

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
March 19, 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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremiah Brosowski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal L. Escalera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deborah Martinez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Pinon	<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"/>
Albert Clinger	<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"/>
Lizette Santoro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maisha Mesa	<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

Pledge of Allegiance - Led by Director Greg Young
Opening Prayer – Pastor Harry Bratton, Greater Faith Grace Bible Church
Call to Order
Roll Call of Board Members

At this time, President Hawkins presented a brief statement regarding the Coronavirus (COVID-19) pandemic. President Hawkins stated that the Board of Directors adopted a Telecommuting Policy and has started providing several employees the necessary tools and equipment to work from home. A Pandemic Response Plan has been drafted for approval for implementation. President Hawkins assured the customers in our service area that the water provided remains safe and will not be interrupted. The Coronavirus (COVID-19) has no impact on the quality or supply of your tap water. The District is committed to providing our customers with safe and reliable water. The water we deliver meets all stringent state and federal drinking water requirements and is monitored and tested constantly. For the health and safety of our customers and staff, the District closed its administrative offices and the customer service area until further notice during the Coronavirus (COVID-19) pandemic. However, public comment will be allowed for individuals who would like to comment on specific items listed on the agenda for all Board meetings by calling 510-338-9438 access code 627985664. The District would like to remind customers that there are various payment methods, such as: Pay Near Me, CVS Pharmacy, 7-Eleven, and Family Dollar, there are also satellite locations at Pack 'N' Mail in Rialto and J Check Cashing in Bloomington, pay online at www.wd.org or by calling 909-975-1804 (2), and of course mail the payment.

ADOPT AGENDA

Director Greg Young stated that there was not sufficient amount of time for the Engineering, Operations and Planning Committee to review Business Item No. 3, therefore, he is requesting to remove Business Item No. 3 from the agenda. Motion was made by Director Greg Young to amend and adopt the agenda with the exception of Business Item No. 3. Director Dr. Clifford Young second the motion and it passed as follows:

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

PRESENTATIONS

- Data Analytics of Live-streamed meetings.

Naseem Farooqi, Public Affairs Manager, reported on all live streamed meetings since Dec. 19, 2019, which are Facebook live and YouTube live and presented the number of views, reached out and engagements. Mr. Farooqi stated that he has received positive feedback from ratepayers who are appreciative to view the Board meetings as well as the District being transparent. Live-streaming does work and it does reach out to the community.

- Water Supply and Demand Update.

Nadia Loukeh, Water Resources Manager, gave a brief update on the source of supply for water in 2019, stating that the State Water Allocation is currently 15% and could be subject to

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additional reductions as a result of dry weather, earthquake or regulations. In order to ensure reliability the District needs to focus on conservation, recharging groundwater stores and acquiring new supply sources (desalination, recycled water.) Due to the State Water Conservation Legislation which will be enforcing water agencies to review all water loss and Ms. Loukeh stated that she will be looking into a Water Loss Mitigation Program for the near future. At this time, Director Greg Young stated that Ms. Loukeh presented this presentation to the Engineering, Operations and Planning Committee and she was directed to look into what caused the water loss.

- Status of the District's Preparation for the Coronavirus Action Plan.

Jeanette Barrera, assistant to Daniel Rodriguez, for the Emergency Plan COVID-19. As of this morning, an email from San Bernardino County confirmed that a majority of their offices will be closed. However, there will be access online and telephone. Moving forward with the District's Emergency Response Plan, under the guidelines of California Public Health and Drinking Water Program and the Federal Emergency Management Agency, there is a plan in place, but there will be a few amendments as it progresses. Ms. Barrera is currently working on the local hazardous mitigation plan which is a tool that agencies use to provide information to the community. It is important to collaborate in house and have a person internally who can provide information to the public. Governor Newsom has implemented a plan for essential infrastructure workers during the COVID-19 response. A list from the U.S. Department of Homeland Security was handed out identifying essential infrastructure workers.

PUBLIC PARTICIPATION

Comments were made to the Board of Directors by Mr. Gil Navarro, San Bernardino Valley Municipal Water District (SBVMWD).

CONSENT CALENDAR

Director Greg Young motioned to adopt the Consent Calendar, second by Director Dr. Clifford Young. The motion passed as follows:

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

1. February 2020 – Cash Disbursement Report.
2. February 2020 – Purchase Order Report.
3. February 2020 – WVWD Treasurer Report.
4. February 2020 – WVWD Financial Report.
5. Approve an Agreement with Evoqua Water Technologies for the Well 41 Ion Exchange Treatment Project Resin Installation.

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6. Authorize Staff to File a Notice of Completion Recordation for the Construction of the Bloomington Area Waterline Replacement Phase 3A Project.
7. Approval to Negotiate Contract with GHD Inc. for Professional Engineering Design Services for the 16 MGD Oliver P. Roemer Water Filtration Facility Ultimate Expansion Project.
8. Approve a Joint Use Agreement with Caltrans for Transmission Pipeline Crossing the 210 Freeway at Cactus Avenue in the City of Rialto.
9. Approve the Removal of APN 175-170-040 and 175-200-001 from West Valley Water District Service Area.

BUSINESS MATTERS

1. SELECTION OF EXECUTIVE RECRUITMENT FIRM FOR ASSISTANT GENERAL MANAGER

Mr. Mansell, General Manager, reported that with the guidance of the Board of Directors, staff was directed to send out RFQ's to solicit firms. There were three (3) firms that responded, Mathis & Associates, MuniTemps and Hawkins Group. Mr. Mansell noted that the Human Resources Committee did review these firms. Mr. Mansell is recommending the Hawkins Group. At this time, President Hawkins wanted to state that the Hawkins Group is not related to him and that there is no affiliation and/or association with them. Dr. Clifford Young inquired about the recommendations from the Human Resources Committee and Director Dr. Michael Taylor stated that the committee recommends the Hawkins Group. Therefore, Director Dr. Clifford Young motioned to approve the Hawkins Group to be selected, second by Director Greg Young. The motion passed as follows:

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

2. REVIEW 2012 CAPACITY CHARGE STUDY BASED ON THE 2012 WATER MASTER PLAN

Linda Jadeski, Engineering Services Manager, reported that new development places additional demands upon existing facilities and often requires the construction of new or expanded facilities to maintain service standards. To ensure that the District collects sufficient funds to construct the master planned facilities, the District should periodically review and update its Capacity Charges to adjust for the increased cost of construction and/or any material changes to the list of master planned facilities. The last Capacity Charge Study was prepared for the District in 2012. Therefore, Mrs. Jadeski is requesting approval for staff to prepare and issue a Request for Proposals for a Capacity Charge Study. President Hawkins mentioned that this Capacity Charge Study will not raise the water rates. Director Dr. Clifford Young asked does it have the

potential to raise the water rates to the existing customers. Mrs. Jadeski stated that it does not raise the water rates and it is only for new developments/construction. After further discussion, motion was made by Director Greg Young to approve this item, second by Director Dr. Michael Taylor. The motion passed as follows:

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

3. METER EQUIVALENT UNIT CHARGE UPDATE

This item was pulled during the adoption of the agenda.

4. TAFOYA & GARCIA INVOICE #20-1001

Director Dr. Michael Taylor motioned to approve payment, second by Director Greg Young. Director Greg Young inquired about the detailed invoice and Acting Board Secretary Peggy Ashe apologized and stated that she will forward the Board members the detailed invoice. There was no further discussion. The item passed as follows:

RESULT:	APPROVED [4 TO 0]
MOVER:	Michael Taylor, Director
SECONDER:	Gregory Young, Director
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther, Gregory Young
ABSTAIN:	Clifford Young

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- **Board Members**
 - Director Greg Young reiterated what President Hawkins had previously mentioned regarding the water that the District serves to our customers especially during this health crisis, stating that the District is committed to continuously serve safe drinking water and that there is no danger or should be no fear of any disruption to water service. Encouraged everyone to be kind and generous to your fellow man as a nation and community in hopes to work through this present health crisis.
 - Vice President Kyle Crowther thanked everyone for participating in tonight's Board meeting also those at home telecommuting and social media. For those who are not aware, the Governor of California just issued a stay at home and would like to remind our customers to stay calm and remain nice to one another and know that our drinking water is not contaminated.

- President Hawkins thanked all the Board members for their composure and insight during this difficult time and for what they have provided to the District for helping respond to the health crisis. Also, thanked all of the staff and especially the IT Department for being very vigilant performing their jobs and their professionalism.
- **Legal Counsel**
 - Mr. Tafoya reported out from today's Closed Session stating that the Board of Directors gave him direction to send a settlement offer on one of the personnel issues and if accepted and once settled he will report out more detail.
- **General Manager**
 - **Clarence Mansell**, reported that the Emergency Operation Center (EOC) meets every morning to update the EOC staff and essential personnel of the activation level, Level 2, which is consistent with the County of San Bernardino. Also, all updates regarding the COVID-19. Mr. Pinon will provide updates on the strategy of deployment of staff.
 - **Martin Pinon, Interim Human Resources Manager**, provided a report summarizing that out of eighty-four (84) employees, fifty-eight (58) are still working, eleven (11) employees are telecommuting from home and fifteen (15) employees are on some type of leave. By next week the plan is to send approximately fifteen (15) more employees home with telecommuting equipment.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Paragraph (1) of subdivision (d) of the Government Code Section 54956.9
3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Paragraph (1) of subdivision (d) of the Government Code Section 54956.9
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Section 54957)

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5. CONFERENCE WITH LABOR NEGOTIATOR (54957.6) District Negotiators: Channing Hawkins, Clarence Mansell, and Robert Tafoya Union Negotiators: David Garbarino and others

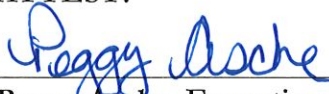
ADJOURN

Being no further business, the meeting adjourned at 8:23 p.m.



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

ATTEST:



Peggy Asche, Executive Assistant

