

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
September 17, 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"/> 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"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input 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"/>
Lizette Santoro	<input checked="" type="checkbox"/>	<input 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"/>
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 Dr. Clifford Young  
Opening Prayer - Led by Pastor Jerrold Thompson, San Bernardino Community Seven Day Adventist Church  
Roll Call of Board Members

**ADOPT AGENDA**

Director Greg Young motioned to adopt the agenda removing Items No. 20, 21 and 22 to be addressed at a later date and move Item No. 18 to Business for discussion. Director Dr. Clifford Young second the motion and 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, Clifford Young, Gregory Young
<b>AWAY:</b>	Kyle Crowther

## **PUBLIC PARTICIPATION**

Mr. Naseem Farooqi, Public Affairs Manager, stated that one email was received from Mr. Hardy Brown. Mr. Farooqi read his email to the Board. There were no other email comments or zoom requests to speak. However, Legal Counsel did state that a public comment was received regarding an Item on the agenda that was pulled and once this Item is brought back before the Board for consideration, it will be read at that time.

## **PRESENTATION**

- Update on Telephone System & Internet Services Upgrades.

Mr. Jon Stephenson, Director of General Services, provided a brief update on several projects related to upgrading the phone system at the District's headquarters and Oliver P. Roemer Water Filtration Facility. Mr. Stephenson reported that the first project, a new call reporting system, was fully implemented. The second project, a new call recording system, was installed but not fully implemented yet. The system was designed to be used on-premise, but due to COVID-19 and the shift to telecommunication, staff is evaluating options for expanding it to cover telecommuters. One of the technical limitations of doing that is the internet bandwidth at the District office. That is being addressed by the third project, which is to migrate many of the District's Telcom services to Spectrum. The Spectrum Service Agreement that was approved at the previous Board meeting and is expected to improve services plus still reduce costs by approximately \$3,000 per month. There is also an item on the agenda tonight for consideration to approve an Agreement with Cisco Flex Maintenance and Support with ConvergeOne which will cover all of the licensing needed for the core Cisco VoIP phone system. Mr. Stephenson asked if there were any questions, hearing none this concluded his presentation.

- Public Affairs Department Progress Update.

Mr. Naseem Farooqi, Public Affairs Manager, stated that in December 2019 the Public Affairs Department was asked to provide an assessment on the department and in May 2020 the assessment was completed and given to the Board of Directors. Since that time, there has been an improvement on the overall communications of the department. The department has made tremendous strides and progress. The Board of Directors supported to contract with an outside firm to assist with the implementation of the recommendations, such as: adopted a structured approval process for news releases, responses to the public, and making sure that the information is accurate to our ratepayers. There are weekly communication meetings within the department and at times specific departments are invited with any issues that may be related to that department. A strategic plan was created, news releases are going out more often, news coverage and also working closely with the Fontana Herald News, Inland Empire Community News and other minority papers. The department is also working on Grant applications in collaboration with various departments as well as outside agencies. Just recently, we applied for two separate grants combined under \$2 million. In June 2020, the District received a Certificate of Excellence for transparency with the help of the Board members and staff working hard to achieve this certificate. The department has also been working hard to achieve transparency and accountability for ratepayers. Mr. Farooqi asked if

there were any questions or comments. Director Greg Young and Director Dr. Clifford Young stated they have some questions and concerns, but will inquire at a later date due to time.

## **CONSENT CALENDAR**

Director Greg Young motioned to adopt Items No. 1 through 17 and 19 in the Consent Calendar noting Items No. 18 and 23 are pulled for separate consideration. Director Dr. Clifford Young second the motion and hearing no further comments, the following vote was taken:

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

1. **AUGUST 6, 2020 - REGULAR BOARD MEETING MINUTES.**
2. **MONTHLY FINANCIAL REPORT - AUGUST 2020.**
3. **MONTHLY PURCHASING REPORT - AUGUST 2020.**
4. **MONTHLY TREASURER REPORT - AUGUST 2020.**
5. **MONTHLY CASH DISBURSEMENT REPORT - AUGUST 2020.**
6. **BANK RECONCILIATION POLICY - AUGUST 2020.**
7. **BILLING AND CASH RECEIPTS POLICY.**
8. **CISCO FLEX MAINTENANCE AND SUPPORT AGREEMENT WITH CONVERGEONE.**
9. **GRANT OF EASEMENT FROM SRPF B/10336 ALDER, LLC FOR ALDER COMMERCE CENTER.**
10. **WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH FONTANA 37, LLC FOR TRACT 20018.**
11. **WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH FONTANA 37, LLC (TRACT 20018 OFFSITE).**
12. **AWARD OF CONTRACT FOR ZONE 7 PRESSURE REGULATION VALVE AND MAIN LINE IMPROVEMENTS AT LYTLE CREEK ROAD TO EL-CO CONTRACTORS, INC.**
13. **AMENDMENT TO TASK ORDER NO. 1 WITH ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC FOR CONSTRUCTION STAKING SERVICES**

**FOR ZONE 7 PRESSURE REGULATIONS VALVE AND MAIN LINE IMPROVEMENTS AT LYTLE CREEK ROAD.**

- 14. PARTICIPATION IN THE 2020 UPPER SANTA ANA RIVER WATERSHED INTERGRATED REGIONAL URBAN WATER MANAGMENT PLAN.**
- 15. APPROVE CHANGE ORDER NO. 1 FOR THE DESIGN OF LORD RANCH SITE GRADING AND PAVEMENT IMPROVEMENT PROJECT TO ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC.**
- 16. APPROVE CHANGE ORDER NO. 1 FOR THE DESIGN OF LORD RANCH 1.0 MG WELDED STEEL RESERVOIR PROJECT TO ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC.**
- 17. APPROVE CONTACT AMENDMENT LETTER FOR LAYDOWN AREA FOR THE CASMALIA STREET MAIN REPLACEMENT PROJECT FOR EL-CO CONTRACTORS, INC.**
- 18. APPROVE THE INCLUSION OF THE INLAND EMPIRE UTILITIES AGENCY'S METER EQUIVALENT CHARGE ON WEST VALLEY WATER DISTRICT WATER BILLINGS.**

The Board voted unanimously to move Items No. 18 and 23 for separate consideration to Business Matters during the adoption of the agenda.

- 19. PUBLIC AFFAIRS STRATEGIC COMMUNICATION PLAN.**
- 20. REQUEST TO LIFT HIRING FREEZE FOR CRITICAL NEED POSITIONS: SUPERVISING WATER SYSTEM OPERATOR (2), AWSO/WSO I – III AND ASSOCIATIE ENGINEER WITH PE.**

The Board voted unanimously to remove Items No. 20, 21 and 22 to a later date during the adoption of the agenda.

- 21. REQUEST TO APPROVE THE SEQUENTIAL NUMBERING OF THE CURRENT CLASSIFICATION AND SALARY SCHEDULE; AND TO ESTABLISH A 2.5% OR 3.6% ANNUAL MERIT INCREASE PROCESS.**

The Board voted unanimously to remove Items No. 20, 21 and 22 to a later date during the adoption of the agenda.

- 22. REQUEST TO APPROVE CHANGE IN ORGANIZATIONAL STRUCTURE OF THE OPERATIONS DEPARTMENT BY APPROVING THE CREATION OF A SEPARATE TREATMENT DIVISION AND RECLASSIFYING THE CURRENT CHIEF WATER SYSTEM OPERATOR TO OPERATIONS MANAGER FOR TREATMENT.**

The Board voted unanimously to remove Items No. 20, 21 and 22 to a later date during the adoption of the agenda.

**23. REQUEST TO APPROVE A PROFESSIONAL SERVICES AGREEMENT TO RETAIN SERVICES FOR 90-DAYS TERM LIMIT TO PERFORM DUTIES AND RESPONSIBILITIES OF SUPERVISING WATER QUALITY SYSTEMS OPERATOR-WATER QUALITY.**

The Board voted unanimously to move Items No. 18 and 23 for separate consideration to Business Matters during the adoption of the agenda.

**BUSINESS MATTERS**

**18. APPROVE THE INCLUSION OF THE INLAND EMPIRE UTILITIES AGENCY'S METER EQUIVALENT CHARGE ON WEST VALLEY WATER DISTRICT WATER BILLINGS.**

Director Dr. Clifford Young requested a recorded vote. President Hawkins motioned to approve the Inclusion of the Inland Empire Utilities Agency's Meter Equivalent Charge on West Valley Water District billings. Director Greg Young second the motion and hearing no further comments, the following vote was taken:

<b>RESULT:</b>	<b>APPROVED [3 to 1]</b>
<b>MOVER:</b>	Channing Hawkins, President
<b>SECONDER:</b>	Gregory Young, Director
<b>AYES:</b>	Channing Hawkins, Kyle Crowther, Gregory Young
<b>NOES:</b>	Clifford Young
<b>EXCUSED:</b>	Michael Taylor

**23. REQUEST TO APPROVE A PROFESSIONAL SERVICES AGREEMENT TO RETAIN SERVICES FOR 90-DAYS TERM LIMIT TO PERFORM DUTIES AND RESPONSIBILITIES OF SUPERVISING WATER QUALITY SYSTEMS OPERATOR-WATER QUALITY.**

Director Greg Young stated that he has concerns regarding this item and inquired as to why this position was not considered in-house. General Manager, Clarence Mansell, stated that a search internally was conducted and it was found that staff did not have the qualifications to work on the legal reporting mandated by the State and there was not enough time to train staff. Questions ensued and President Hawkins motioned to approve the contract and Vice President Kyle Crowther second the motion. The following vote was taken:

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

**24. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS TO EXECUTE THE USEPA WIFIA AND STATE REVOLVING FUND LOAN APPLICATION PROCESSES.**

Director Dr. Clifford Young made a motion to approve this Contract with an amendment stating that the Chief Financial Officer will be the responsible staff member overseeing this Contract as the Project Manager. Director Greg Young stated that he has concerns with the past history of Carollo Engineers. Questions ensued and President Channing Hawkins second the motion and hearing no further comments the following vote was taken:

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

**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 stated that he thought the Proclamation for Mr. Donald Griggs was supposed to be provided at tonight's meeting. President Hawkins stated that the draft for Naming of District Facilities will be discussed at the Special Board meeting on September 22, 2020.
- Director Dr. Clifford Young requested to put two items on the next regularly scheduled Board meeting. He would like the Performance Evaluation of the General Manager placed in Closed Session and the appointment of the Board Secretary.

**2. Legal Counsel**

**3. General Manager**

**CLOSED SESSION**

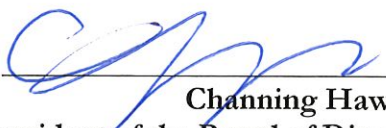
Mr. Robert Tafoya reported out of Closed Session stating that the Board considered several items; however, no reportable actions were taken.

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; Martin Pinon, Robert Tafoya, Union Negotiators; Re: International Union of Operating Engineers, Local 12

3. CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s): Assistant General Manager
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957 Title (s): Chief Financial Officer
5. REJECTION OF CLAIM - A Claim was Filed against WVWD by Radivoi Nesity. Radivoi Nesity vs West Valley Water District; Claim No. 21-0178

**ADJOURN**

There being no further business, the meeting adjourned at 8:32 p.m.

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

**ATTEST:**

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