



WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804 FAX: (909) 875-1849

REGULAR BOARD MEETING
AGENDA

THURSDAY, MARCH 7, 2024
CLOSED SESSION - 6:00 P.M. • OPEN SESSION – 6:45 P.M.

BOARD OF DIRECTORS

Gregory Young, President
Daniel Jenkins, Vice President
Angela Garcia, Director
Kelvin Moore, Director
Channing Hawkins, Director

"In order to comply with legal requirements for posting of agendas, only those items filed with the Board Secretary's office by noon, on Wednesday a week prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

OPENING CEREMONIES

Call to Order
Roll Call of Board Members
Approval of Any Board Member Requests for Remote Participation
Pledge of Allegiance
Opening Prayer

CLOSED SESSION

Public Participation on closed session matters

- **CONFERENCE WITH LABOR NEGOTIATORS**
Government Code 54957.6
Agency designated representative: General Manager John Thiel
Unrepresented employees: Assistant General Manager, Chief Financial Officer, Board Secretary
- **CONFERENCE WITH LABOR NEGOTIATORS**
Government Code 54957.6
Agency designated representative: President Greg Young
Unrepresented employee: General Manager
- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government Code Section 54957
Title: Board Secretary
- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government Code Section 54957
Title: Chief Financial Officer, Board Secretary

Report out of Closed Session

ADOPT AGENDA

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

PRESENTATIONS - NONE

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, Staff Member, or any member of the public request a specific item(s) be removed for separate action.

Consideration of:

1. October 5 and 19, 2023 Regular Meeting minutes, December 7 and 21, 2023 Regular Meeting Minutes, February 1, 2024 Regular Meeting Minutes and February 20, 2024 Special Meeting Minutes..
2. IE Works Contract Renewal 2023/24.
3. Claim Rejection #024262.
4. I-10 Fwy and Cedar Avenue Interchange Improvement Project Utility Agreement No. 24573 with San Bernardino County Transportation Authority.
5. Approve Professional Engineering Services Amendment for the I-10 Fwy and Cedar Avenue Interchange Improvement Project with Michael Baker International.

BUSINESS MATTERS

Consideration of:

6. Director of Engineering - Job Specification Changes.

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

1. **Meeting Attendance Reports**
2. **Board Committee Reports**
3. **Board Members**
4. **General Manager**
5. **Legal Counsel**
 - Updates on current legal topics/best practice

UPCOMING MEETINGS

- March 11, 2024 - Human Resources Committee Meeting at 6:00 p.m.
- March 12, 2024 - Executive Committee Meeting at 6:00 p.m.

- Marc 19, 2024 - Engineering, Operations and Planning Committee Meeting at 6:00 p.m.
- March 21, 2024 - Board of Directors Special Meeting at 6:00 p.m.
- March 25, 2024 - External Affairs Committee Meeting at 6:00 p.m.
- March 26, 2024 - Executive Committee Meeting at 6:00 p.m.
- March 27, 2024 - Finance Committee Meeting at 6:00 p.m.
- April 1, 2024 - Safety & Technology Committee Meeting at 6:00 p.m.
- April 2, 2024 - Policy Review & Oversight Committee Meeting at 6:00 p.m.
- April 4, 2024 - Regular Board of Directors Meeting at 6:00 p.m.

UPCOMING COMMUNITY EVENTS

- March 8th 5pm - 8pm Bloomington Little League
- March 23 (10 am - 12 pm) - Fix a leak Workshop
- March 30th (10 am - 2pm) - Rialto Spring Eggstravaganza
- March 30th (9:00 a.m. - 12:00 p.m.) - City of Colton - Spring Celebration
- May 4th (10 am -12 pm) - Succulent Mother's Day Workshop
- May 18-19 - Inland Solar Challenge

UPCOMING EDUCATIONAL & TRAINING OPPORTUNITIES

- March 23th - ACWA 2023 Legislative Symposium - Sacramento, CA
- April 10th - ACWA 2024 Legislative Symposium
- April 22nd - Earth Day 2024 - Information to come
- May 16 - 17 - CSDA Special Districts Legislative Days - Sacramento, CA

ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on February 29, 2024.

Elvia Dominguez

Elvia Dominguez, Board Secretary

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Board Secretary, Elvia Dominguez, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Dominguez may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
October 5, 2023

OPENING CEREMONIES

Call to Order

President Young called the Regular Board Meeting of the West Valley Water District to order at 6:06 p.m.

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attended via Zoom for closed session only
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Counsel			
Jeff Ferre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff			
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jose Velasquez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robert Ramirez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Approval of Any Board Member Requests for Remote Participation - Director Hawkins requested to use his 2nd of two allowed attendance virtually under AB2449, there was no objections.

Pledge of Allegiance - The Pledge of Allegiance was led by Vice President Jenkins.

Opening Prayer - The Opening prayer was led by Elder Thomas McColl of Sunrise Church.

WVWD

Action Agenda: 10/5/23

CLOSED SESSION

Public Participation on closed session matters

President Young inquired if anyone from the public would like to speak. Board Secretary Dominguez indicated that no requests were received, therefore President Young closed the public comment period.

The Board entered into closed session at 6:04 p.m.

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of case: Naseem Farooqi v. West Valley Water District et al.

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel

Employee Groups: International Union of Operating Engineers, Local 12

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9

Case Name: Nadia Loukeh. vs West Valley Water District, Case No. CIVSB2116242

The Board recessed the closed session at 6:57 p.m. to conduct the business portion of the meeting which commenced at 6:58 p.m. with all Board members present except Director Hawkins.

Report out of Closed Session

General Counsel Ferre reported that Closed Session items two was discussed and no reportable action was taken; that the Board determined there was no need for item three; and that the Board will reconvene into closed session following the business portion of the meeting to discuss the first item.

ADOPT AGENDA

Motion to adopt the agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young
ABSENT:	Channing Hawkins

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. Requests were received from the following; “Wesley”, June Hayes, and an unnamed person via Zoom. No further requests were received, therefore President Young closed the public comment period.

WVWD

Action Agenda: 10/5/23

PRESENTATIONS

- 1. Recognition of Outgoing Finance Director Jose Velasquez

General Manager Thiel introduced the item and thanked outgoing Finance Director Jose Velasquez. President Young read the Resolution noting many accomplishments, and the Board each thanked Mr. Velasquez for his contributions, congratulated him on his promotion and wished him well on his new endeavor. The Resolution was then presented, and photos were taken.

- 2. Water Professional Appreciation Week

The presentation was presented by Government and Legislative Affairs Manager Pantaleon. The Board thanked her for the presentation.

CONSENT CALENDAR

Motion to approve Consent Calendar Items #1 - #9

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Angela Garcia, Director
SECONDER:	Kelvin Moore, Director
AYES:	Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young
ABSENT:	Channing Hawkins

- 1. Monthly Revenue & Expenditures Report - August 2023
- 2. Cash Disbursements Reports - August 2023
- 3. Purchase Order Report - August 2023
- 4. State/Federal Legislative Update
- 5. Social Media Update (August - September)
- 6. Water Professionals Appreciation Week 2023 Resolution
- 7. Consider a Quitclaim for an Overlying Easement on APN 0257-071-04
- 8. Approve Professional Services Agreement with Clinical Laboratory of San Bernardino, Inc. for Analytical Laboratory Services
- 9. Approve Legal Invoice Payment to Alvarez-Glasman and Colvin for invoices #20750 for \$16,264.89.00

BUSINESS MATTERS

- 10. Finance Department Restructure

WVWD

Action Agenda: 10/5/23

The report was given by Human Resources and Risk Management Manager Sainz, and Chief Financial Officer Fox.

Vice President Jenkins motioned and Director Moore seconded to Adopt **Resolution 2023-16** titled “A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT ESTABLISHING THE SALARY SCHEDULE AND JOB CLASSIFICATION PAY SCHEDULE FOR FISCAL YEAR 2023-24”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young
ABSENT:	Channing Hawkins

11. Provide direction on rescheduling November 2nd board meeting (Requested by Director Garcia)

General Manager Thiel introduced the item and discussion ensued regarding options for rescheduling the meeting. Director Garcia voiced her support to attend the Southern California Water Coalition meeting scheduled on November 2nd and for the District to have a presence in those meetings.

After further discussion, a motion was made by Director Moore and seconded by Vice President Jenkins to direct staff to reschedule the November 2nd Board meeting to November 1st.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelvin Moore, Director
SECONDER:	Daniel Jenkins, Vice President
AYES:	Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young
ABSENT:	Channing Hawkins

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

1. Meeting Attendance Reports

Director Garcia reported on her attendance at San Bernardino State of the County event and San Bernardino Valley’s Division III Forum and stated she will be participating in the WELL Division III Planning Committee meetings.

Vice President Jenkins reported he had a full schedule and missed the MAC meeting.

Director Moore reported on his attendance at the ASBCSD monthly meeting, San Bernardino State of the County event and reported that he interviewed to participate in the WELL fellowship program.

2. Board Committee Reports

WVWD

Action Agenda: 10/5/23

President Young reported on the Finance Committee and Engineering and Operations Committee meetings, and his attendance at the MAC meeting.

Director Garcia reported on the External Affairs Committee.

Director Moore reported on the Safety & Technology Committee.

3. Board Members

President Young thanked the Board of Directors and Finance Department staff for their hard work.

4. General Manager

General Manager Thiel gave a recruitment update; gave a status on the Strategic Plan; reported on various external meetings he attended with Director of Engineering Jadeski regarding the San Bernardino Basin Optimization Plan Project; reported on a meeting with IEUA; and gave an update on IEWorks and workforce development.

5. Legal Counsel

No report was given.

ADJOURN

The Board recessed into closed session at 7:54 p.m. to discuss Closed Session Item #1 and reconvened into open session at 8:10 p.m.

General Counsel Ferre reported that Closed Session item #1 was discussed, and no reportable action was taken.

President Young adjourned the meeting at 8:10 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Board of Directors of the West Valley Water District.

**MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
October 19, 2023**

OPENING CEREMONIES

Call to Order

President Young called the Regular Board Meeting of the West Valley Water District to order at 6:02 PM

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6:08 PM
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attended via Zoom
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Approval of Any Board Member Requests for Remote Participation - Director Moore requested to attend virtually due to just cause per AB2449. There was no objection.

Pledge of Allegiance - The Pledge of Allegiance was led by Vice President Jenkins.

Opening Prayer - The Opening prayer was led by Pastor Townsend.

President Young requested to reorder the agenda to have the presentation item come prior to Closed Session. There was no objection.

1. 2023 Poster contest winners

Acting Government and Legislative Affairs Manager Pantaleon gave the presentation and announced the poster contest winners. Awards were handed out and pictures were taken.

CLOSED SESSION

Public Participation on closed session matters

WVWD

Minutes: 10/19/23

President Young inquired if anyone from the public would like to speak. Board Secretary indicated that no requests were received, therefore President Young closed the public comment period. The Board entered into closed session at 6:27 p.m.

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of case: John Rios v. West Valley Water District, Case No. CIVDS 1937224

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of cases: Notices Of Proposed Class Action Settlement And Court Approval Hearings

In re: Aqueous Film-Forming Foams Product Liability Litigation

City of Camden, et al., v. E.I. DuPont de Nemours and Company, et al.,

No. 2:23-cv-03230-RMG

City of Camden, et al., v. 3M Company, No. 2:23-cv-03147-RMG

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel

Employee Groups: International Union of Operating Engineers, Local 12

Report out of Closed Session

The Board adjourned the closed session at 7:10 p.m. to conduct the business portion of the meeting which commenced at 7:12 p.m. with all Board members present.

General Counsel Ferre reported that Closed Session items were discussed and no reportable action was taken.

ADOPT AGENDA

Motion to adopt the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Channing Hawkins, Director
SECONDER:	Daniel Jenkins, Vice President
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. Board Secretary Dominguez indicated that no requests were received, therefore President Young closed the public comment period.

PRESENTATIONS

2. 2023 Poster contest winners

WVWD

Minutes: 10/19/23

Conducted prior to Closed Session.

CONSENT CALENDAR

Motion to approve Consent Calendar items #1 - #2

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Channing Hawkins, Director
SECONDER:	Daniel Jenkins, Vice President
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

1. Approve Revised Fees for Hydrant Meter Rental and Deposit
2. Approve Legal Invoice Payment to Atkinson Andelson Loya Ruud and Romo for Invoice #692121 for \$221.05

BUSINESS MATTERS

3. Award of Contract for Bloomington Ave Water Main Replacement Project to El-Co Contractors, Inc

Director of Engineering Jadeski presented the item.

Director Garcia requested clarification that the project is being funded by the county. Director of Engineering Jadeski confirmed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Channing Hawkins, Director
SECONDER:	Daniel Jenkins, Vice President
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

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

1. Meeting Attendance Reports

Director Garcia reported on her participation in the WELL Water Workshop Planning Committee and event occurring this Saturday, and attendance at the Fontana Chamber of Commerce.

Director Moore announced he would be attending the WELL Water Workshop Saturday.

Director Hawkins announced he would be attending the WELL Water Workshop and the IEWorks graduation.

2. Board Committee Reports

Director Garcia gave an External Affairs Committee update.

WVWD

Minutes: 10/19/23

President Young gave an Engineering, Planning and Oversight Committee update.

3. Board Members

Vice President Jenkins wished everyone a safe Halloween.

Director Garcia commended Government and Legislative Affairs for their work during the Fontana City Walks event.

President Young wished his mother a happy birthday.

4. General Manager

General Manager Thiel gave a recruitment update; reported on his meeting with Valley District on the San Bernardino Basin Optimization Plan; reported on the All-Hands meeting; Employee of the Month Committee meeting; and gave a status on plans for the Strategic Planning Workshop.

5. Legal Counsel

No report was given.

ADJOURN

President Young adjourned the meeting at 7:26 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Board of Directors of the West Valley Water District.

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
February 1, 2024

OPENING CEREMONIES

Call to Order - President Young called the Regular Board Meeting of the West Valley Water District to order at 6:00 p.m.

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Counsel			
Jeff Ferre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff			
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robert Ramirez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Paola Lara	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Approval of Any Board Member Requests for Remote Participation - None.
Pledge of Allegiance - The Pledge of Allegiance was led by Vice President Jenkins.
Opening Prayer - The Opening prayer was led by Pastor Terry Crawford.

WVWD

Minutes: 2/1/24

CLOSED SESSION

Public Participation on closed session matters

President Young inquired if anyone from the public would like to speak. No requests were received, therefore President Young closed the public comment period.

The Board entered into closed session at 6:03 p.m.

- **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Government Code Section 54957
Title: Board Secretary
Title: Chief Financial Officer
- **CONFERENCE WITH LABOR NEGOTIATORS**
Government Code 54957.6
Agency designated representative: General Manager John Thiel
Unrepresented employees: Assistant General Manager, Chief Financial Officer, Board Secretary
- **CONFERENCE WITH LABOR NEGOTIATORS**
Government Code 54957.6
Agency designated representative: President Greg Young
Unrepresented employee: General Manager

Report out of Closed Session

The Board adjourned the closed session at 7:00 p.m. to conduct the business portion of the meeting which commenced at 7:00 p.m. with all Board members present. General Counsel Jeff Ferre reported that Closed Session items were discussed and no reportable action was taken.

ADOPT AGENDA

Motion to adopt agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Angela Garcia, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

WVWD

Minutes: 2/1/24

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak.

June Hayes, San Bernardino Valley Water District, invited the Board to their 70th Anniversary celebration on February 22, 2024.

No additional requests were received to speak, therefore President Young closed the public comment period.

PRESENTATIONS

None.

CONSENT CALENDAR

Motion to approve Consent Calendar items #1 - #6

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

1. Purchase Order Report - December 2023
2. Monthly Revenue & Expenditures Report - December 2023
3. Monthly Transfer Report - December 2023
4. Treasurer's Report - December 2023
5. Cash Disbursements Report - December 2023
6. Change Order No. 4 With Pcl Construction, Inc. For The Oliver P. Roemer Water Filtration Facility Upgrade And Expansion Project

BUSINESS MATTERS

7. West Valley Water District Mascot

General Manager Thiel introduced the item and Public Outreach and Government Affairs Manager Pantaleon provided the report.

After brief discussion about mascot naming options, staff was directed to engage with local elementary classrooms that participated in the poster contest for mascot name suggestions and bring back the top 3 names to the Board for final selection. No vote was taken.

WVWD

Minutes: 2/1/24

8. Earth Day 2024 Status Update

Public Outreach and Government Affairs Manager Pantaleon provided the report. There was no discussion or direction provided to staff.

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

1. Meeting Attendance Reports

Director Garcia reported on her meeting with Inland Empire Utilities Agency Board Member Michael Camacho and Southern California Water Coalition Quarterly Luncheon.

Director Moore reported on his attendance at the Southern California Water Coalition Quarterly Luncheon.

Director Hawkins reported on his attendance at San Bernardino's Martin Luther King Parade and the Southern California Water Coalition Quarterly Luncheon.

Vice President Jenkins reported on his attendance at the Southern California Water Coalition Quarterly Luncheon and ACWA Region 9 Desert Water Agency Tour.

2. Board Committee Reports

Director Garcia reported on the External Affairs Committee meeting.

Vice President Jenkins and President Young reported on the Finance Committee meeting.

3. Board Members

Vice President Jenkins mentioned he would be attending Supervisor Joe Baca's Fly a Kite event.

President Young thanked Vice President Jenkins for leading the January 18th meeting as he was ill and unable to attend in person.

4. General Manager

General Manager Thiel provided an update on recruitment; a job fair attended by staff; meeting with Assembly Member Eloise Reyes; preparations for the ACWA D.C. conference; and mentioned he would be attending the City of Rialto's Meet and Greet the new City Manager event.

Human Resources & Risk Manager Sainz provided an update on the classification and compensation study.

Board Secretary Dominguez provided an update on the upcoming Board of Directors meeting.

WVWD

Minutes: 2/1/24

5. Legal Counsel

Attorney Ferre gave update on the Delta Conveyance project and proposed changes to water rights.

ADJOURN

President Young adjourned the meeting at 7:25 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Board of Directors of the West Valley Water District.

WVWD

Minutes: 2/1/24

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
December 7, 2023

OPENING CEREMONIES

Call to Order - President Young called the Regular Board Meeting of the West Valley Water District to order at 6:02 PM

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arrived at 6:05 pm
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Counsel			
Jeff Ferre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff			
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robert Ramirez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Socorro Pantaleon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Approval of Any Board Member Requests for Remote Participation - None.

Pledge of Allegiance - The Pledge of Allegiance was led by Vice President Jenkins.

Opening Prayer - The Opening prayer was led by Pastor Townsend of Sunrise Church.

CLOSED SESSION

Public Participation on closed session matters

WVWD

Minutes: 12/7/23

President Young inquired if anyone from the public would like to speak. No requests were received, therefore President Young closed the public comment period.

The Board entered into closed session at 6:07 p.m.

- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
Case Name: William Krueger v. West Valley Water District, EEOC Complaint #480-2023-00700
- CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of case: Naseem Farooqi v. West Valley Water District et al.
- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
Two potential cases

Report out of Closed Session

The Board adjourned the closed session at 6:58 p.m. to conduct the business portion of the meeting which commenced at 6:58 p.m. with all Board members present.

General Counsel Ferre reported that Closed Session items were discussed and no reportable action was taken.

ADOPT AGENDA

Motion to adopt the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Angela Garcia, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. Public comments were given by Traci Brown, and June Hayes. No further requests were received to speak, therefore President Young closed the public comment period.

PRESENTATIONS

None.

WVWD

Minutes: 12/7/23

CONSENT CALENDAR

Motion to approve Consent Calendar items #1 - #12

RESULT:	APPROVED [4 TO 0]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Angela Garcia, Director
AYES:	Channing Hawkins, Angela Garcia, Daniel Jenkins, Gregory Young
RECUSED:	Kelvin Moore

1. Monthly Revenue & Expenditures Report - October 2023
2. Cash Disbursements Reports - October 2023
3. Purchase Order Report - October 2023
4. Monthly Transfer Report - October 2023
5. Treasurer's Report - October 2023
6. Change Order No. 3 with PCL Construction, Inc. for the Oliver P. Roemer Water Filtration Facility Upgrade and Expansion Project
7. Right of Entry during Construction and License for Pipeline Location with IDIL West Valley Logistics Center, LP
8. Reimbursement Agreement for R2-3 Reservoir Facilities Improvements with IDIL West Valley Logistics Center, LP.
9. Agreement with San Bernardino County for a Permanent Emergency Interconnection at Glen Helen
10. Legal Invoice Payments to Ivie McNeil Wyatt, Liebert Cassidy Whitmore, and BBK
11. Oliver P. Roemer Water Filtration Facility Filter Media Replacement and Coating Project
12. Ion Exchange Resin Replacement at Well 42

BUSINESS MATTERS

13. Approve Holiday Closure 2023

Discussion included clarification of the past practice; fiscal impact of closure; availability of staff in case there is an emergency; and Board desire to approve the closure this year with no guarantee that it be granted yearly.

WVWD

Minutes: 12/7/23

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Angela Garcia, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

14. Purchase New 2024 Ford F600 Utility Service Body Truck

General Manager Thiel introduced the item and Chief Financial Officer Fox gave the report.

Discussion included need for the vehicle and the importance of purchase timing to be prior to year end; fiscal impact of waiting to purchase next year, and available budget for the vehicle.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Angela Garcia, Director
SECONDER:	Daniel Jenkins, Vice President
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

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

1. Meeting Attendance Reports

Director Hawkins reported on his California Water Education Foundation meeting and attendance at the ACWA conference.

Director Garcia reported on her attendance at the ACWA conference.

2. Board Committee Reports

President Young reported on Engineering and Operations Committee, Policy Review and Oversight Committee, and Finance Committee.

3. Board Members

Vice President Jenkins wished his sister a happy birthday.

Director Hawkins wished his son a happy birthday.

Director Moore and Director Garcia commented on the success of the Winter Retreat and thanked staff for their work to make it enjoyable for all.

President Young acknowledged the passing of his uncle and requested to adjourn the meeting in his honor.

4. General Manager

General Manager Thiel gave a recruitment update, and a Strategic Plan update noting a draft is expected to be ready for Board approval in January.

WVWD

Minutes: 12/7/23

5. Legal Counsel

General Counsel Ferre gave an update on funding available for COVID relief and stated he would work with staff on eligibility to receive funding.

ADJOURN

President Young adjourned the meeting at 7:28 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Board of Directors of the West Valley Water District.

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
December 21, 2023

OPENING CEREMONIES

Call to Order - President Young called the Regular Board Meeting of the West Valley Water District to order at 6:03 p.m.

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arrived at 6:08 pm
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Via Zoom
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Counsel			
Jeff Ferre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff			
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robert Ramirez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Approval of Any Board Member Requests for Remote Participation - General Counsel Ferre announced that Director Garcia requested to attend virtually due to just cause per AB2449. There was no objection.

The Pledge of Allegiance was led by Vice President Jenkins.

Opening Prayer - The Opening prayer was led by Pastor Tracy Crawford.

WVWD

Minutes: 12/21/23

ADOPT AGENDA

-

General Counsel Ferre announced a request to add an emergency item to the agenda, which arose after the posting of the agenda and requires action prior to the next Board of Directors meeting.

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Nadia Loukeh. vs West Valley Water District, Case No. CIVSB2116242

Motion to adopt amended agenda adding emergency closed session item.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

CLOSED SESSION

Public Participation on closed session matters

President Young inquired if anyone from the public would like to speak. No requests were received to speak, therefore President Young closed the public comment period.

The Board entered into closed session at 6:10 p.m.

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Nadia Loukeh. vs West Valley Water District, Case No. CIVSB2116242
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957
Title: General Manager
- CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of case: Farooqi v. West Valley Water District et al.; Case Number CIV SB 2323207

Report out of Closed Session

General Counsel Ferre reported that Closed Session items were discussed including the emergency item added and no reportable action was taken.

PUBLIC PARTICIPATION

WVWD

Minutes: 12/21/23

President Young inquired if anyone from the public would like to speak. Public comments were given by June Hayes. No further requests were received to speak therefore President Young closed the public comment period.

PRESENTATIONS

None.

CONSENT CALENDAR

Motion to approve Consent Calendar item #1 noting a clerical correction to page 1 of the minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Angela Garcia, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

- 1. Meeting minutes for November 16, 2023 Board Meetings

BUSINESS MATTERS

- 2. Consideration of finalist interviews for State and Federal Lobbyists

General Manager Thiel gave the report and requested the Board give direction on format and dates for the interviews.

After extensive deliberation on possible date options and interview format options, the Board agreed and directed staff to schedule the Federal Lobbyist interviews on February 11, 2024 and the State Lobbyist interviews on February 25, 2024.. The Format agreed upon was 30 minutes for each interview concluding with a 30 minute Board deliberation and selection. There was no opposition and no vote was taken.

- 3. Review and Ratification of the Employment Agreement for Employment of Assistant General Manager

General Manager Thiel gave the report and recommended the Board ratify the Employment Agreement with Linda Jadeski for Assistant General Manager.

There was no discussion or opposition.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelvin Moore, Director
SECONDER:	Channing Hawkins, Director
AYES:	Channing Hawkins, Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young

- 4. Approval of Cost of Living Adjustments for Designated At-Will Employees: General Manager, Chief Financial Officer, and Board Secretary.

WVWD

Minutes: 12/21/23

Human Resources and Risk Management Manager Sainz gave the report and recommendation to approve the Cost of Living Increases for at-will employees.

Director Hawkins requested the item be tabled to the next meeting in order to have sufficient time to discuss the item with the Board. General Counsel Ferre clarified that the Board could have a closed session to discuss labor negotiations and have the General Manager act as negotiator for Chief Financial Officer, and Board Secretary, and the Board President act as labor negotiator for the General Manager. President Young clarified that the item could be agendized as a closed session item for the next meeting and indicated that the Executive Committee reviewed the item and recommended it to be placed on the agenda due to the County also following the same practice of applying the union approved Cost of Living Increase to non-represented employees. Director Hawkins stated that he is generally in agreement but would like to have a discussion. The Board then unanimously agreed to table the item to the following meeting on January 4, 2024 as a labor negotiation closed session item and proceed with adoption during open session. There was no objection.

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

1. Meeting Attendance Reports

Director Jenkins reported on his meeting with Supervisor Joe Baca.

Director Moore reported on his attendance at Open House events for Supervisor Armendariz and Former Assembly Majority leader Eloise Reyes, and attendance at the Fontana Unified School District's Fontana Santas event.

Director Hawkins reported on his attendance at the Young Visionaries Youth Leadership Academies toy giveaway event.

Director Garcia also reported on her attendance at Fontana Unified School District's Fontana Santas event, and the City of Fontana's Christmas parade.

2. Board Committee Reports

Vice president Jenkins reported on the Safety Committee meeting.

Director Moore reported on the Human Resources Committee meeting.

Director Hawkins reported on the Public Affairs Committee meeting.

President Young reported on Finance Committee; and Engineering, Operations, and Planning Committee meetings.

3. Board Members

The Board wished everyone and staff a Merry Christmas and Happy New Year.

WVWD

Minutes: 12/21/23

President Young requested to adjourn the meeting in honor of a friend, Pastor Dennis Paul Gattin, who had passed away.

4. General Manager

General Manager Thiel gave a recruitment update and a Strategic Plan update.

Public Outreach and Government Affairs Manager Pantaleon presented a year end highlight video for 2023 that will be pushed through multiple social media platforms.

Board Secretary Dominguez gave a planning update for the upcoming ACWA DC conference.

5. Legal Counsel

General Counsel Ferre gave an update on AB334 which goes into effect in 2024, related to contracting with Engineering & Design firms.

ADJOURN

President Young adjourned the meeting in honor of Pastor Dennis Paul Gattin at 7:32 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Board of Directors of the West Valley Water District.

MINUTES
SPECIAL BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
February 20, 2024

OPENING CEREMONIES

Call to Order - President Young called the Special Board Meeting of the West Valley Water District to order at 6:00 p.m.

Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6:08 PM
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Via Zoom
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Daniel Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Counsel			
Jeff Ferre			
Staff			
John Thiel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
William Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Elvia Dominguez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary Joe Hartley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Robert Ramirez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Approval of Any Board Member requests for Remote Participation - Attorney Ferre announced Director Garcia would be attending virtually per AB 2449. There were no objections, and no votes were taken.

Pledge of Allegiance - The Pledge of Allegiance was led by Director Moore.

Opening Prayer - The Opening prayer was led by Vice President Jenkins.

CLOSED SESSION

Public Participation on closed session matters

WVWD

Minutes: 2/20/24

President Young inquired if anyone from the public would like to speak. No requests were received, therefore President Young closed the public comment period.

The Board entered into closed session at 6:04 p.m.

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representatives: John Thiel, General Manager, Haydee Sainz, Human Resources Manager, Oliver Yee, Special Counsel

Employee Groups: International Union of Operating Engineers, Local 12

Report out of Closed Session

The Board adjourned the closed session at 6:20 p.m. to conduct the business portion of the meeting which commenced at 6:24 p.m. with all Board members present except Director Hawkins who stepped out of the meeting.

General Counsel Ferre reported that Closed Session items were discussed and no reportable action was taken.

ADOPT AGENDA

Motion to adopt agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Angela Garcia, , Daniel Jenkins, Gregory Young
ABSENT:	Channing Hawkins

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. No requests were received to speak via email or in-person, or on Zoom, therefore President Young closed the public comment period.

PRESENTATIONS

None.

CONSENT CALENDAR

Approve Consent Calendar #1 - #2

WVWD

Minutes: 2/20/24

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Angela Garcia, Kelvin Moore, Daniel Jenkins, Gregory Young
ABSENT:	Channing Hawkins

1. September 21, 2023 Regular Meeting Minutes, January 4, and 18, 2024 Regular Meeting Minutes, and January 11, 2024 Special Board Meeting Minutes
2. Rialto Well 6 Rehabilitation

BUSINESS MATTERS

Consideration of:

3. Conduct Finalist Interviews for State Lobbyist

California Strategies, Tres Es, Townsend Public Affairs

General Manager Thiel introduced the item then Public Outreach and Government Affairs Manager Pantaleon presented the report and introduced the three firms, California Strategies, Tres Es, and Townsend Public Affairs, who would be interviewing to provide State Lobbying services to the District.

Director Hawkins returned to the meeting at 6:34 p.m.

The Board conducted interviews of California Strategies, Tres Es, and Townsend Public Affairs and discussion ensued among the Board Members on the selection of the firm. Director Hawkins and Director Moore spoke in favor of selecting Tres Es. Vice President Jenkins spoke in favor of selecting California Strategies.

Vice President Jenkins made a motion to select California Strategies to provide State Lobbyist services to the District. President Young seconded the motion and further discussion ensued.

Motion to authorize staff to negotiate a contract with California Strategies for the District's State Lobbyist services.

RESULT:	APPROVED [3 TO 2]
MOVER:	Daniel Jenkins, Vice President
SECONDER:	Gregory Young, President
AYES:	Angela Garcia, Daniel Jenkins, Gregory Young
NAYS:	Channing Hawkins, Kelvin Moore

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

WVWD

Minutes: 2/20/24

1. Meeting Attendance Reports

None.

2. Board Committee Reports

None.

3. Board Members

None.

4. General Manager

General Manager Thiel announced he met with Supervisor Joe Baca and would provide details on the meeting at a future time.

5. Legal Counsel

None.

ADJOURN

President Young adjourned the meeting at 8:11 p.m.

ATTEST:

Elvia Dominguez, Board Secretary

Minutes were approved on _____ by the Board of Directors of the West Valley Water District.



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: March 7, 2024
TO: Board of Directors
FROM: Haydee Sainz, Human Resources and Risk Manager
SUBJECT: IE WORKS CONTRACT RENEWAL 2023/24

BACKGROUND:

Since FY 2021/22 the District has participated in the Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IE Works 2022 Skilled Trades Internship Program. This program provides the opportunity for field instruction for students to integrate theory learned in the classroom and apply it in a professional setting while receiving the support of experienced staff. The launch of this program was a success. Since the inception of the program staff has provided the necessary training to six interns that successfully completed the training program. Two were hired as Assistant Water System Operators and are gainfully employed. This is an example of the success this program provides by providing the services that can only be provided in our communities when skilled professionals assist in the training of the next generation of water industry professionals to come.

DISCUSSION:

The program's purpose is to prepare individuals for careers in the Water Technology Industry. The opportunity provides students to apply the classroom knowledge and gain hands on experience over a 12-week work program. Practical knowledge is gained through coursework completed at San Bernardino Vocational College and it is put into immediate use during the internship program. Interns will rotate through various departments to gain a better understanding of each of the responsibilities necessary to operate and maintain them. The program rotates them through the Water Maintenance, Meters, Water Treatment, Production and Water Quality Divisions.

Interns are expected to meet and follow West Valley Water District's rules and policies. Supervision is provided throughout the internship program. Supervisors evaluate the student's progress throughout the twelve (12) week program and certificates of completion are presented to interns once they complete the program.

JVS, provided the IE Works 2023 Skilled Trades Internship Program agreement, which is attached as Exhibit "A".

FISCAL IMPACT:

Funds for the program are budgeted for FY 2023/24 in the amount of \$50,000 to cover the cost of the program, which is two thirds (2/3) of the hourly rate plus the membership cost.

STAFF RECOMMENDATION:

This item was submitted to the HR Committee for consideration on February 20,2024. Staff was directed to forward the item to the Board of Directors to approve and adopt the IE Works agreement for FY 2023/24 for an amount not to exceed \$50,000 for the internship program for up to three (3) interns.

ATTACHMENT(S):

1. JVS WVWD Internship MOU 2024

**Memorandum of Understanding Between
West Valley Water District and
Jewish Vocational and Career Counseling Service**

The purpose of this Memorandum of Understanding ("MOU") is to describe the responsibilities of West Valley Water District, a California special district ("Employer"), and Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IEWorks 2023-24 Skilled Trades Internship Program ("Program").

JVS and Employer agree to participate in the IEWorks 2023-24 Skilled Internship Program, the purpose of which is to offer students ("Interns") from community college trades programs a paid Internship with IEWorks signatory agencies. This program is designed to provide opportunities to enhance their classroom learning by obtaining practical real-world work experience at a water agency.

I. Employer agrees to do the following:

- A) Provide a primary point of contact for the Program as outlined above.
- B) Interview internship candidates or otherwise provide input to JVS on the selection of applicants before being assigned to the agency
- C) Provide worksites and supervision for hands-on, paid internship experience for the Intern(s) at locations it deems appropriate.
- D) **Employer** will be responsible for signing off on timesheets from the third party employer of record, Signature Staffing Resources. Signature Staffing Resources will pay the interns at the agreed upon rate, cover worker's comp, and handle all of the necessary taxes and employer reporting.
- E) **Employer** will reimburse JVS **66.67%** of wages paid to the Intern(s) at \$20.78/hr. for a maximum of 30 hours/week for 12 weeks so long as they remain employed. See Attachment A for details. This MOU shall not constitute a guarantee of employment for Interns through the End Date identified in Attachment A.
- F) Provide staff member(s) to serve as a supervisor for each Intern for the duration of the Program. An on-site supervisor(s) will be designated by **Employer** and will serve as a liaison between JVS and **Employer**.
- G) Promptly contact JVS if there are performance concerns about an Intern that jeopardizes the Internship placement or other serious concerns.
- H) Train, control, manage, and supervise each Intern during the duration of the Program
- I) Take all reasonable measures to ensure a safe worksite for the Intern(s) during the internship
- J) Provide JVS with feedback from internship supervisor during the internship to inform JVS of the progress of the intern
- K) Participate in coordination, planning, and review meetings.
- L) Provide an estimate of In-Kind costs for supporting an intern in terms of planning, training, and supervision of an intern for 12 weeks.
- M) Promptly provide JVS with information about the status of each Intern at the conclusion of the scheduled internship, including an employment '*verification form*' if any Intern is retained for regular employment.

II. JVS agrees to do the following:

- A) Provide third party employer of record services through Signature Staffing Resources to cover all wages and administrative costs.
- B) Cover 100% of the wages for the **initial 4 weeks** of the 12 week internship, equivalent to 33.33% of the total wages, but not beyond March 31st.
- C) Invoice the Employer for 100% of all wages paid to the employee during the internship period for the **remaining 8 weeks** of the internship period, equivalent to **66.67%** of the total wages.
- D) Provide a primary point of contact to coordinate all aspects of the Program described above including outreach, matching Interns with agencies, provide follow up services, and Program evaluation.
- E) Recruit, screen and refer to the employer for interviews Intern candidates who meet that criteria that **Employer** and JVS establishes.
- F) Develop an evaluation tool with input from **Employer**, which will be used to assess the Interns' experiences. JVS will also request feedback from **Employer** to learn how to improve its collaboration with water agencies.

III. All parties agree to the following:

- A) Participate in a joint meeting to discuss lessons learned after the Intern completes the internship at **Employer**.
- B) Defend, indemnify and hold the other party, its directors, officers, employees, volunteers and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the indemnifying party's performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party its directors, officers, employees, volunteers and agents.

IV. Miscellaneous

- A) This MOU may be terminated by either party with 30 days' notice in writing of the intent to terminate. **This agreement shall begin on Dec 1st, 2023 and shall continue through May 31st, 2024.**
- B) The maximum amount of wages subsidized 33.33% by JVS shall not exceed \$10,000 (ten thousand dollars).

We, the undersigned, agree to fulfill our responsibilities as detailed in this MOU.

West Valley Water District

JVS

Signed: _____

Date: _____

Print Title: John Thiel

Title: General Manager

Signed: _____

Print Name: Kathryn Beeley

Title: Chief Operating Officer

Date: _____

Attachment A
2023-24 Skilled Trades Internship Program
Internship Assignment Description

Intern 1 Name: TBD

Best Contact Info:

Agency Name: West Valley Water District

Best Contact Info:

Agency Point of Contact:

Best Contact Info:

Supervisor:

JVS Point of Contact: Scott Goodell

sgoodell@jvs.org, (415) 802-5576

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

Primary location of Internship assignment: Rialto

Other locations of Internship assignment (if needed):

Term of Internship: 12 weeks

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs):

Wage: \$20.78/hr

Employer of Record: Signature Staffing

Additional information:

Attachment A
2023-24 Skilled Trades Internship Program

Internship Assignment Description

Intern 2 Name: TBD

Best Contact Info:

Agency Name: West Valley Water District

Agency Point of Contact:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

Best Contact Info:

Primary location of Internship

Other locations of Internship assignment (if needed)

Term of Internship: 12 weeks

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs):

Wage: \$20.78/hr

Employer of Record: Signature Staffing

Additional information:

Attachment A
2023-24 Skilled Trades Internship Program
Internship Assignment Description

Intern 3 Name: TBD

Best Contact Info:

6.2.a

Agency Name: West Valley Water District

Agency Point of Contact:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

Primary location of Internship assignment: Rialto

Best Contact Info:

Term of Internship: 12 weeks

Primary location of Internship assignment: Rialto

6.2.a

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs)::

Wage: \$20.78/hr

Employer of Record: Signature Staffing

Additional information:



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: March 7, 2024
TO: Board of Directors
FROM: Haydee Sainz, Human Resources and Risk Manager
SUBJECT: CLAIM REJECTION #024262

BACKGROUND:

Ms. Elvina Gutierrez, a claimant, alleges that on June 22, 2023, the District caused damages to her bathroom following a repair that was done. The claimant claims that her bathroom was fine prior to do work that was done on the street and claims that her pressure was low and that sediment was found after the work was performed.

DISCUSSION:

West Valley Water District staff performed emergency work to a service leak on the street. The repairs were completed, water was flushed, and no concerns were brought up to staff. West Valley Water District staff was later notified in December of 2023 that there were issues at Ms. Elvina Gutierrez's residence.

FISCAL IMPACT:

No fiscal impact of claim denial.

STAFF RECOMMENDATION:

Reject the claim by Ms. Elvina Gutierrez based on information received from ACWA JPIA.

ATTACHMENT(S):

1. Request for Rejection-Elvina Gutierrez



REQUEST FOR REJECTION OF CLAIM

Claimant Information		
Claimant Name:	JPIA Claim #:	Date of Incident:
Claimant Address:	Amount of Claim: \$	
Location of Incident:		
General Description of Claim:		

Claim Details:

Reason For Request Of Claim Denial:



REQUEST FOR CLAIM DENIAL

Claimant Name:	JPIA Claim #:	Date of Incident:
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Continuation Page



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: March 7, 2024
TO: Board of Directors
FROM: Linda Jadeski, Assistant General Manager
SUBJECT: I-10 FWY AND CEDAR AVENUE INTERCHANGE IMPROVEMENT
 PROJECT UTILITY AGREEMENT NO. 24573 WITH SAN BERNARDINO
 COUNTY TRANSPORTATION AUTHORITY

MEETING HISTORY:

02/17/24 Engineering, Operations and Planning Committee REFERRED TO BOARD

BACKGROUND:

The I-10 Fwy/Cedar Avenue Interchange Improvement Project is required by the San Bernardino County Transportation Authority (“SBCTA”) and San Bernardino County, in cooperation with the California Department of Transportation and the Federal Highway Administration, to reduce traffic congestion and improve the I-10 Fwy/Cedar Avenue interchange in the unincorporated community of Bloomington. The Project limits are on Cedar Avenue between Bloomington Avenue and Orange Street. The proposed Project will widen the Cedar Avenue Overcrossing Bridge, Union Pacific Railroad/Cedar Avenue Overhead Bridge, Cedar Avenue, and modify the existing entrance and exit ramps to improve the turning maneuverability and storage capacity. West Valley Water District (“District”) has waterlines within the project area that will be affected and need to be relocated. The District has prior rights and has an existing agreement with the State of California. Attached as **Exhibit A** is the I-10 Fwy/Cedar Avenue Interchange Improvement Project Exhibit.

On March 10, 2021, the District entered into Utility Agreement No. 24753 (“Utility Agreement”) with SBCTA for the I-10 Fwy/Cedar Avenue Interchange Improvement Project. This agreement specifies the terms and conditions under which the project is to be constructed, operated, and maintained as well as the financial obligations between SBCTA and the District.

DISCUSSION:

As we move into the construction phase of the I-10 Cedar Avenue Interchange Improvement Project, it is now time for Phases II and III of the Project to proceed. The Utility Agreement, that was executed by both parties, takes into account the improvements and betterment work in Phases II and III which will benefit the District. The improvements and betterment Work for Phases II and III include the waterline design plans and specifications, construction management, inspection services, removal of asbestos pipes, and construction of pipelines and appurtenances. SBCTA is the contracting entity for the entire I-10 Fwy/Cedar Avenue Interchange Improvement Project for

which the District's betterment improvements are included. Therefore, now is the time to seek Board approval for funding to reimburse SBCTA for the work to be done in Phases II and III.

FISCAL IMPACT:

The cost for the improvements and betterment work of the District facilities is \$292,139.00. This item is included in the Fiscal Year 2023/24 Capital Improvement Budget under W19055 I-10 Cedar Avenue Interchange Project. Sufficient funds are available.

STAFF RECOMMENDATION:

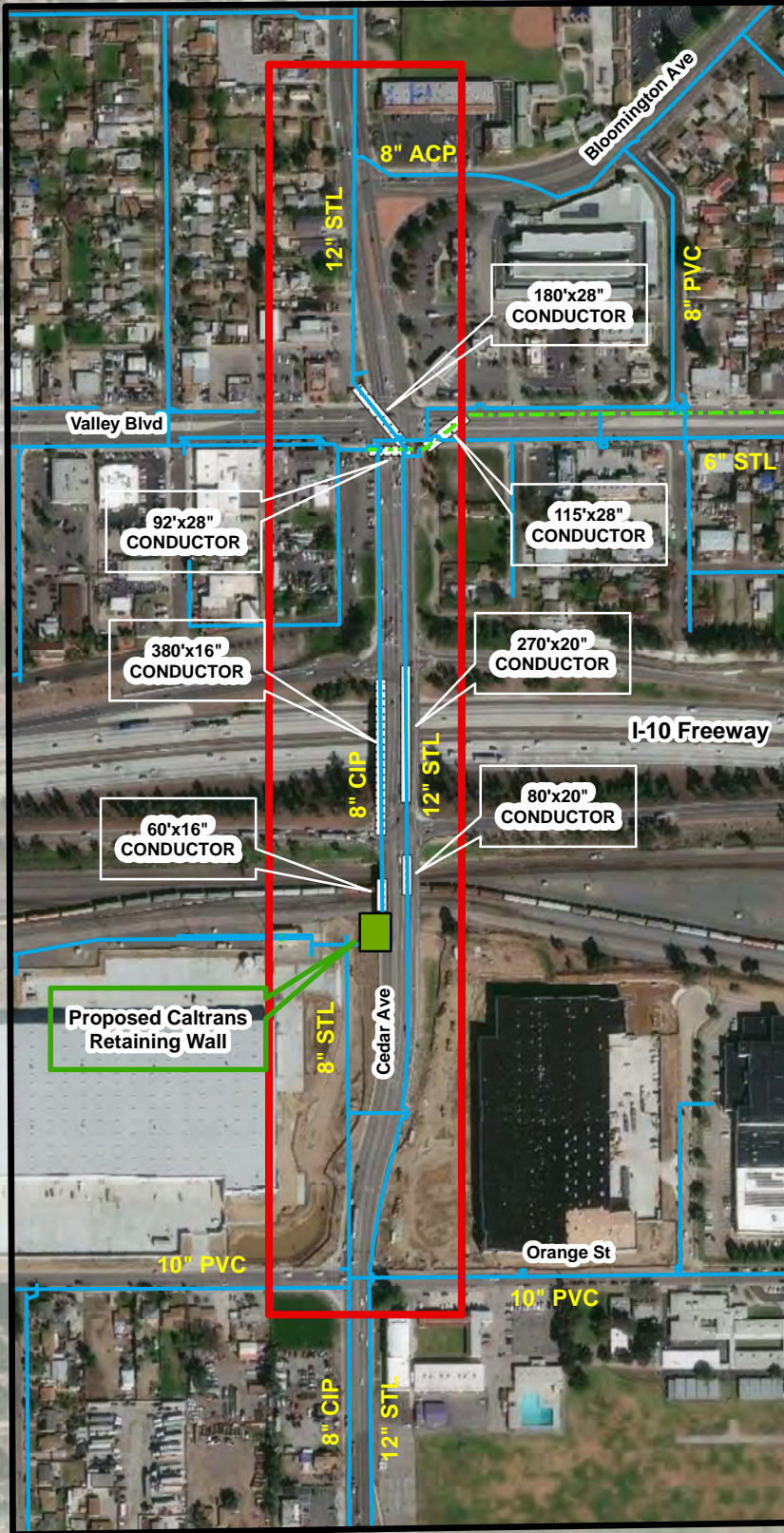
Staff recommends that the Board of Directors:

1. Approve the funds to cover the improvements and betterment work in the amount of \$292,139.00 for the I-10 Fwy/Cedar Avenue Interchange Improvement Project; and
2. Authorize the General Manager to execute the necessary documents.

ATTACHMENT(S):

1. Exhibit A - I-10 Cedar Avenue Interchange Improvement Project Exhibit

EXHIBIT A



Legend

- Distribution Main
- - - Transmission Main
- Conductor
- Project Location
- Project Zone
- WWWD Boundary

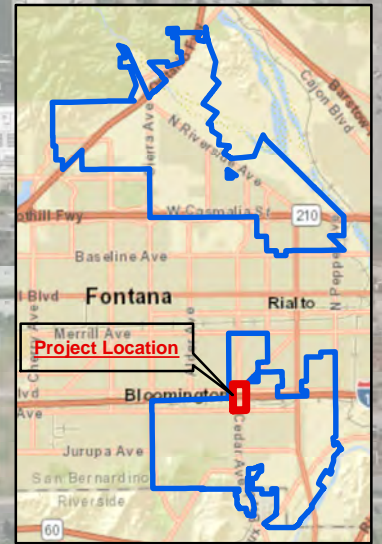


Exhibit A Project # W19055



I-10 Cedar Avenue Interchange Improvement Project

0 200 400



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: March 7, 2024
TO: Board of Directors
FROM: Linda Jadeski, Assistant General Manager
SUBJECT: APPROVE PROFESSIONAL ENGINEERING SERVICES AMENDMENT
 FOR THE I-10 FWY AND CEDAR AVENUE INTERCHANGE
 IMPROVEMENT PROJECT WITH MICHAEL BAKER
 INTERNATIONAL

MEETING HISTORY:

02/17/24 Engineering, Operations and Planning Committee REFERRED TO BOARD

BACKGROUND:

The I-10 Fwy/Cedar Avenue Interchange Improvement Project is required by the San Bernardino County Transportation Authority (“SBCTA”) and San Bernardino County, in cooperation with the California Department of Transportation and the Federal Highway Administration, to reduce traffic congestion and improve the I-10/Cedar Avenue interchange in the unincorporated community of Bloomington. The Project limits are on Cedar Avenue between Bloomington Avenue and Orange Street. The proposed Project will widen the Cedar Avenue Overcrossing Bridge, Union Pacific Railroad/Cedar Avenue Overhead Bridge, Cedar Avenue, and modify the existing entrance and exit ramps to improve the turning maneuverability and storage capacity. West Valley Water District (“District”) has waterlines within the project area that will be affected and need to be relocated. The District has prior rights and has an existing agreement with the State of California.

On October 15, 2020, the District entered into an Agreement with Michael Baker International (“MBI”) for the Development of Construction Bid Documents for Water Main Replacement, Construction Management, and Inspection Services for the I-10 Fwy/Cedar Avenue Interchange Improvement Project. Since their contract was established, MBI has successfully conducted the scope of work and provided deliverables as stated in the contract.

DISCUSSION:

On December 18, 2023, MBI submitted a proposal for additional services and rate increase related to the I-10 Fwy/Cedar Avenue Interchange Improvement Project. The additional design services for Phases I, II, and III include additional construction management support due to SBCTA extended schedule, additional engineering support during construction request for information, and an increase in labor rates. The construction start date was delayed approximately two (2) years and as a result, the rates provided in the original proposal did not include efforts that were far beyond the

timeframe suggested in the Request for Proposal. Attached as **Exhibit A** is a copy of the proposal received by MBI to cover the cost of the additional work.

FISCAL IMPACT:

The cost to perform the additional services for the I-10 Fwy/Cedar Avenue Interchange Improvement Project as proposed by MBI is \$169,190.50. Of this amount, SBCTA will reimburse the District \$138,118.50 for Phase I and Phase II and the District will fund \$31,702.00 for Phase III. This item is included in the Fiscal Year 2023/24 Capital Improvement Budget under the W19055 I-10 Cedar Avenue Interchange Project. Sufficient funds are available.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Approve the proposal with MBI in the amount of \$169,190.50 for the I-10 Fwy/Cedar Avenue Interchange Improvement Project; and
2. Authorize the General Manager to execute the necessary documents.

ATTACHMENT(S):

1. Exhibit A - Proposal with Michael Baker International

EXHIBIT A

Michael Baker*We Make a Difference***I N T E R N A T I O N A L**

December 18, 2023

Rosa M. Gutierrez, P.E.
Senior Engineer
WEST VALLEY WATER DISTRICT

VIA E-MAIL

Subject: Subject: Amendment No. 4 for Task Order No. 1, I-10 Cedar Avenue Interchange Improvements, Project No. W19055

Dear Ms. Gutierrez:

The focus of this letter is for your approval of Amendment No. 4 for Michael Baker's additional services and rate increases relating to the Cedar Avenue Interchange Improvements. These represent work items that are beyond the original scope and fee provided in the original project proposal submitted to the District on October 1st, 2020.

Mr. Patrick Hanify and Mr. Aaron Singer will continue their roles on this important assignment. We have requested \$169,190.50 based upon the effort described. The scope of effort has been provided in Exhibit 'A' and estimated fee has been provided in Exhibit 'B'.

The detailed breakdown of each task including hourly rates is provided in the attached Fee Table. Should you have any questions, please contact Patrick Hanify by phone at: (760) 267-6389; or via e-mail: phanify@mbakerintl.com

We appreciate this opportunity to continue to provide services for this critical project.

Sincerely,



Patrick Hanify, PE, QSD/P, CCM
Construction Services
phanify@mbakerintl.com
760-267-6389

EXHIBIT "A" SCOPE

Amendment No. 4 for Task Order No. 1, I-10 Cedar Avenue Interchange Improvements, Project No. W19055

SCOPE OF SERVICES:

Task 4-1: Additional Construction Management Support Due to Extended Schedule

The RFP released in September of 2020, indicated that construction was to begin in August of 2021 and occur for 180 days. The RFP also noted to assume fourteen (14) bi-weekly progress meetings. The Construction Manager (CM) for SBCTA is holding weekly progress meetings and it has become apparent that attending these meetings is the only way we can obtain information related to the pipeline work and to relay any information about the project to the prime contractor, SBCTA or their consultants. We have assumed the attendance to a total of fifty (50) such meetings combined for all Michael Baker Staff including the Supervision staff through our Construction Management team. Additionally, the coordination effort with SBCTA's Consultant CM firm has been much more involved than we anticipated. Also updated with this request is additional hours for inspection and Supervision through our Construction Management team for Phase III. While we estimate that there are enough hours between the three phases combined, we have already exhausted the 40 estimated hours with the initial piping already installed and the potholing. We have estimated an additional 120 hours of remaining inspection effort as it is unclear at this time what the potential schedule is and their progress to date would suggest that shutdowns, testing, and appurtenances will not be as efficient as previously estimated. For Construction Management we are estimating, up to 3 separate meetings (1 for each connection), coordination with WVWD Staff for this work and supervision of the inspector and assisting with issues in the field as they arise. Work will be billed at T&M until the work in this phase is completed, or the budget has been expended. Including transferring labor between contract tasks for this phase as needed.

The estimated effort has been divided among the three phases. Nearly all work to date have been performed in Phase 2 and nearly all meetings to date have focused on Phase I or II. Standard Progress meetings are assumed to be part of Phase I and II as they are conducted by the Prime and SBCTA's consultant. Non-progress meetings have been added for Phase III as noted above.

Task 4-2: Additional Engineering Support During Construction - Submittals

The contractor has submitted 26 submittals to date and have yet to receive all the materials needed to complete the pipeline work and or material impacts as a result of any modifications needed as a result of previously performed or yet to be completed potholing. The proposal this project stated the assumed submittal total was 15 submittals. Not only has the volume of submittals exceeded our estimate but the time needed to provided responses to multiple submittals, including phone calls with WSP staff, prime contractor staff, and the pipeline subcontractor staff. The contractor has also submitted several unlisted deviations and/or "or equals" for the work which increase the estimated effort to complete these reviews. Additionally, the contractor's procuring materials and proceeding with work prior to completing potholing has further complicated material reviews and leading to review of materials that may not be incorporated into the work cause resubmittal and rereviews. Also impacting this effort has been jurisdictional agencies reaching out to Michael Baker staff to provide services outside of the scope of work and the project communication protocols.

We anticipate another 4 submittals for the remaining materials and have included estimates for this effort. Please note, this effort does not include Submittals that will require any revision efforts or separate meetings. As noted above, due to the lack of completed potholing on the part of the Contractor or their pipeline subcontractor and the quality of the data received to date, any future revision efforts or special meetings related to design will need to be evaluated and may require additional costs.

The estimated effort has been divided among the three phases. We are only expecting 2 submittals for Phase III based upon how the contractor has currently chosen to provide submittals. No submittals to date have been for materials exclusively for Phase III. If Michael Baker determines that additional costs are necessary, a separate request will be provided and written approval will be required prior to proceeding.

Task 4-3: Additional Engineering Support During Construction - RFI's

The contractor has submitted 8 RFI's to date and while our proposal assumed 10, similar the submittals, the time needed to provided responses to multiple RFI's has exceeded the proposed effort of 1 hour per RFI, this additional effort has included separate and special meetings, phone calls and other communications with WSP staff, prime contractor staff, and the pipeline subcontractor staff and design modifications. Once the revision efforts are completed for RFI 98.1, there will be no additional hours available for any future RFI's and in order to try and not impact construction we have assumed another three (5) RFI's at two (2) hours per RFI (One for each Phase I and II and three for Phase III).

Please note, this effort does not include RFI's that will require any revision efforts or meetings. As noted above due to the lack of completed potholing on the part of the Contractor or their pipeline subcontractor and the quality of the data received to date, any future revision efforts or meetings will need to be evaluated and may require additional costs. If Michael Baker determines that additional costs are necessary, a separate request will be provided, and written approval will be required prior to proceeding.

The estimated effort has been divided among the three phases as noted above.

Task 4-4: Increase in Labor Rates (All)

The RFP released in September of 2020, indicated that construction was to begin in August of 2021. The work is now not scheduled to begin until summer of 2023 and extend into 2025. As a result, the rates provided in the proposal did not include efforts that far beyond the timeframe suggested in the RFP and we respectfully request an increase to those rates for the Construction Management and Inspection tasks of the contract.

The hours have been divided among the three phases.

ASSUMPTIONS:

- Work will be billed at T&M until the project is completed, or the budget has been expended. Including transferring labor between contract tasks as needed, no labor or costs will be transferred to any other phase without authorization from WVWD.
- Fees related to Permits and Material/Compaction Testing/Inspection will be provided by others.
- Other Direct Costs (ODC's) to be billed at cost +10% which includes mileage at the current IRS rates, printing and other project related direct costs, any unutilized ODC costs can be transferred to labor costs should it become necessary.
- It is not anticipated however, if needed, overtime rates will be at the rates shown above x 1.5 and double time x 2.0
- If special shift work is incorporated into the work the Construction inspector will be billed at an additional \$15/hr.
- For personnel types not shown, if needed, will be billed at the rates on the standard rate sheet for the year in which the agreement is executed, it is understood that additional personnel will need to be authorized by GSWC prior to their engagement.
- If work should extend beyond June 30, 2025. We will increase the rates provided by 10% per year.
- Partial approval of this request could impact effort on other tasks and Michael Baker reserves the right to seek additional compensation should scope be reduced or changed leading to increased effort in other tasks.

EXCLUSIONS:

- Material/Compaction Testing Services
- Source Inspection/Witness Testing
- Utility potholing
- Additional Design
- Permit Procurement and/or Fees
- Hazardous waste investigations and management
- All other work not specifically in this scope of services



EXHIBIT B COMPENSATION

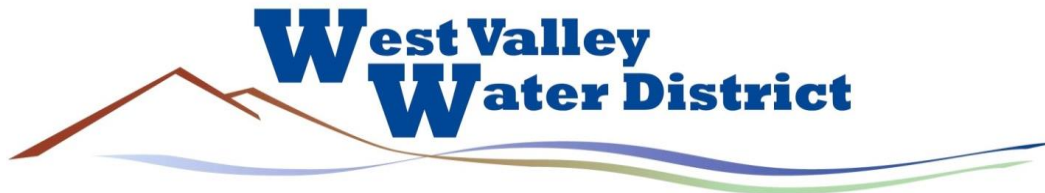
**West Valley Water District
Amendment No. 4 for Task Order No. 1, I-10 Cedar Avenue Interchange Improvements,
Project No. W19055**

Michael Baker

INTERNATIONAL

TASKS	Approximate Person Hours								Total Est. Hours	Michael Baker Labor Cost	Direct Cost	Total Estimated Fee	
	Structural Manager	Structural Engineer	Senior Engineer	Project Engineer	CM / PM	Civil Inspector	Field Engineer	Admin Support					
Rates	\$ 265.00	\$ 245.00	\$ 215.00	\$ 165.00	\$ 225.00	\$ 165.00	\$ 165.00	\$ 95.00					
Task 4.1 - Additional Construction Management Support													
Construction Management Ph I						20		40		60	\$ 11,100	\$ -	\$ 11,100
Construction Management Ph II							100	160		260	\$ 48,900	\$ -	\$ 48,900
Construction Management Ph III						16	120	16		152	\$ 26,040	\$ 750	\$ 26,790
Subtotal Task 4.1 Amount:	0	0	0	0	0	136	120	216	0	472	\$ 86,040	\$ 750	\$ 86,790
Task 4.2 - Additional Engineering Support During Construction - Submittals													
Engineering Support Ph I	1.5			20	16			18		55.5	\$ 10,268	\$ -	\$ 10,268
Engineering Support Ph II				5	10			8		23	\$ 4,395	\$ -	\$ 4,395
Engineering Support Ph III					2			2		4	\$ 780	\$ -	\$ 780
Subtotal Task 4.2 Amount:	1.5	0	0	25	28	0	0	28	0	82.5	\$ 15,443	\$ -	\$ 15,443
Task 4.3 - Additional Engineering Support During Construction - RFI's													
Engineering Support Ph I					2					2	\$ 450	\$ -	\$ 450
Engineering Support Ph II					2					2	\$ 450	\$ -	\$ 450
Engineering Support Ph III					3			3		6	\$ 1,170	\$ -	\$ 1,170
Subtotal Task 4.3 Amount:	0	0	0	0	2	0	0	0	0	10	\$ 2,070	\$ -	\$ 2,070
TOTAL FOR PH I TASKS 4.1-4.3 Hours Only	1.5	0	0	20	38	0	0	58	0	117.5			
TOTAL FOR PH II TASKS 4.1-4.3 Hours Only	0	0	0	5	112	0	0	168	0	285			
TOTAL FOR PH III TASKS 4.1-4.3 Hours Only	0	0	0	0	21	120	0	21	0	162			
TOTAL FOR TASKS 4.1-4.3 Hours Only	1.5	0	0	25	166	120	0	244	0	556.5			

TASKS	Approximate Person Hours								Total Est. Hours	Michael Baker Labor Cost	Direct Cost	Total Estimated Fee	
	Structural Manager	Structural Engineer	Senior Engineer	Project Engineer	CM / PM	Civil Inspector	Field Engineer	Admin Support					
Rates (Increase Only)	\$ 20.00	\$ 20.00	\$ 20.00	\$ 165.00	\$ 47.00	\$ 50.00	\$ 40.00	\$ 25.00					
Task 4.4 - Increase In Labor Rates for Original Task 2 an 3 Scopes													
Rate Adjustments Ph I	0	10		0	113	624	0	34		781	\$ 37,561	\$ -	\$ 37,561
Rate Adjustments Ph II		6			75	416		22		519	\$ 24,995	\$ -	\$ 24,995
Rate Adjustments Ph III					6	40		2		48	\$ 2,332	\$ -	\$ 2,332
Subtotal Task 4.4 Amount:	0	16	0	0	194	1080	0	58	0	1348	\$ 64,888	\$ -	\$ 64,888
TOTAL FOR PH I TASKS 4.1-4.4 \$ Only											\$ 59,378.50		
TOTAL FOR PH II TASKS 4.1-4.4 \$ Only											\$ 78,740.00		
TOTAL FOR PH III TASKS 4.1-4.4 \$ Only											\$ 31,072.00		
TOTAL FOR TASKS 4.1-4.4 \$ Only											\$ 168,440.50	\$ 750.00	\$ 169,190.50



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: March 7, 2024
TO: Board of Directors
FROM: Haydee Sainz, Human Resources and Risk Manager
SUBJECT: DIRECTOR OF ENGINEERING - JOB SPECIFICATION CHANGES

MEETING HISTORY:

02/20/24 Human Resources Committee REFERRED TO BOARD

BACKGROUND:

The District is currently conducting a Total Classification and Compensation Study. All classifications were reviewed to determine whether the essential functions, requirements (i.e. certifications, education, and experience) are in line with industry standards.

DISCUSSION:

CPS compared the Director of Engineering position with the comparable agencies which are East Valley Water District, Coachella Valley Water District, Cucamonga Valley Water District, Elsinore Valley Municipal Water District, Mesa Water District, Yucaipa Water District, Yorba Linda Water District and Walnut Valley Water District. The determination for this classification that the essential duties are accurately described for this position/title. The following are changes made to the minimum qualifications:

- Education – Equivalent to Bachelor’s degree in civil, mechanical engineering or related field.
- Experience - Ten (10) years of progressively responsible experience in engineering and planning, at least five (5) of which were at a manager or supervisory level. Experience in a public agency is preferred.
- Classification specification has been updated to ensure up-to-date information.

FISCAL IMPACT:

No fiscal impact with the recommended changes to the Engineering Director job description.

STAFF RECOMMENDATION:

This item was submitted to the HR Committee for consideration on February 20,2024. Staff was directed to forward the item to the Board of Directors to approve and adopt the changes to the minimum qualifications of the Director of Engineering job specification and authorize the General Manager to execute all necessary documents.

ATTACHMENT(S):

1. Final - Director of Engineering 1.10.2024 HS

2. Director of Engineering CPS redline HS



Director of Engineering

Department/Division:	Engineering
Reports To:	Assistant General Manager
Provides Direction To:	Engineering Department
FLSA Exemption Status:	Exempt
Date Prepared:	July 1, 2021
Date Updated:	February 2, 2024

GENERAL PURPOSE

Under general direction, plan, organize, direct and supervise the efficient operation of the Engineering Department, including capital projects, development services, inspection, construction management, water resources and GIS; provides expert professional assistance and guidance to District's Board, managers and supervisors on development and construction projects.

DISTINGUISHING CHARACTERISTICS

The Director of Engineering, as Department Head, shall understand the District's mission, strategic goals, values and policies. The incumbent will be self-motivated with good judgment and high ethical standards; have excellent verbal and written communication skills along with the ability to multi-task and organize. Leadership skills are critical to the positions combined with technical abilities to motivate and enhance employee morale. The incumbent, as a Department Head, also functions as a member of the District's executive management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Plan, organize, direct, and supervise the efficient operation of the Engineering Department, including the Districts Geographic Information System (GIS) program.
2. Implement short and long-range plans and objectives of the District, formulating plans into capital improvement projects.

3. Organize the structure of the Engineering Department, adjusting it in accordance with workloads and new and changing functions.
4. Responsible for preparation, presentation and control of the Engineering Department operating budget and District capital budget.
5. Ensure compliance with all applicable federal, state and local laws and statutes affecting engineering and planning at the District.
6. Enforce all construction and operational safety procedures and regulations.
7. Attend regularly scheduled and special Board of Directors and Committee meetings providing input and expertise relative to engineering and planning.
8. Maintain contact with various governmental and regulatory agencies, industry related agencies, and represent the District at public and professional organizations, as well as on committees/workgroups of local water agencies.
9. Assist in the development, administration, and enforcement of District policies and procedures as approved by the General Manager and the Board of Directors, including assisting the Engineering Department management team in the interpretation of existing and new policies and procedures.
10. Plans, manages and conducts water resources studies, analyses, and special projects to meet water supply goals and reliability.
11. Review and approve reports, plans, and specifications for all capital improvements.
12. Conduct and/or participate in regular project management, planning and/or staff meetings with other department and District staff.
13. Develop subordinates through delegation of authority, mentoring and encouragement of appropriate certifications.
14. Effectively interface with other department managers, Directors on a regular basis.
15. Approve construction contract negotiations.
16. Direct and approve consultant selection and contract negotiation.
17. Review and approve performance reviews of department personnel on a regular periodic basis.
18. Recommend all salary adjustments, promotions, and disciplinary action for department staff.

19. Perform special assignments as directed by the Assistant General Manager and the General Manager.
20. Maintain prompt and regular attendance.
21. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theories, principles, practices, and techniques involved in the construction, maintenance and operation of a water production and distribution system; principles, theories and practices of asset management, computerized maintenance management, fleet management, energy management, corrosion management, information technology, and SCADA system management; theory, principles and practices of environmental research, planning and regulatory compliance; federal, state and local laws, regulations and permitting requirements applicable to water quality and environmental compliance, including the Safe Drinking Water Act, the Clean Water Act and the Federal Stormwater Rule; pertinent federal and state codes and regulations involved in discharge permit and ELAP certification; organization and functions of an elected board of directors; the Brown Act and other laws and regulations governing the conduct of public meetings; principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records; research methods and statistical analysis techniques; principles and practices of effective management and supervision; principles and practices of sound business communications; district policies, procedures and practices regarding area of assignment, plus applicable state and federal regulations; District human resources policies and labor contract provisions; safety policies and safe work practices applicable to the work.

Ability to:

Plan and direct a division of management, professional, technical, and administrative staff in the construction, operation and maintenance of a water agency; direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings; define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; work collaboratively with other executives and managers and provide expert advice and counsel to develop solutions to complex issues; analyze and make sound recommendations on complex construction, operation and maintenance issues; develop and implement appropriate procedures and controls; communicate effectively, both orally and in writing, including the preparation of clear, concise and comprehensive correspondence, reports, proposals, studies and other written materials; understand, interpret, explain and apply applicable laws, codes and ordinances; represent the District effectively in dealings and negotiations with and presentations to board members, elected and appointed governmental officials, consultants, contractors, vendors, employees and the public; operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment; use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people;

establish and maintain effective working relationships with all those encountered in the course of work.

Minimum Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to Bachelor's degree in Civil, Mechanical Engineering or related field,

AND

Experience: Ten (10) years of progressively responsible experience in engineering and planning, at least five (5) of which were at a manager or supervisory level. Experience in a public agency is preferred.

Licenses, Certificates, Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registered as a Professional Civil Engineer in the State of California.

Possession of SWRCB Certification as a Water Distribution Systems Operator and/or Water Treatment Operator is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to life-threatening, emergency situations; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

Work requires responding to emergency calls.



Director of Engineering

Department/Division:	Engineering
Reports To:	Assistant General Manager of Engineering and Operations
Provides Direction To:	Engineering Development, Roemer Expansion/Water Resources, Engineering CIP and GIS
FLSA Exemption Status:	Exempt
Date Prepared:	July 1, 2021
<u>Date Updated:</u>	<u>January 25, 2023</u>

GENERAL PURPOSE

Under general direction, plan, organize, direct and supervise the efficient operation of the Engineering ~~and Planning~~ Department, including capital projects, development services, inspection, ~~and~~ construction management, water resources and GIS; provides expert professional assistance and guidance to District's Board, managers and supervisors on development and construction projects.

DISTINGUISHING CHARACTERISTICS

The Director of Engineering, as a Department Head, shall understand the District's mission, strategic goals, values and policies. The incumbent will be self-motivated with good judgment and high ethical standards; have excellent verbal and written communication skills along with the ability to multi-task and organize. Leadership skills are critical to the positions combined with technical abilities to motivate and enhance employee morale. The incumbent, as a Department Head, also functions as a member of the District's executive management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Plan, organize, direct, and supervise the efficient operation of the Engineering ~~and Planning~~ Department, including the Districts Geographic Information System (GIS) program.

- 4.2. Implement short and long-range plans and objectives of the District, formulating plans into capital improvement projects.
- 2.3. Organize the structure of the Engineering ~~and Planning~~ Department, adjusting it in accordance with workloads and new and changing functions.
- 3.4. Responsible for preparation, presentation and control of the Engineering ~~and Planning~~ Department operating budget and District capital budget.
- 4.5. Ensure compliance with all applicable federal, state and local laws and statutes affecting engineering and planning at the District.
- 5.6. Enforce all construction and operational safety procedures and regulations.
- 6.7. Attend regularly scheduled ~~and special~~ Board of Directors and Committee meetings providing input and expertise relative to engineering and planning.
- 7.8. Maintain contact with various governmental and regulatory agencies, industry related agencies, and represent ~~WAW~~the District at public and professional organizations, as well as on committees/workgroups of local water agencies.
- 8.9. Assist in the development, administration, and enforcement of District policies and procedures as approved by the General Manager and the Board of Directors, including assisting the Engineering ~~and Planning~~ Department management team in the interpretation of existing and new policies and procedures.
10. Plans, manages and conducts water resources studies, analyses, and special projects to meet water supply goals and reliability.
- 9.11. Review and approve reports, plans, and specifications for all capital improvements.
- 10.12. Conduct ~~and/or participate in~~ regular project management, planning and/or staff meetings with other department ~~and District management staff~~.
- 11.13. Develop subordinates through delegation of authority, mentoring and encouragement of appropriate certifications.
- 12.14. Effectively interface with other department managers, ~~and~~ Directors and Executives on a regular basis.
- 13.15. Approve construction contract negotiations.
- 14.16. Direct and approve consultant selection and contract negotiation.

~~15-17.~~ Review and approve performance reviews of department personnel on a regular periodic basis.

~~16-18.~~ Recommend all salary adjustments, promotions, and disciplinary action for department staff.

~~17-19.~~ Perform special assignments as directed by the Assistant General Manager of ~~Engineering and Operations~~ and the General Manager.

~~18-20.~~ Maintain prompt and regular attendance.

~~19-21.~~ Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theories, principles, practices, and techniques involved in the construction, maintenance and operation of a water production and distribution system; principles, theories and practices of asset management, computerized maintenance management, fleet management, energy management, corrosion management, information technology, and SCADA system management; theory, principles and practices of environmental research, planning and regulatory compliance; federal, state and local laws, regulations and permitting requirements applicable to water quality and environmental compliance, including the Safe Drinking Water Act, the Clean Water Act and the Federal Stormwater Rule; pertinent federal and state codes and regulations involved in discharge permit and ELAP certification; organization and functions of an elected board of directors; the Brown Act and other laws and regulations governing the conduct of public meetings; principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records; research methods and statistical analysis techniques; principles and practices of effective management and supervision; principles and practices of sound business communications; district policies, procedures and practices regarding area of assignment, plus applicable state and federal regulations; District human resources policies and labor contract provisions; safety policies and safe work practices applicable to the work.

Ability to:

Plan and direct a division of management, professional, technical, and administrative staff in the construction, operation and maintenance of a water agency; direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings; define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; work collaboratively with other executives and managers and provide expert advice and counsel to develop solutions to complex issues; analyze and make sound recommendations on complex construction, operation and maintenance issues; develop and implement appropriate procedures and controls; communicate effectively, both orally and in writing, including the preparation of clear, concise and comprehensive correspondence, reports, proposals, studies and other written materials;

understand, interpret, explain and apply applicable laws, codes and ordinances; represent the District effectively in dealings and negotiations with and presentations to board members, elected and appointed governmental officials, consultants, contractors, vendors, employees and the public; operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment; use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people; establish and maintain effective working relationships with all those encountered in the course of work.

Minimum Qualifications:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: ~~Equivalent to Bachelor's degree in civil, mechanical –engineering or a related science field is required. Master's Degree in Civil Engineering, Management, or related field preferred.~~

AND

Experience: Ten (10) years of progressively responsible experience in engineering and planning, at least five (5) of which were at a manager or supervisory level. Experience in a public agency is preferred. ~~Additional qualifying experience may be substituted for the required education, on a “two for one” basis (two years of experience for one year of education).~~

Licenses, Certificates, Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registered Professional Engineer in the State of California ~~is highly desirable.~~

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to life-threatening, emergency situations; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

Work requires responding to emergency calls.