

MINUTES
CONTINUATION OF SPECIAL BOARD MEETING
FROM SATURDAY, MARCH 14, 2020, WHICH ADJOURNED
AND CONTINUED
March 21, 2020
WEST VALLEY WATER DISTRICT

Attendee Name	Present	Absent	Late	Arrived
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"/>	
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"/>	
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"/>	
Maisha Mesa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal				
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OPENING CEREMONIES

Call to Order
Roll Call of Board Members

ADOPT AGENDA

ADD THREE (3) EMERGENCY ITEMS

President Hawkins announced that there are three (3) emergency items that are urgent to be added from March 14, 2020, agenda, relating to the Coronavirus (COVID-19).

- Revision of West Valley Water District’s Human Resources Policies & Practices manual to include Article No. 22, Press Contact and Media Relations.
- Coronavirus Disease 2019 (COVID-19) Pandemic Response Plan.
- Amendment of West Valley Water District’s Telecommuting Policy.

At this time, Director Greg Young motioned to include the three (3) urgent items to the agenda as emergency items. Director Dr. Clifford Young seconded the motion and the following vote was taken:

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

PUBLIC PARTICIPATION

There were no comments

DISCUSSION

1. CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC RESPONSE PLAN

Director Greg Young motioned to add the Coronavirus Disease 2019 (COVID-19) Pandemic Response Plan as an emergency item, Director Dr. Clifford Young second the motion to which there was no objection.

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

Director Greg Young motioned to add the amended Telecommuting Policy as an emergency, Director Dr. Clifford Young second the motion to which there was no objection.

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

3. HUMAN RESOURCES POLICIES & PRACTICES MANUAL TO INCLUDE ARTICLE 22, PRESS CONTACT & MEDIA RELATIONS

At this time, Director Dr. Clifford Young commented on the Human Resources Policies and inquired if the Human Resources Committee previously reviewed the addition. Director Dr. Michael Taylor stated that they did not have the opportunity to review it. After further discussion, Director Dr. Michael Taylor motioned to approve the Human Resources Policies & Practices Manual to include Article 22, Press Contact & Media Relations. The motion failed due to lack of a second vote.

RESULT:	DEFEATED [1 TO 4]
MOVER:	Michael Taylor, Director
SECONDER:	None

4. MID-YEAR BUDGET FOR FY 2019-20

CFO, Shamindra "Rickey" Manbahal presented the continuation Mid-Year Budget from last week. As requested, Mr. Manbahal made some changes and prepared a summary of the requests from the Board. Basically, Mr. Manbahal spoke to all managers' in each department to help reduce some costs to make these revisions. It is now March and near the end of the year. Mr. Manbahal recommended that each department wait and add any equipment, personnel, etc., to the next year budget as it is so close. Director Dr. Clifford Young commended the CFO for making the changes and presenting an actual mid-year budget. Director Greg Young also thanked the CFO for providing a summary as it was very helpful. Director Greg Young asked last week about the revenue for the last five years as far as water sales. Mr. Manbahal commented that as of February, the District is between 66% to 70% which is in line with prior years. Questions ensued and it was recommended to bring the Mid-Year Budget for FY 2019-20 for approval to the next regularly scheduled Board meeting on April 2, 2020.

PRESENTATION

Ms. Jeanette Barrera reported on the recent report from San Bernardino County that there are four (4) more COVID-19 cases as of yesterday, which now totals nine (9). The activation level is still remaining at 2. There may need to be modifications made to the Pandemic Response Plan and she is working with the General Manager, Mr. Mansell on revisions, which those revisions will have to go back to the Board for approval.

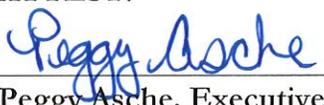
ADJOURN

Being no further discussion, the meeting adjourned at 10:45 a.m.



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

ATTEST:



Peggy Asche, Executive Assistant