

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
March 14, 2020

Attendee Name	Present	Absent	Late	Arrived
Board of Directors				
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael Taylor	<input type="checkbox"/>	<input checked="" 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"/>	
Cynthia Birts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OPENING CEREMONIES

- Pledge of Allegiance - Led by Vice President Crowther
- Opening Prayer - Led Pastor Jerald Thompson from the San Bernardino Community Seventh Day Adventist Church
- Call to Order
- Roll Call of Board Members

ADOPT AGENDA

Director Greg Young motioned to adopt the agenda and Vice President Kyle Crowther second the motion. The following vote was taken:

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

PRESENTATIONS

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

President Hawkins reported that the District is taking action regarding the Coronavirus (COVID-19). There is a statement on the District's website that outlines the District's action plans and assures our customers that the water provided meets all State and Federal drinking water guidelines. COVID-19 has no impact on the quality or supply of the tap water. President Hawkins outlined the following measures that were taken this week:

- At a District safety meeting, all employees were educated on methods to avoid contracting the Coronavirus.
- District staff have placed hand sanitizers in all public areas of the Administration building, at all workstations, rooms, etc. Also, small portable bottles were issued to all employees.
- The Purchasing Dept. have placed an order for disinfectant wipes for all workstations so that all employees can keep their workstations sanitized.
- District is ensuring that the janitorial services are increasing their frequency for deep cleaning.
- Adjusted all meeting seating to promote social distancing for Directors, staff and the public.
- Live streaming of all Board meetings are already occurring, however, the District is investigating systems to allow two way remote communications and will implement one as quickly as possible.
- District staff is posting information on our website and have provided a link to CDC.
- District staff is investigating the possibility to provide staff the flexibility to work from home.

- Cancelling and/or delaying non-essential meetings and events. Earth Day was postponed.

President Hawkins reported that the District's Contracted Public Safety Officer, Daniel Rodriguez, will not be able to attend today's meeting. Mr. Rodriguez did provide a presentation to the Finance Committee the other night and updated the committee on the work he is presently doing regarding the Coronavirus, such as working with the state, county and federal agencies to ensure that the District is in compliance and taking the appropriate measures. Director Dr. Clifford Young invited Mr. Rodriguez to attend the next regularly scheduled Board meeting and provide a formal presentation to the public and Board.

2. A MOTION TO ADD AN EMERGENCY ITEM DECLARING A LOCAL EMERGENCY DUE TO THE CORONAVIRUS (COVID-19)

General Manager, Clarence Mansell, reported that it is essential that the District implement an Emergency Declaration to declare a local Emergency, which will help the District receive Federal funding for any activities in terms of employees' time, supplies, etc. related to the Coronavirus. City of Rialto Water just declared a local emergency. Mr. Rodriguez is now working on a draft for our District to implement. President Hawkins stated that an Emergency meeting may have to take place. At this time, the District's legal counsel, Robert Tafoya, was called and added through teleconference and he confirmed that an Emergency Declaration can be added at today's meeting as an emergency item. Mr. Tafoya reported that the Governor has relaxed the requirements for the Brown Act regarding Special/Emergency meetings, although an effort needs to be made to post the agenda. Director Greg Young made a motion to add an emergency item to the agenda regarding the Coronavirus to declare a local emergency, seconded by Director Dr. Clifford Young and the following vote was then taken:

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

Mr. Tafoya reiterated that when declaring an emergency like this, the District can now be reimbursed for all actions regarding the Coronavirus. It is critical that everyone keep track of their time, expenses and anything related to the Coronavirus to be reimbursed from the State and Federal Government.

3. A MOTION TO MOVE ITEM 1, MID-YEAR BUDGET FOR FY 2019-20 TO ITEM 2, AND MOVE THE EMERGENCY DECLARATION TO ITEM 1

Director Dr. Clifford Young made a motion to move discussion item 1, Mid-Year Budget for FY 2019-20 to item 2, and move the Emergency Declaration to item 1, seconded by Director

Greg Young. There were no further comments and the following vote was then recorded:

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

PUBLIC PARTICIPATION

None

DISCUSSION

1. DECLARATION OF LOCAL EMERGENCY

President Hawkins asked General Manager, Mr. Mansell what items were needed to be included in the Emergency Declaration. General Manager, Mr. Mansell, reported that the District's Contracted Public Safety Officer, Daniel Rodriguez, has prepared a draft declaration and it will include implementing a GL code for all employees to use to document all actions relating to the Coronavirus. There will also be a resolution prepared and once the draft is submitted he will make sure that all Board members and staff receive the draft Emergency Declaration.

2. FY 19-20 MID YEAR REQUEST

General Manager, Clarence Mansell, presented an overview of the mid-year budget to the Board of Directors. Director Dr. Clifford Young inquired about additional revenue. Mr. Mansell asked the District's CFO to explain the revenue costs. At this time, Shamindra Manbahal, CFO, reminded the Board that he came on as CFO on August 13, 2019, and the budget was in place at that time. The operating revenues were budgeted for \$30,147,024.23 and today the District has received 72% of our revenues, which equals \$21,749,015.47, remaining cost to District is \$8,398,008.76. Director Greg Young asked for the last five (5) year's budget revenue to compare to actual revenue now. Questions from this point ensued and President Hawkins strongly recommended that it be brought back to the Board next week to allow more time to review the budget as Board members did not have sufficient time to review it.

After further discussion, motion was made by Director Dr. Clifford Young to move the FY 19-20 Mid Year Budget to next Saturday, March 21, 2020, President Channing Hawkins second the motion which passed by the following vote:

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

WVWD

Minutes: 3/14/20

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

1. Board Members – No reports
2. Legal Counsel – No reports
3. General Manager – No reports


CLOSED SESSION

There was no vote taken and no report from closed session.

- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Two (2)


ADJOURN

The meeting adjourned at 10:10 a.m.



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

ATTEST:



Peggy Asche, Executive Assistant

