

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
March 5, 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 type="checkbox"/>	<input checked="" 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 Brosowske	<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 Manhabal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<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"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPENING CEREMONIES

- Pledge of Allegiance - Led by Director Dr. Michael Taylor
- Opening Prayer - Led by Bishop Roxie Smith, Sold Out For Jesus Ministries
- Call to Order
- Roll Call of Board Members

At this time, President Hawkins made an announcement for immediate implementation of a series of reforms to improve the District's financial responsibility and accountability. President Hawkins reiterated that West Valley Water District has made several modifications with facebook, transparency regarding the Human Resources practices, and other issues of concern as far as making the District more transparent and accountable. One of the key areas over the course of the past

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three months is studying our financial responsibility and being accountable to the public as well as keeping the integrity within the organization. President Hawkins stated that he had a meeting today with the State Controller's Office regarding an ongoing audit from 2014 to 2019, in which he and/or several of the current Board of Directors were not serving on the Board during this timeframe. The initial findings from the ongoing audit have not been provided to the District. However, President Hawkins stated that after consulting with staff and reviewing the audit findings, he is requesting immediate steps to address every issue. President Hawkins directed the following to the General Manager:

- All Board members must submit an agenda attached to each reimbursement or stipend form for every meeting for which they request reimbursement.
- All Board members must complete an expense reimbursement form with receipts attached for all travel, conferences, meal expenses, etc. and submit to the District's Chief Financial Officer (CFO) for reimbursement.
- All employees will submit receipts attached to an expense reimbursement form for all costs including credit card purchases incurred to accounting department on a monthly basis.
- All Board members must complete the mandatory ethics training by the end of March 2020.
- CFO research a new reimbursement policy and make a recommendation per diem or a cap set for Board members and/or staff when traveling and the expenses incurred.
- All purchasing functions will now report to the CFO immediately.

ADOPT AGENDA

None

PUBLIC PARTICIPATION

There were no comments.

PRESENTATIONS

- Special District Leadership Foundation (Our Commitment to Excellence).
Jeremiah Brosowski, Assistant General Manager, reported that the District's goal is to achieve the highest level of recognition for a Special District and gave a brief presentation regarding the District's progress in acquiring the District Transparency Certificate of Excellence from the Special District Leadership Foundation (SDLF).
- Earth Day Event Planning Update.
Naseem Farooqi, Public Affairs Manager, gave a brief summary of the Earth Day event that will be held on Saturday, April 18, 2020. Director Greg Young had previously inquired

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about the cost of last year's celebration and Mr. Farooqi stated that he is now working on breaking down all costs related to last year's Earth Day, and will create a budget to reduce costs for this year's event with the District's CFO. Director Dr. Clifford Young inquired about the projected cost and benefit for promoting Earth Day. Mr. Farooqi stated that the projected cost is approximately \$48,000 before sponsorships and that there is an education component to educating our community and students. Director Greg Young asked that Mr. Farooqi get an average cost from other water agencies on what their costs are per person.

- Update on Building the District's New Website.

Jeremiah Brosowske, Assistant General Manager, reported that three (3) applicants were interviewed to update the current District website and will be recommending one (1) to the upcoming External Affairs Committee meeting. Also, the District has provided a correction page on our website regarding negative media reports that are not accurate.

CONSENT CALENDAR

No Consent items

BUSINESS MATTERS

1. AGREEMENT TO COMPLETE ACCOUNTING POLICIES & PROCEDURES WEAKNESS IDENTIFIED IN FY18-19 AUDIT

Shamindra Manbahal, Chief Financial Officer, provided an update on his research for the District's Accounting Policies & Procedures and stated that four (4) CPA firms were contacted during the week of February 24 and that two (2) formal responses were received. Staff reviewed the two (2) formal responses and based on the firms experience and familiarity with similar water district projects he is proposing that the Board award a Professional Services Agreement to Rahban CPA & Consulting, Inc. The cost to prepare an accounting policies and procedures is anticipated to be no more than \$25K without prior Board review and approval. Director Greg Young thanked Mr. Manbahal for clarifying his staff report and reaching his conclusion. After further discussion, Director Greg Young motioned to approve this item, seconded by Director Dr. Michael Taylor. Being no further discussion on this item the following vote was taken:

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

2. MERCHANT SERVICES AGREEMENT - OPENEDGE

Shamindra Manbahal, Chief Financial Officer, updated his findings on the District's current transitioning utility billing to Tyler In-Code. The target date is scheduled to go live on March 16, 2020. The District cannot use the current Merchant Service Provider because of non-compatibility with In-Code. Tyler recommended OpenEdge as their preferred Merchant Service Provider. Due to recent changes in credit card industries regarding regulation and risk

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mitigation it is not possible for Tyler to provide open access to all companies at the level of scrutiny credit card industry requires. Therefore, Mr. Manbahal is recommending OpenEdge Merchant Service for the Agreement. After further discussion, Director Dr. Clifford Young motioned to approve this item, seconded by Director Dr. Michael Taylor. Being no further discussion on this item the following vote was taken:

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

3. WVWD FY18-19 CAFR

Shamindra Manbahal, Chief Financial Officer, reported that the Comprehensive Annual Financial Report was prepared in accordance with accounting principles accepted by the California State Controller's Office and all state regulations governing Special Districts. Mr. Manbahal is requesting the Board of Directors receive and file the annual FY 2018-2019 CAFR report to make public. Being no further discussion on this item the following vote was taken:

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

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

- **Board Members**
 - President Channing Hawkins reported on ACWA's 2020 Annual Conference that he and Director Dr. Michael Taylor and Vice President Kyle Crowther attended in Washington D.C. last month. The following items were discussed with Congresswoman Norma Torres, Representative Pete Aguilar, Congresswoman Grace F. Napolitano, Senator Dianne Feinstein, Senator Kamala Harris and Ja'Ron K. Smith, Special Assistant to the President of the United States, Congressman Mark Takano and the Congressional Black Caucus Foundation:
 - Discussed EPA programs, such as Environmental Workforce Development and Job Training Grant Program, to incentivize women & minority students in disadvantaged communities.
 - Discussed the Oliver P. Roemer Water Filtration Facility expansion project and groundwater recharge projects and the benefit of the injection well project. Also, covered the need for wellhead treatment to address nitrate, perchlorate and arsenic contamination.

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- Discussed interest in developing an apprenticeship/job training program aimed at exposing women & minority students and young adults to employment opportunities in the water sector.
- Provided information regarding the new leadership at the District and reform initiatives involving transparency and accountability.
- Expressed support for the Bureau of Reclamation Water SMART programs.
- Director Dr. Michael Taylor reiterated what President Hawkins stated and that it was a very informative trip and had the opportunity to meet several influential people who would like to help the District. Also, he thanked President Hawkins for a great job advocating for the District.
- Director Greg Young thanked the public for attending the Board meeting today and those watching online. Also, would like to announce that he just received notice that the Bloomington High School Girls Soccer Team just won their semi-finals for the CIF Southern California Regional Championship.
- **Legal Counsel**
 - Mr. Tafoya stated that there was no report. However, he mentioned that the Qui Tam lawsuit was not discussed in Closed Session.
- **General Manager**
 - At the request of the Board, Mr. Mansell provided an update stating that staff is currently working on RFP's for a more cost efficient computerized maintenance management system and will be ready for release on Monday. Mr. Mansell also reported that RFQ's were sent out on the Assistant General Manager's position and three (3) firms did respond. These three (3) firms will be presented to the Human Resources Committee at their upcoming meeting and from there the Committee will make their recommendations to the full Board.
- **Assistant General Manager**
 - Mr. Jeremiah Brosowske announced that the District's Mid Year Budget Hearing will be held next week at Eisenhower High School.

CLOSED SESSION

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: Five (5)


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2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Clifford Young, Patricia Romero, Naisha Davis, West Valley Water District v. Tafoya and Garcia, et al. Case No.: 19STCV05677
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Cal. Gov. Code Section 54957 Title(s): General Manager, General Counsel

ADJOURN

Being no further business, the meeting adjourned at 8:10 P.M.



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

ATTEST:



Peggy Asche, Executive Assistant

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