. 743468; \$6,239.65 TOTALING \$16,185.42.**

The Board voted unanimously to move Items No. 10, 11, 12 and 13 for separate consideration to Business Matters during the adoption of the Consent Calendar.

**BUSINESS MATTERS**

**10. APPROVAL OF PAYMENT TO LEAL TREJO, APC, FOR PROFESSIONAL SERVICES RENDERED THROUGH JULY 2020, INVOICE NO. 18119; \$25,680.00.**

Director Dr. Michael Taylor motioned to approve Item No. 10 and Vice President Kyle Crowther second the motion. Hearing no discussion, the following vote was taken:

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

**11. APPROVAL OF PAYMENT TO TAFOYA LAW GROUP, APC, FOR PROFESSIONAL SERVICES RENDERED JUNE 2020, INVOICE NO. 20-1006; \$23,492.83.**

Director Dr. Michael Taylor motioned to approve Items No. 11, 12 and 13 in one vote. Vice President Kyle Crowther second the motion. Hearing no discussion, the following vote was taken:

<b>RESULT:</b>	<b>APPROVED [3 to 2]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Kyle Crowther, Vice President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther
<b>NOES:</b>	Clifford Young
<b>ABSTAIN:</b>	Greg Young

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Director Dr. Michael Taylor motioned to approve Items No. 11, 12 and 13 in one vote. Vice President Kyle Crowther second the motion. Hearing no discussion, the following vote was taken:



<b>RESULT:</b>	<b>APPROVED [3 to 2]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Kyle Crowther, Vice President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther
<b>NOES:</b>	Clifford Young
<b>ABSTAIN:</b>	Greg Young

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Director Dr. Michael Taylor motioned to approve Items No. 11, 12 and 13 in one vote. Vice President Kyle Crowther second the motion. Hearing no discussion, the following vote was taken:

<b>RESULT:</b>	<b>APPROVED [3 to 2]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Kyle Crowther, Vice President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther
<b>NOES:</b>	Clifford Young
<b>ABSTAIN:</b>	Greg 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 thanked everyone for attending and wished his Mother a Happy Birthday.

**2. Legal Counsel**

**3. General Manager**

- Mr. Manbahal, Chief Financial & Administrative Officer, stated that Mr. Naseem Farooqi, Public Affairs Manager would like to report on the Annual Poster Contest. Mr. Farooqi stated that the Annual Poster Contest for grades 1<sup>st</sup> through 6<sup>th</sup> is the most popular event at the District. However, this year due to the Pandemic, the District will be conducting a drive thru distribution of materials event for 2,000 children. There are bags prepared with face masks, hand sanitizers, poster paper, crayons, etc. This event will take place on October 27<sup>th</sup> thru 28<sup>th</sup>, between 9:00 a.m. – 7:00 p.m. The theme is “Water Conservation”. All ratepayers will receive a flyer in the mail.

**CLOSED SESSION**

Mr. Robert Tafoya reported out of Closed Session that several items were considered, however, no final actions were taken.

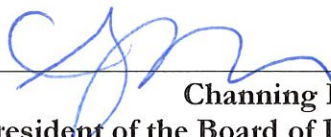
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1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Four (4).
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph (1) of subdivision (d) of the Government Code Section 54956.9 Case Name: Kenny Hernandez v. West Valley Water District, Case No. CS1825805.
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957 Title(s): General Manager.
4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – (Government Code Section 54957(b).)

### ADJOURN

Hearing no further business, the meeting adjourned at 7:27 p.m.

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

ATTEST:

  
\_\_\_\_\_  
**Peggy Asche, Board Secretary**

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