

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
**January 21, 2021**

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"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van Jew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jose Velasquez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosa Gutierrez	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Telat Yalcin	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>

**OPENING CEREMONIES**

Call to Order  
Pledge of Allegiance - Led by Director Greg Young  
Opening Prayer - Led by Pastor Bratton, Greater Faith Church, Rialto, CA  
Roll Call of Board Members

**ADOPT AGENDA**

Director Greg Young motioned to adopt the agenda and Director Dr. Michael Taylor second the motion. Hearing no discussion, 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>	Michael Taylor, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

## **PUBLIC PARTICIPATION**

Mr. Naseem Farooqi, Public Affairs Manager, stated that there were no email comments and inquired if the public via Zoom would like to speak. Director June Hayes, San Bernardino Valley Municipal Water District announced that there were changes made in the election of officers and the new President is now Paul Kielhold and she also introduced the new Board member for Division II, Gil Botello, who represents the District's service area in the south end. The Board members congratulated Mr. Gil Botello. There were no other comments via Zoom. At this time, Mr. Naseem Farooqi stated that on behalf of his family he would like to thank staff and the Board for their kindness and support as well as the Board members for adjourning the Board meeting in December in memory of his brother who recently passed away.

## **PRESENTATION**

- Update on Community Outreach.

Mr. Naseem Farooqi, Public Affairs Manager, provided a brief overview on the District's Community Outreach for the months of October, November, and December 2020. The District partnered with the Olive Branch in Bloomington and Sunrise Church in Rialto for families in need of food during the holidays. A collection for a food drive was assembled at the District and provided approximately 24 families in need. The District supplied over 1,200 students with PPE supplies along with art supplies for the annual Water Conservation Calendar event. Another event for collecting the drawings for the Water Conservation Calendar was provided. There were 12 winners who received \$50 gift cards as well as teachers. During the Christmas holidays, the District partnered with Rialto Unified School District and started an Angel Tree for students that need clothes, blankets, school supplies, etc. Mr. Farooqi provided a slideshow with pictures of Rialto Unified School District picking up the gifts. Also, children's gifts were collected at the District for the annual toy drive for Children's Fund of San Bernardino County. Director Greg Young thanked Mr. Farooqi and his team for trying to do events during this difficult environment and he knows it is not an easy task.

- Update on Oliver P. Roemer Water Filtration Facility Expansion.

Mr. Shamindra Manbahal, Acting General Manager, took this opportunity to report on the WIFIA Application process stating that he is extremely excited that the District received the official notification of acceptance from WIFIA from our letter of interest. The District is now in the process of meeting with the underwriter and working on the application. Once submitted the application process can take up to 6 months of reviewing. Mr. Manbahal thanked the entire staff and the Board for their leadership and direction to help the District get through this process.

Linda Jadeski, Engineering Services Manager, presented a brief update on the Roemer Expansion project stating as Mr. Manbahal mentioned the District has been invited to apply for a WIFIA loan which is a major announcement. Also, working on preparing the SRF loan application which includes several different packages of information and following that a project advertisement will be going out early February to the design build firms to see what interest there is in the industry for the project that is proposed. GHD is preparing a virtual presentation for the design build firms and will follow-up with personalized site visits. Through this whole project, the team has been engaged with our partners at the Department of Drinking Water and they are informed of the project as it goes along. The team does meet once a week to go over the project and items that need to be addressed. Also, a meeting with the Assistant General Manager and Acting General Manager is made weekly to go over all items of the project. For the design portion of the project, a 30" effluent pipeline with possible alignments from the treatment plant up to Zone 5 reservoir site as well as connections to the site are being reviewed. SCADA hardware and integration into the existing system is being examined. This concluded her presentation and President Hawkins thanked her for the work that she and the team are doing.

### CONSENT CALENDAR

Director Greg Young motioned to adopt the Consent Calendar and Director Dr. Michael Taylor second the motion. Hearing no discussion, the following vote was taken:

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

- 1. MONTHLY FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER 2020 (PO, TREASURER, CASH DISBURSEMENT, REVENUES & EXPENDITURES, FUNDS TRANSFER, 2<sup>ND</sup> QTR. FINANCIAL REPORTS).**
- 2. OTHER POST EMPLOYEE BENEFITS (OPEB) - FY2021 CONTRIBUTION TO CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST FUND (CERBT).**
- 3. BUDGET CARRYOVER DEBT MANAGEMENT POLICY.**
- 4. CAPITAL ASSETS POLICY.**
- 5. A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS TO ASSIST WITH WIFIA AND SRF LOAN APPLICATION.**
- 6. A JOINT COMMUNITY FACILITIES AGREEMENT ASSIGNMENT AND ASSUMPTION AGREEMENT.**

7. A SETTLEMENT AGREEMENT AND WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH 1836 SIERRA LAKE PARTNERS, LLC.
8. NOTICE OF COMPLETION RECORDATION FOR ZONE 7 PRESSURE REGULATION VALVE AND MAIN LINE IMPROVEMENTS AT LYTTLE CREEK ROAD.
9. PURCHASING SOLAR POWERED TANK MIXING DEVICES FOR ZONE 8 RESERVOIRS 1 AND 2.
10. APPROVAL OF PAYMENT TO IVIE MCNEILL WYATT PURCELL & DIGGS, FOR PROFESSIONAL SERVICES RENDERED NOVEMBER 2020, INVOICE NO. 743864; \$10,755.00.
11. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE, FOR PROFESSIONAL SERVICES RENDERED NOVEMBER 2020, INVOICE NO. 1511410; \$2,356.00.

#### BUSINESS MATTERS

12. APPROVAL OF METERS DEPARTMENT REPORTING CHANGE ON THE ORGANIZATIONAL CHART.

Mr. Shamindra Manbahal is recommending an organizational change and stated that he has discussed this strategic change with all department Managers and Supervisors. The requested organizational change is the realignment of the Meters Department from Operations to General Services. In alignment with the Reform Plan that the Board of Directors recently adopted, the direction was to provide efficiency, streamlining functions and aligning for planning future technological advances. With this said, the realigning of the Meter's Department under General Services would be efficient, operational, and forward-thinking transition. Mr. Manbahal is seeking direction from the Board of Directors to approve his recommendation. At this time, President Hawkins inquired if this change has properly been through the Committees. Mr. Manbahal stated yes that it has and apologized to the chair of the Engineering, Operations & Planning Committee for not discussing it with them. However, Mr. Manbahal and Van Jew did update Director Greg Young yesterday. Director Greg Young asked if there was an urgent need to make this change now verses during the budget cycle. Mr. Manbahal stated that there is not an urgent need, however, the District's technological demands are getting greater and in anticipation of efficiency and being proactive and thinking ahead, he feels this is the best time for the change. Mr. Manbahal stated that it is not a financial change and that it is only an operational change. Director Greg Young mentioned some of his concerns on this item stating that making organizational changes mid-year should have an urgency and feels that the boundaries of a Board Budget Workshop would allow time to discuss it. Further discussions ensued. Director Dr. Michael Taylor mentioned that since there is not a financial change, he would like to make a motion to approve the organizational change for the Meters Department from

Operations to General Services. Vice President Kyle Crowther second the motion and the following vote was taken:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Kyle Crowther, Vice President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young
<b>NOES:</b>	None
<b>ABSTAIN:</b>	Gregory Young

**13. APPROVAL TO PROCEED WITH PURCHASE OF IMMACULIGHT UV DISINFECTION SYSTEM.**

Director Dr. Clifford Young inquired if sources of reimbursement were identified for this project. Mr. Manbahal stated yes and that he has been in contact with California Office of Emergency Services as well as the Alliance Group, which has a branch that assists with reimbursements; however, there is the need for Board approval to produce a purchase order to submit before receiving the final word on reimbursement. If the District does not get the reimbursement, Mr. Manbahal stated that he will come back to the Board and inquire how to proceed. This is not a commitment to purchase, but action to proceed to request reimbursement. Discussions ensued. Director Dr. Clifford Young motioned to proceed with the request for reimbursement 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

**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 all for attending and the work that is done. Also, thanked June Hayes and Gil Botello for joining and look forward to continuing to work with them.

**2. Legal Counsel**

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

**3. General Manager**

- Shamindra Manbahal, Acting General Manager, wanted to take this time to express his sincerest thank you to the District's Maintenance crew stating that on New Year's Eve, the crew was tending to a mainline leak approximately 14 hours. Special thanks to Anthony Osornia, Lead Water Systems Opr.; Ivan Canne, Lead Water Systems Opr.; Matthew Lewis,

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Water Systems Opr. II; Allan Hidalgo, Water Systems Opr. I; Luis Gomez, Water Systems Opr Assistant. The Maintenance crew is led by Rudy Olguin with Joanne Chan as Manager.

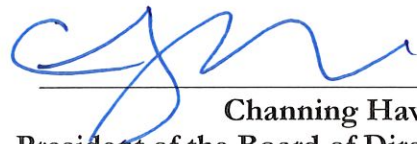
### **CLOSED SESSION**

Mr. Robert Tafoya reported out of Closed Session stating that several items were considered; however, 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 Cases: Three (3).
2. CONFERENCE WITH LABOR NEGOTIATOR (54957.6) DISTRICT NEGOTIATORS; Shamindra Manbahal, Robert Tafoya, Union Negotiators; re: International Union of Operating Engineers, Local 12.

### **ADJOURN**

There being no further business, the meeting adjourned at 7:48 p.m.



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

**ATTEST:**

  
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Peggy Asche, Board Secretary

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