

**MINUTES**  
**SPECIAL BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
September 22, 2020

Attendee Name	Present	Excused	Absent
Board of Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Taylor	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lizette Santoro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosa Gutierrez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/> remote	<input type="checkbox"/>	<input type="checkbox"/>

**OPENING CEREMONIES**

Pledge of Allegiance – Led by Director Dr. Clifford Young  
Opening Prayer – Elder Vernall Townsend, Sunrise Church  
Call to Order  
Roll Call of Board Members

**ADOPT AGENDA**

President Channing Hawkins motioned to adopt the agenda requesting that the District Facilities Naming Policy be addressed first on the agenda. Director Greg Young second the motion and the following vote was then recorded:

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

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## PRESENTATION

- **West Valley Water District's 2020-21 Reform Plan.**

President Hawkins thanked all who put forth recommendations to improve the district and for the PowerPoint of the Reform Plan. Earlier this year, department managers outlined new strategies and tactics to improve the effectiveness and integrity of the district's operations. These managers worked closely with their staff to develop plans with clearly defined objectives and metrics for success. Some of these reforms presented tonight are implemented at the district. President Hawkins acknowledged Director Greg Young and Vice President Crowther for drafting a Board Policy and Procedures Manual as well as draft Ordinance 86 which modernizes the policy. At this time, he asked Mr. Shamindra Manbahal, Chief Financial Officer, to present the 2020-21 Reform Plan. Mr. Manbahal reported that back in February 2020, weekly meetings were held for several months amongst the management team to formulate ideas to create efficiencies as well as reviewed processes and procedures that the district is currently conducting. This 12-Point Plan provides accountability, transparency and sustainability for the district. The following are the twelve reforms which are official initiative grouped into three categories: (1). "Get It Done" Initiative, an Accountability Reform; (2). "New Rules, No Exceptions" Initiative, an Accountability Reform; (3). "Controls Against Errors & Abuse" Initiative, an Accountability Reform; (4). "Election Fairness Reform" Initiative, an Accountability Reform; (5). "Professional Services Opportunity Pool" Initiative, an Accountability Reform; (6). "Board Member Responsibility & Accountability" Policy, an Accountability Reform; (7). "Financial Reporting" Policy, a Transparency Reform; (8). "Financial Integrity Reform Rules" Policy, a Transparency Reform; (9). "The Twenty-First Century Digitization" Initiative, a Transparency Reform; (10). "The Lytle Creek Sustainability Project" Initiative, a Sustainability Reform; (11). "Save & Sustain Our Water" Initiative, a Sustainability Reform; and (12). "WVWD Water Academy" Initiative, a Sustainability Reform. The Board members then engaged in a lengthy discussion with some concerns and recommendations that were provided.

## DISCUSSION (cont'd)

2. **Draft Ordinance No. 86 – Amending Ordinance No. 85 with Respect to Compensation and Policies Related to Board Activities.**

Director Greg Young reported that there are just a few changes made to the Ordinance, mainly revolving around outside meetings. The compensation for Board of Directors was updated to current amount and a new Standing Committee was added, Policy Review & Oversight Committee. The concept behind adding this committee is that they will work with all department heads to establish a reasonable schedule to review all existing policies. Questions ensued and it was recommended to look into per diems to include in the Ordinance for Board travel and once completed, bring the Ordinance to the full Board for approval.

3. **Draft Board of Directors Policies and Procedures Manual.**

Director Greg Young stated that he and Vice President Crowther worked on this Manual as the District did not have a Board of Directors Policies and Procedures Manual. The only formalization the Board currently has is Ordinance No. 85 which does not develop the governance of the Board and it only focuses on the compensation and meetings. After further

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discussion, the Board recommended that some of these policies can go through the Standing Committees when appropriate for review.

Due to the time, Director Dr. Taylor recommended that this be continued to another Special meeting. President Hawkins agreed, but stated that it needs to be addressed by the end of October.

**ADJOURN**

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

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

**ATTEST:**

  
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**Peggy Asche, Executive Assistant**