



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, SEPTEMBER 15, 2022
CLOSED SESSION - 6:00 PM • OPEN SESSION – 6:30 PM

BOARD OF DIRECTORS

Channing Hawkins, President
Greg Young, Vice President
Angela Garcia, Director
Dan Jenkins, Director
Kelvin Moore, Director

"In order to comply with legal requirements for posting of agendas, only those items filed with the District 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."

On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The West Valley Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, the District is adopting the State protocol which allows meetings in person and/or via teleconference. Accordingly, it has been determined that all Board and Workshop meetings of the West Valley Water District will be held pursuant to Assembly Bill No. 361, the Brown Act and will be conducted via teleconference and in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact administration@wvwd.org.

CALL TO ORDER

OPENING CEREMONIES

Pledge of Allegiance
Opening Prayer
Call to Order
Roll Call of Board Members

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 Acting 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.

PRESENTATION

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. Minutes - July 7, 2022.
2. Minutes - July 21, 2022.
3. IE Works Contract Renewal 2022/23.
4. New Job Descriptions Facilities Maintenance Technician and Governmental & Legislative Affairs Manager.
5. Customer Service Week.

6. Water Professionals Week 2022.
7. Approval of Payment to Hunt Ortmann Palffy Nieves Darling & MAH, Inc. for Professional Services rendered, in June 2022, Invoice No. 94129; \$11,315.00.
8. Approval of Payment to Hunt Ortmann Palffy Nieves Darling & MAH, Inc. for Professional Services rendered, in July 2022, Invoice No. 94673 \$5,548.00.

BUSINESS MATTERS

Consideration of:

1. Selection of Consulting Firm for Executive Recruitment Services - General Manager.
2. Governance: Board of Directors Handbook.

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

1. **Board of Directors**
2. **General Manager**
3. **General Counsel**

UPCOMING MEETINGS

- September 15, 2022 - Board of Directors Regular Board Meeting at 6:45 PM
- (Closed Session at 6:00 PM)
- September 27, 2022 - Policy Review Committee Meeting at 6:00 PM
- September 28, 2022 - Finance Committee Meeting at 6:30 PM

UPCOMING COMMUNITY EVENTS

- Saturday, September 17th, 2022, 2022 Pet A Palooza & Pollution Prevention Fair (WVWD will have a Booth) at 10:00 am - 1:00 pm
- Saturday, September 17th, 2022, Landscape Basics (WVWD Workshop) between 10:00 a.m. - 1:00 p.m.
- Friday, September 23, 2022, Viva La Fiesta - Rialto (WVWD will have a Booth) between 6:00 p.m. - 9:00 p.m.
Rialto City Park, 130 E. San Bernardino Ave., Rialto, CA 92376
- Saturday, October 1, 2022, Fundamentos del Paisaje (WVWD Workshop) between 10:00 a.m. - 1:00 p.m. West Valley Water District

- Wednesday, October 5, 2022, State of the County, Main Event Starts at 5:30 p.m.
- Saturday, October 8th, 2022, Let's Move on the Trail - Fontana (WVWD will have a Booth) between 9:00 a.m. - 12:00 p.m.
Fontana City Hall
- Wednesday, October 12, 2022, Breakfast with Rialto Chamber between 7:30 a.m. - 9:00 a.m.
Sammy's Café, 298 W. Base Line Rd. Rialto, CA 92376
- Thursday, October 13, 2022, Fontana Chamber Monthly Membership Luncheon -
Speaker and location TBD
- Saturday, October 22, 2022, Irrigation and Water Capture (WVWD Workshop)
between 10:00 a.m. - 1:00 p.m.
West Valley Water District
- Saturday, November 5, 2022, Oliver P. Roemer Community Tour (Tentative - WVWD
will be hosting) between 9:00 a.m. - 11:00 a.m.
Oliver P. Roemer Water Filtration Facility
- Saturday, November 12, 2022, Irrigación y Colección de Agua (WVWD Workshop)
between 10:00 a.m. - 1:00 p.m.
West Valley Water District

UPCOMING EDUCATIONAL & TRAINING OPPORTUNITIES

- October 4 - 6, 2022 - WaterSmart Innovations Conference
Las Vegas, NV
- November 29 - December 1, 2022 - Association of California Water Agencies
2022 Fall Conference (Indian Wells, CA)

CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION -
Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (D) of
Section 54956.9(B): Number of Cases: Two (2).
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant
to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case
Name: Diana Gunn. vs. West Valley Water District, Case No. CIVSB2117195.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant
to Paragraph one (1) of Subdivision (d) of the Government Code Section 54956.9 Case
Name: Naisha Davis vs. West Valley Water District et al. Case No. 20STCV0323.

- 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.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Chief Financial Officer.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Board Secretary.

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 September 12, 2022.



Nancy Albitre, Acting 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 Acting Board Secretary, Nancy Albitre, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Albitre may be contacted by telephone at (909) 875-1804 ext. 346, 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
July 7, 2022

Attendee Name	Present	Excused	Absent
Board of Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Van Jew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maisha Mesa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jose Velasquez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janet Harmon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jesse Becerra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPENING CEREMONIES

- Pledge of Allegiance - Led by Director Young
- Opening Prayer - Led by Pastor Crawford, City Church
- Call to Order
- Roll Call of Board Members

ADOPT AGENDA

Director Greg Young motioned to adopt the agenda as presented and Director Kelvin Moore second the motion. Hearing no discussion, the following vote was taken:

WVWD

Minutes: 7/7/22

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Kelvin Moore, Director
AYES:	Gregory Young, Angela Garcia, Kelvin Moore, Channing Hawkins
NOES:	None
ABSENT:	None

PUBLIC PARTICIPATION

Peggy Asche, Board Secretary, stated that no requests were received to speak via email. President Channing Hawkins inquired if anyone from the public would like to speak.

Dr. Michael R. Taylor, former Director of the Board stated he wanted to honor Peggy Asche, Board Secretary on her retirement. Dr. Taylor recognized Ms. Asche for doing a fantastic job during her tenure with the Board.

PRESENTATION

Honoring Peggy Asche on Her Retirement

President Hawkins announced that we would be honoring Ms. Peggy Asche on her retirement. Ms. Socorro Pantaleon, Acting Governmental and Legislative Affairs Manager, invited Ms. Asche to come forward to the dais for a few presentations. Ms. Asche received recognition from:

- Mr. Rafael Trujillo, from Congresswoman Norma J. Torres' office.
- Ms. Birdie Aguilar, from Congressman Pete Aguilar's office.
- Prince Ogidkipe, from the Assembly Majority Leader Eloise Gomez Reyes' office.
- Ms. Jeovana Sanchez Gonzales, from Assembly Member James Ramos' office.
- California State Senator Connie Leyva.
- County of San Bernardino Board of Supervisor Joe Baca, Jr.
- West Valley Water District Board of Directors.

Rialto High School Inland Solar Challenge

Ms. Socorro Pantaleon, Acting Governmental & Legislative Affairs Manager, gave a brief presentation on the Inland Empire Solar Challenge. The Board of Directors then presented certificates of recognition to each of the student and staff team members from Rialto High School.

WVWD

Minutes: 7/7/22

PUBLIC HEARING

President Hawkins declared the Public Hearing open at 7:31 p.m. Ms. Asche confirmed that notice of this hearing been given as required by law. Acting General Manager, Mr. Van Jew informed the Board that the California Health and Safety Code requires water agencies, once every three years to prepare report and hold the public hearing to discuss the contaminants detected in our public water system to preface this public sharing our water quality.

Ms. Janet Harmon, (Water Quality Supervisor), reported that the Public Health Goals are published by the State Office of Environmental Health Hazard Assessment, and that the District is required to provide a brief written report that gives information on the detection of any contaminant above the Public Health Goal or Maximum Contaminant Level goal set by the EPA. Ms. Harmon reported that the Public Health Goal Report was made available to the public for comment. No comments were reported.

President Hawkins stated the Board acknowledged receipt of the 2022 Public Health Goal Report and that receipt has been entered into the record of public hearing. President Hawkins then opened the public comment portion of the public hearing and separately solicited general comments, comments in favor, and comments in opposition. No comments were received.

President Hawkins declared the public hearing closed at 7:35 p.m.

CONSENT CALENDAR

Director Greg Young motioned to adopt the Consent Calendar as presented and Director Angela Garcia second the motion. Hearing no discussion, the following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Angela Garcia, Director
AYES:	Gregory Young, Angela Garcia, Kelvin Moore, Channing Hawkins
NOES:	None
ABSENT:	None

1. May 19, 2022 – Regular Board Meeting Minutes.
2. May 19, 2022 – Special Board Meeting Minutes.
3. June 2, 2022 – Regular Board Meeting Minutes.
4. June 16, 2022 – Regular Board Meeting Minutes.
5. June 18, 2022 – Special Board Meeting/Workshop Minutes.
6. June 28, 2022 – Special Board Meeting Minutes.
7. June 29, 2022 – Special Board Meeting Minutes.

WVWD

Minutes: 7/7/22

8. Adopt Resolution No. 2022-14, Amending Schedule of Charges for the Hourly Labor and Vehicle/Equipment Hourly Rates for Water Service Regulations.
9. Adopt Resolution No. 2022-15, a Resolution of the Board of Director of The West Valley Water District Honoring Peggy Asche on Her Retirement.
10. Adopt Resolution No. 2022-16, Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Gavin Newsom on March 4, 2020, and Authorizing Remote Teleconference Meetings of The Legislative Bodies of West Valley Water District for at the Period July 14, 2022, through August 14, 2022, Pursuant to Brown Act Provisions.
11. 2022 Public Health Goal Report – Receive and File.
12. Upgrade of the Electrical Panel in The District Server Room.
13. Approval of Payment to Hunt Ortmann Palffy Nieves, for Professional Services Rendered in May 2022, Invoice No. 93587; \$19,856.00.
14. Approval of Payment to Liebert Cassidy Whitmore, for Professional Services Rendered in April 2022, Invoice No. 218491; \$315.50.
15. Approval of Payment to Liebert Cassidy Whitmore, for Professional Services Rendered in March 2022, Invoice No. 216698; \$2,732.00.
16. Approval of Payment to Liebert Cassidy Whitmore, for Professional Services Rendered on March 2022, Invo Approval pf Payment to Liebert Cassidy Whitmore, for Professional Services Rendered in March 2022, Invoice No. 216700; \$429.00. Ice No. 216699; \$1,481.50.
17. Approval of Payment to Liebert Cassidy Whitmore, for Professional Services Rendered in March 2022, Invoice No. 216700; \$429.00.
18. Approval of Payment to Liebert Cassidy Whitmore, for Professional Services Rendered in August 2021, Invoice No. 203574; \$858.00.
19. Approval of Payment to Tafoya Law Group, APC, for Professional Services Rendered in May 2022, Invoice No. 22-1005; \$20,976.00.
20. Ratification of Agreement to Perform the Classification and Compensation Study.

BUSINESS MATTERS

21. Discussion Regarding \$11 Million Transfer To LAIF.

Mr. Jose Velazquez, Director of Finance, reported that in June, the District collected over \$10 million of capacity charges and development fees. In an effort to reduce the excess funds in the general checking account, District staff would like to transfer the excess funds of \$11 million to the LAIF account. At the conclusion of the presentation, general direction was given to staff to proceed with the item as presented, no vote was taken.

WVWD

Minutes: 7/7/22

22. Plan of Action to Reopen the District.

Ms. Socorro Pantaleon, Acting Governmental & Legislative Affairs Manager, gave a brief presentation on the Plan of Action to Reopen the District.

Director Greg Young motioned to adopt the staff recommendation for the Plan of Action to Reopen the District and Director Angela Garcia seconded the motion. The following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Angela Garcia, Director
AYES:	Gregory Young, Angela Garcia, Kelvin Moore, Channing Hawkins
NOES:	None
ABSENT:	None

23. Filling Board of Director Vacancy Seat for Division 2.

Mr. Robert Tafoya, General Counsel reported that he consulted with the District’s elections attorney, and that the Board is allowed to fill the vacancy for Division 2, pursuant to the procedures followed previously. At the conclusion of the presentation, general direction was given to staff to proceed with the item as presented, no vote was taken.

24. West Valley Water District Board of Directors - Selection of Vice President.

Director Angela Garcia motioned to nominate Greg Young as Vice President and Director Kelvin Moore seconded the motion. The following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Angela Garcia, Director
SECONDER:	Kelvin Moore, Director
AYES:	Gregory Young, Angela Garcia, Kelvin Moore, Channing Hawkins
NOES:	None
ABSENT:	None

25. Reconsideration of Adoption Resolution 2022-17, Adopting the Annual Operating and Capital Improvement, Staffing Plan and Salary Schedule Budget for 2022-23.

Director Angela Garcia motioned to re-adopt the FY 2022-2033 Operating Budget with changes to the Organizational Chart. Having no second the motion died.

WVWD

Minutes: 7/7/22

RESULT:	Dies for lack of 2nd.
MOVER:	Angela Garcia, Director
SECONDER:	None
AYES:	None
NOES:	None
ABSENT:	None

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

1. Board Members

Director Greg Young thanked Peggy Asche for her outstanding service.

Director Angela Garcia congratulated Peggy Asche on her retirement and congratulated Director Young on his elected as Vice President.

Director Kelvin Moore also thanked Peggy Ache for her graciousness.

2. Acting General Manager

Van Jew stated that there was a zoom comment that Peggy Asche was a blessing to the District, and he also congratulated Director Young for being recognized by his peers and being elected Vice President.

Mr. Jew also gave a follow-up to the Fourth of July break-in at the District on Sunday. Two district vehicles, some storage bins and inventory were taken and \$5,100 stolen property. Damages was about \$15,000 in tools and damages. Police took a police report and will be working with the insurance company to determine what is covered. We will be having a recommendation to the Safety Committee meeting August 9, 2022 to see what the best option is to move forward for the security issues.

3. Legal Counsel

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

CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9(b): Number of Cases: Three (5).
- CONFERENCE WITH LABOR NEGOTIATOR (54957.6) DISTRICT NEGOTIATORS; Van Jew, Haydee Sainz, Robert Tafoya, Union Negotiators; re: International Union of Operating Engineers, Local 12.

WVWD

Minutes: 7/7/22

- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Patricia Romero v. West Valley Water District, Case No. CIVDS2024402.
- 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.
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Diana Gunn. vs West Valley Water District, Case No. CIVSB2117195.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Naisha Davis v. West Valley Water District et al. Case No. 20STCV0323.

ADJOURN

There being no further business, the meeting adjourned at 8:13 p.m.

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

ATTEST:

Nancy Albitre, Acting Board Secretary

WVWD

Minutes: 7/7/22

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
July 21, 2022

Attendee Name	Present	Excused	Absent
Board of Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angela Garcia	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Van Jew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maisha Mesa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jose Velasquez	<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 Vice President Young
- Opening Prayer - Led by Director Moore
- Call to Order
- Roll Call of Board Members

ADOPT AGENDA

Vice President Gregory Young motioned to adopt the agenda as presented and Director Kelvin Moore seconded the motion. Hearing no discussion, the following vote was taken:

WVWD

Minutes: 7/21/22

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gregory Young, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Gregory Young, Kelvin Moore, Angela Garcia, Channing Hawkins
NOES:	None
ABSENT:	None

PUBLIC PARTICIPATION

Jon Stephenson, Acting Board Secretary, stated that no requests were received to speak via email. No members of the audience made public comment either. However, Van Jew, Acting General Manager, stated that Diana Araiza, a customer, submitted an email which was subsequently read into public record.

CONSENT CALENDAR

Vice President Gregory Young motioned to adopt the Consent Calendar as presented and Director Kelvin Moore seconded the motion. Hearing no discussion, the following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gregory Young, Vice President
SECONDER:	Kelvin Moore, Director
AYES:	Kelvin Moore, Gregory Young, Angela Garcia, Channing Hawkins
NOES:	None
ABSENT:	None

1. Consider a Water System Infrastructure Installation and Conveyance Agreement with Lennar Homes of California, LLC for River Ranch Well 4A.
2. Consider a Water System Infrastructure Installation and Conveyance Agreement with Lennar Homes of California, LLC for River Ranch Well 5A.
3. Consider a Grant of Easement from AG EHC II (LEN) CA 2 L.P., for Gardens at the Arboretum Tract 20362 Lot 5.
4. Consider a Grant of Easement from AG EHC II (LEN) CA 2 L.P., for Gardens at the Arboretum Tract 20362 Lot 6.
5. Grant of Easement from AG EHC II (LEN) CA 2 L.P., for Gardens at the Arboretum Tract 20363.
6. Consider a Grant of Easement from AG EHC II (LEN) CA 2 L.P., for Gardens at the Arboretum Tract 20364.
7. Consider a Grant of Easement from AG Essential Housing CA 4, L.P., for River Ranch Tract 20204.

WVWD

Minutes: 7/21/22

8. Consider Easement Recordation of Parcel Map No. 20530 from the City of Fontana to West Valley Water District.
9. Consider a Reimbursement Agreement with Union Pacific Railroad Company.
10. Construction Water Fee Adequacy.
11. Topographic Services for Cactus Avenue Pipeline Project.
12. Server and Software Upgrade for Supervisory Control and Data Acquisition (SCADA) System.
13. Booster Pump to Improve the Water Pressure for a Customer in a Remote Area.

BUSINESS MATTERS

14. Well Pump Inspection, Repair and Maintenance.

Ms. Joanne Chan, Director of Operations, reported that Well 54 was taken out of service on July 10, 2022, due to loud vibration and shaking of the pump shaft. The Executive Committee gave authorization to have the well repaired. The issue was the well motor was overheating and the turn around time is three weeks to a month to fix. This agenda item was for information only.

15. Staffing Update.

Ms. Haydee Sainz, Director of Human Resources, gave a brief presentation on staffing. Ms. Sainz reported that the 2022 IE Works contract will be going the Human Resources Committee and gave an update on current vacancies, which include an Accounting Specialist for payroll, the Board Secretary, the Chief Financial Officer, Water System Operators for Meters and Distribution, and a Customer Service Representative II. The Water Systems Operator III – Cross Connection and the Human Resources Analyst positions are on hold. The Facility Maintenance Technician is a new position and will be going to Human Resource Committee.

16. Adopt Resolution No. 2022-18, A Resolution of the Board of Directors of the West Valley Water District Honoring William “Bill” Perez on His Retirement.

President Channing Hawkins and Ms. Socorro Pantaleon, Acting Governmental & Legislative Affairs Manager, gave a brief presentation regarding William “Bill” Perez and his 47 years of dedicated service.

President Channing Hawkins motioned to adopt the Business Item # 16 as presented and Vice President Gregory Young second the motion. Hearing no discussion, the following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Channing Hawkins, President
SECONDER:	Gregory Young, Vice President
AYES:	Angela Garcia, Kelvin Moore, Gregory Young, Channing Hawkins
NOES:	None
ABSENT:	None

17. Adopt Resolution No. 2022-19, A Resolution of the Board of Directors of the West Valley Water District Changing the District Election Date from June of 2022 to the Statewide General Election in November 2022 in order to Comply with SB 415.

Vice President Gregory Young motioned to adopt the Business Item # 17 as presented and Director Kelvin Moore second the motion. Hearing no discussion, the following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gregory Young, Vice President
SECONDER:	Kevin Moore, Director
AYES:	Angela Garcia, Kelvin Moore, Gregory Young, Channing Hawkins
NOES:	None
ABSENT:	None

CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9(b): Number of Cases: Three (3).
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Patricia Romero v. West Valley Water District, Case No. CIVDS2024402.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Naisha Davis v. West Valley Water District et al. Case No. 20STCV0323.
- 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.
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Diana Gunn. vs West Valley Water District, Case No. CIVSB2117195.

WVWD

Minutes: 7/21/22

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

1. Board Members

Vice President Gregory Young wanted to inform the Board that Ken Sikorski, who was a former employee of the District passed away last week due to health issues. President Channing Hawkins read into the record a brief summary of Ken Sikorski's service at the District.

2. Acting General Manager

Mr. Van Jew, reported on the ACWA Conference in Washington, DC and meetings that were held with Representative Norma Torres, Representative Pete Aguilar, the office of Senator Diane Feinstein, the office of Senator Alex Padilla, the Department of Energy, and the Environmental Protection Agency.

3. Legal Counsel

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

ADJOURN

There being no further business, the meeting adjourned at 8:13 p.m.

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

ATTEST:

Nancy Albitre, Acting Board Secretary



**BOARD OF DIRECTORS
STAFF REPORT**

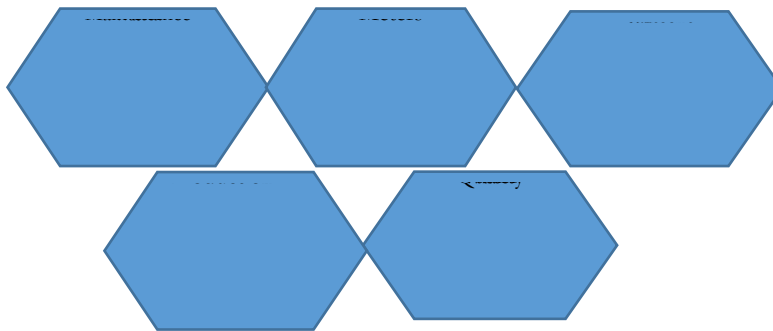
DATE: September 15, 2022
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: IE WORKS CONTRACT RENEWAL 2022/23

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 launching of this program was a success. Last year staff provided the necessary training to three interns that successfully completed the training program. Two were recently 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 purpose is to prepare individuals for careers in the Water Technology Industry. The opportunity provides for 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.



Interns are expected to meet and follow West Valley Water District's rules and policies. Supervision is provided throughout 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 2022 Skilled Trades Internship Program agreement, which is attached as Exhibit "A".

FISCAL IMPACT:

Funds for the program are budgeted for FY 2022/23 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:

Staff recommends that the Board of Directors to authorize entering into a contract with IE Works for FY 2022/23 for an amount not to exceed \$50,000 for the internship program for up to three (3) interns.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms

ATTACHMENT(S):

1. JVS WVWD Internship MOU 2022.23

MEETING HISTORY:

09/06/22 Human Resources Committee REFERRED TO BOARD

**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 2022 Skilled Trades Internship Program ("Program").

JVS and Employer agree to participate in the IEWorks 2022 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 \$19.42/hr. for a maximum of 30 hours/week 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) 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) Invoice the Employer for **66.67%** of all wages paid to the employee during the internship period.
- C) 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.
- D) Recruit, screen and refer to the employer for interviews Intern candidates who meet that criteria that **Employer** and JVS establishes.
- E) 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 July 25th, 2022 and shall continue through December 2022.**

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

West Valley Water District

JVS

Signed: _____

Signed: _____

Print Title: Van Jew

Print Name: Kathryn Beeley

Title: General Manager

Title: Chief Operating Officer

Date: _____

Date: _____

Attachment A
2021 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: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:

Attachment A
2021 Skilled Trades Internship Program
Internship Assignment Description

Intern 2 Name: TBD

Best Contact Info:

Agency Name: West Valley Water District

Agency Point of Contact:

Best Contact Info:

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

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: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:

Attachment A
2021 Skilled Trades Internship Program

Internship Assignment Description

Intern 3 Name: TBD

Agency Name: West Valley Water District

Agency Point of Contact:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Best Contact Info:

Brief description of Internship assignment (ex. duties):

Best Contact Info:

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

Term of Internship: 12 weeks

Primary location of Internship assignment: Rialto

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs)::

Wage: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: September 15, 2022
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: NEW JOB DESCRIPTIONS FACILITIES MAINTENANCE TECHNICIAN
 AND GOVERNMENTAL & LEGISLATIVE AFFAIRS MANAGER

BACKGROUND:

On June 29, 2022, the Board of Directors approved inclusion of two new positions with the adoption of the FY 2022-23 budget. They are a Facilities Maintenance Technician and a Governmental and Legislative Affairs Manager.

Staff determined the need for a Facilities Maintenance Technician as critical due to the volume of pending work that is currently being handled by the Distribution Division in the Operations Department. Upon further discussions with Operations staff, they identified the Operations Manager as a position that was not needed and in turn requested it to be eliminated and a Facilities Maintenance Technician be added to provide the additional workforce needed to address the current needs of the District's infrastructure for maintenance and repairs. This change will alleviate the workforce challenge of not having enough staff to complete critical building maintenance projects. The position is critical, and it will assume the essential duties as set forth in the job description attached as exhibit "A".

In addition, the District conducted a staffing assessment of senior management positions. It was recommended, based on a comparison of positions utilizing classification factors, that the Director of Government & Legislative Affairs be retitled to a Governmental and Legislative Affairs Manager. The position will assume the essential duties as set forth in the job description attached as exhibit "B".

DISCUSSION:

Staff prepared the Facilities Maintenance Technician and Government and Legislative Affairs Manager job description, which reflects the current requirements, duties, and responsibilities of the position. The established and adopted annual salary range for these classifications are as follows:

- Facilities Maintenance Technician Range 33 - \$52,874 - \$74,381.
- Government and Legislative Affairs Manager Range 123 - \$102,128 - \$167,565.

The reorganizational changes requested to add the Facilities Maintenance Technician position by one additional full-time position and to remove/deactivate the Operations Manager from the District's Job Classification List. This action has already been taken.

FISCAL IMPACT:

There is no fiscal impact. These positions are already authorized and funded in FY 2022/23 Budget.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors to approve the job descriptions for the two new positions of Facilities Maintenance Technician and Government & Legislative Affairs Manager.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms

ATTACHMENT(S):

1. Government and Legislative Affairs Manager 7.15.2022
2. Facilities Maintenance Technician Job Description 7.15.2022 final

MEETING HISTORY:

09/06/22 Human Resources Committee REFERRED TO BOARD

EXHIBIT "B"



Government & Legislative Affairs Manager

Department/Division:	Administration
Reports To:	General Manager
Provides Direction To:	Public Affairs Analyst, Government and Legislative Affairs Analyst & Community Affairs Representative
FLSA Exemption Status:	Exempt
Date Prepared:	7/15/2022

GENERAL PURPOSE

Under general direction, plans, organizes, and provides direction and oversight for comprehensive public information, oversees execution of branding efforts; water conservation programs and activities, and directs and performs a variety of responsible administrative processes related to governmental activity for the District; fosters cooperative working relationships with intergovernmental and regulatory agencies and the media; serves as chief spokesman for the District on legislative, regulatory policy and governmental relations issues, and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This management-level class requires initiative, effective communication, leadership along with the frequent use of tact, discretion, and independent judgment. Incumbent is responsible for managing a wide variety of functions, programs and staff engaged in the District's public information, education, internal communication, and legislative programs. Independently performs highly complex tasks, serves as a liaison between the District and designated agencies; represents the District in meetings with other public agencies, elected and appointed governmental officials, community and industry groups and the media; and assists with community and intergovernmental organizations and interest groups to ensure effective working relationships and cooperation.

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.

- Oversee the development and implementation of District-wide communications program including customer outreach, stakeholder development programs, strategic initiatives, legislative affairs and media relations to meet District goals and objectives

- Provide strategic guidance to Executive Managers, Board members, and other departments on complex media relations and related matters
- Coordinate the development of position papers and public testimony; develop and implement external/internal communications, planning, messaging, and strategy
- Direct the development of customer and public relations collateral including news releases, media clips, public service announcements, fact sheets, newsletters, outreach campaign materials, educational initiatives and related communication materials created and executed by both staff and consultants
- Plan and evaluate the performance of assigned staff and manage professional service contracts and consultants
- Manage a business plan for government relations that identifies threats and opportunities to the District with regard to federal, state and local government regulation and oversight
- Advise District management staff in matters related to public relations and information
- Provide oversight to the District's legislative advocacy and related activities; oversee the analysis of proposed local, state, and federal law and regulations for their impact on the District
- Review, track, analyze and interpret proposed federal, state and local legislation which could affect District programs and financial operations; coordinate staff reviews and responses to proposed legislation
- Develop and direct the implementation of goals, objectives, policies and standards for the Public Information Department; coordinate and assist with meetings of the District Planning and Administration Committee; draft legislative summaries, position papers, policy principles, correspondence and testimony; propose revisions to legislation and regulation consistent with the District's interests; recommend District positions on legislation and action to achieve desired legislative results
- Coordinate appointments with targeted local, state and federal legislative representative and their senior staff members on a periodic basis
- Identify and recommend revisions to legislation to eliminate adverse consequences to the District
- Develop, recommend, administer, and monitor the water education, legislative, and public information program budgets
- Facilitate resolution of problems, concerns or complaints between residents and District staff and officials
- Effectively work with various community based organizations, neighborhood groups, civic groups, service clubs, schools, youth organizations and other groups to maintain open lines of communication between the District and individuals from various stakeholder groups
- Maintain prompt and regular attendance.
- Performs other duties as assigned.

EXHIBIT “B”

QUALIFICATIONS**Knowledge of:**

- Extensive principles, methods, and practices applies in design and implementation of public affairs, community engagement, public information, marketing, outreach, and communication.
- Policies, principles, and practices and methods for developing and administering a comprehensive community affairs program and its application to water, wastewater, and resource management.
- Contemporary issues affecting local government and the community.
- Relevant federal state and local programs and related laws, policies and procedures
- Resources available to members of the communities served.
- Management of group dynamics and meeting facilitation techniques and methods
- Principles, methods and practices applied in design and implementation of one or more of the public affairs programs, including: government relations, community relations and CIP outreach, media relations and graphic services.
- Strong written and verbal communications skills, methods and techniques of journalistic writing, proofreading and editing; correct English usage, including spelling, grammar and punctuation.
- Verbal and PowerPoint presentation skills; techniques of graphic design, print production; website management.
- Strategies for building relationships with local, state and federal public officials and organizations, business, industry and community leaders, media executives, editorial staff and reporters; special event planning; intranet and internet tools; and contract administration.

Ability to:

- Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines.
- Make effective and engaging oral presentations clearly, logically and persuasively.
- Operate standard office equipment including a personal computer.
- Deliver messaging and engage audiences.
- Exercise independent judgment and function effectively in a variety of difficult situations.
- Offer helpful information in order to create a favorable public image for the District.
- Comply with the District’s safety, health and environmental policies.
- Effectively plan, direct, manage and coordinate projects.
- Provide clear direction to others.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Demonstrate initiative and resourcefulness.
- Exercise independent judgment and work with a minimum of supervision.
- Effectively sustain frequent contact with a wide variety of people.
- Analyze situations accurately and recommend an effective course of action.
- Understand and relate to the needs of members of the community and professional groups.
- Establish and maintain effective working relationships with employees of the District and other government and community agencies.

- Learn the organization, policies, procedures and operating details of the District.

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: Bachelor's degree from an accredited college or university with a major in marketing, public relations, public administration, political science or related field is required.

AND

Experience: Five (5) years of of increasingly responsible experience involving development and coordination of public affairs, and community outreach.

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.

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 required to use repetitive motion for keyboard use and writing; frequently grasp, reach overhead, hold and reach; sit for long periods of time; occasionally walk, use staircases, stand, kneel, stoop and bend; occasionally lift and carry up to 25 pounds or 60 pounds with assistance; constantly use overall vision; and frequently hear and talk, in person and on the phone. Employees may be required to travel to other sites within the District.

Mental Demands

While performing the duties of this class, employees must possess the ability to speak, read, and write English, in addition to exercising math and computer aptitude as required. Employees work under pressure with frequent interruptions while communicating and interacting with a variety of District personnel, the public, and others encountered in the course of work. The ability to explain, interpret, and apply related rules, regulations, policies and procedures; and work on multiple concurrent assignments, often within tight timeframes using good business judgment is necessary.

WORK ENVIRONMENT

The employee primarily works in a temperature controlled office environment subject to typical office noise and settings. Incumbents are expected to use principles of effective safety practices

EXHIBIT "B"

including the use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.

The employee occasionally drives a vehicle to attend off-site meetings and functions and is exposed to traffic and variable weather conditions.



Facilities Maintenance Technician

Department/Division:	Finance/Purchasing
Reports To:	Purchasing Supervisor
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Effective Date:	July 15, 2022

GENERAL PURPOSE

Under general supervision, performs a wide variety of technical building maintenance, repair and installation tasks, maintain and renovate District buildings and facilities; oversees facilities maintenance contract services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for performing maintenance and alterations on District buildings and facilities. Incumbents in this class administer various facilities maintenance contracts related to landscaping, facilities maintenance, and janitorial services. This class is distinguished from the Purchasing Supervisor in that the latter is a first supervisory-level class that is responsible for organizing, assigning, supervising and reviewing the work of assigned staff in the Purchasing Division.

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.

- Performs maintenance and alterations on District buildings and facilities including plumbing, carpentry, painting, pest control, furniture, HVAC systems, building grounds and other general facility repairs; identifies and evaluates construction-related problems; repairs and/or renovates structures.
- Assists in a variety of building tasks for District facilities; reads blueprints; creates specifications and job standards for small contracts; prepares cost estimates for new construction; monitors contractor work.
- Moves office furniture; sets up and breaks down meeting rooms as requested.
- Plans, schedules, and prioritizes assigned maintenance, repair and custodial work in consultation with assigned supervisor; communicates status of projects to appropriate personnel in other District departments and divisions as necessary.

- Inspects structures; recommends special work required or necessary facility maintenance.
- Researches and initiates purchase requisitions for materials and contract services; obtains estimates for required services and materials as directed; assists Purchasing Supervisor in evaluating vendors.
- Administers landscaping, janitorial and maintenance contracts with outside vendors; ensures compliance with contractual specifications.
- Maintains accurate work records and documents including purchase orders, bid documentation, contracts, insurance records, proposals, and other required documentation; prepares written reports and work project analyses as required.
- Coordinates work of contractors for the best utilization of available staff and resources; examines work areas to review work in progress, evaluates the quality of work, and resolves issues; inspects work upon completion.
- Participates in facilities maintenance budget preparation; prepares cost estimates; submits justifications for budget items; monitors and tracks program expenditures.
- Trains temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversees and assigns work.
- Responds to emergency situations as necessary.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, repairing, constructing and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical work.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Applicable federal, state and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic record keeping principles and procedures.
- Basic computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation and repair of District buildings and facilities.
- Skillfully and safely operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, construction work.
- Read and understand blueprints, construction drawings, and schematics.
- Coordinate work assignments with other divisions and departments.
- Conduct safety inspections and establishing safe procedures.
- Estimate needed materials and labor and secure sufficient quantities.

- Inspect the work of others and maintaining established quality control standards.
- Practice safe work habits; training others in proper and safe work procedures.
- Follow division policies and procedures related to assigned duties.
- Work with contractors on District approved projects.
- Maintain records and preparing work and time reports in building and facility maintenance areas.
- Organize own work, setting priorities and meeting critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective relationships with those contacted 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: A high school diploma or satisfactory equivalent.

And

Experience: A minimum of two (2) years of progressively responsible experience involving general facilities maintenance, preventative maintenance or project management all of which include the oversight of contract services; experience with the public agency bidding process is highly desired.

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 Vehicle Insurance Policy standards.

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

Must possess mobility to work in various District buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; color and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach

and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: September 15, 2022
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: CUSTOMER SERVICE WEEK

BACKGROUND:

Customer Service Week is a celebration of the importance of customer service and of the people who serve and support customers on a daily basis. Customer Service Week was adopted in 1992 when the U.S. Congress proclaimed Customer Service Week as a nationally recognized event, celebrated annually during the first week in October. In addition to celebrating Water Professionals Week, the district will be highlighting customer service staff and celebrating ratepayers during the week of October 3-7, 2022.

DISCUSSION:

To commemorate Customer Service Week, WVWD will issue a proclamation with the proposed Resolution 2022-24 (**Exhibit A**). Additionally, we will be inviting ratepayers to visit the customer service lobby during Customer Service Week and to follow WVWD on social media to participate in giveaways that will help with home water savings as token of our appreciation.

FISCAL IMPACT:

There is not fiscal impact related to this resolution.

STAFF RECOMMENDATION:

Adopt the Resolution 2022-25 designates October 3-7, 2022 as Customer Service Week.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ/sp

ATTACHMENT(S):

1. Resolution No. 2022-25 Customer Service Week

RESOLUTION NO. 2022-25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT
DESIGNATING OCTOBER 3-7, 2022 AS CUSTOMER SERVICE WEEK**

WHEREAS, Customer Service Week is a celebration of the importance of customer service and of the people who serve and support customers on a daily basis; and

WHEREAS, Customer Service Week was adopted in 1992 when the U.S. Congress proclaimed Customer Service Week as a nationally recognized event, celebrated annually during the first week in October; and

WHEREAS, now more than ever, amidst a drought, West Valley Water District is proud to support its ratepayers with safe, reliable water at an affordable rate and resources to ensure water efficient practices; and

WHEREAS, WVWD invites ratepayers to visit the Customer Service Lobby during Customer Service Week and to follow WVWD on social media to participate in giveaways that will help with home water savings as token of our appreciation; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of West Valley Water District designates October 3-7, 2022 as Customer Service Week Water and extends its sincere gratitude and appreciation to its customer service employees and the ratepayers we serve.

**ADOPTED, SIGNED, AND APPROVED THIS 15th DAY OF SEPTEMBER, 2022 BY
THE FOLLOWING VOTE:**

**AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:**

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

ATTEST:

Nancy Albitre, Acting Board Secretary



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: September 15, 2022
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: WATER PROFESSIONALS WEEK 2022

BACKGROUND:

The Association of California Water Agencies (ACWA), is celebrating its sixth Annual Water Professionals Week during the week of October 1-9, 2022 highlighting the important role of water industry water professionals in local public water agencies in ensuring safe and reliable water, wastewater and recycled water operations in California.

As part of the designated week, water agencies throughout California are encouraged to utilize their communication channels to educate media, ratepayer, local elected leaders and other key audiences on the essential role of that water professionals play in providing safe and reliable water services.

Water Professionals Appreciation Week was established by Senate Concurrent Resolution (SCR) 80, approved by the legislature in 2017. Under SCR 80, Water Professionals Week begins on the first Saturday of October and ends on the Sunday of the following weekend each year.

DISCUSSION:

To commemorate Water Professionals Appreciation Week, WVWD will issue a proclamation (Exhibit A) to employees. Additionally, we will be highlighting employees and their roles at the district throughout the week with various marketing mediums. Additionally, employees will be recognized with a lunch during that week for their contributions to the district.

FISCAL IMPACT:

There is not fiscal impact related to this resolution.

STAFF RECOMMENDATION:

Adopt attached Resolution 2022-24 declaring October 1-9, 2022 as Water Professionals Week.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ/sp

ATTACHMENT(S):

1. Resolution No. 2022- 24 Water Professional Appreciation Week 2022

RESOLUTION NO. 2022-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT
DESIGNATING OCTOBER 1-9, 2022 AS WATER PROFESSIONALS WEEK**

WHEREAS, the week of October 1-9, 2022 has been designated as Water Professionals Week, established by Senate Concurrent Resolution (SCR) 80, approved by the Legislature in 2017.

WHEREAS, Water Professionals Appreciation Week provides an opportunity to recognize and promote the important contributions of West Valley Water District employees and their dedication to ensuring WVWD provides safe, high quality, reliable water to over 96,000 ratepayers in the communities of Rialto, Fontana, Colton, Bloomington, Jurupa Valley and unincorporated areas of San Bernardino County; and

WHEREAS, now more than ever, amidst a drought and other challenges, WVWD is proud to share the critical role our essential workers play in making sure our communities have safe and reliable water; and

WHEREAS, water professionals at local public water and wastewater agencies work 24/7 to plan for the future, maintain and upgrade their systems and improve the safety and resiliency of local water supplies for their communities; and

WHEREAS, WVWD is excited to be participating in Water Professionals Appreciation Week to thank WVWD staff who has invested their time and talents to ensure safe and reliable water; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of West Valley Water District designates October 1-9, 2022 as Water Professionals Appreciation Week and extends its sincere gratitude and appreciation to its employees for their contributions to its ratepayers and community.

ADOPTED, SIGNED, AND APPROVED THIS 15th DAY OF SEPTEMBER, 2022 BY THE FOLLOWING VOTE:

**AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:**

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

ATTEST:

Nancy Albitre, Board Secretary

HUNT ORTMANN PALFFY NIEVES
DARLING & MAH, INC.
301 N. LAKE AVE
7TH FLOOR
PASADENA, CA 91101
(626) 440-5200



Handwritten signature and date: 9/8/22

WEST VALLEY WATER DISTRICT
Attn: Accounts Payable
P.O. BOX 190
RIALTO, CA 92377

July 13, 2022

Account # 7473.002
Invoice # 94129

In Reference to: Contracts

FOR PROFESSIONAL SERVICES RENDERED THROUGH 06/30/2022 SUMMARY OF FEES AND COSTS:

Total Fees:	\$11,315.00
Total Costs:	\$0.00
<u>Total Balance Due</u>	<u>\$11,315.00</u>

HUNT ORTMANN PALFFY NIEVES
DARLING & MAH, INC.
301 N. LAKE AVE
7TH FLOOR
PASADENA, CA 91101
(626) 440-5200

Handwritten signature and date:
9/8/22

WEST VALLEY WATER DISTRICT
Attn: Accounts Payable
P.O. BOX 190
RIALTO, CA 92377

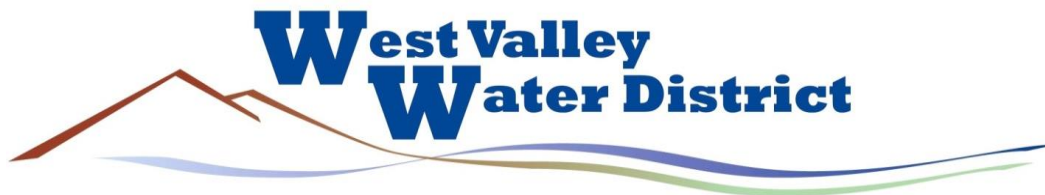
August 15, 2022

Account # 7473.002
Invoice # 94673

In Reference to: Contracts

FOR PROFESSIONAL SERVICES RENDERED THROUGH 07/31/2022 SUMMARY OF FEES AND COSTS:

Total Fees:	\$5,548.00
Total Costs:	\$0.00
<u>Total Balance Due</u>	<u>\$5,548.00</u>



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: September 15, 2022
TO: Board of Directors
FROM: Van Jew, Acting General Manager
SUBJECT: SELECTION OF CONSULTING FIRM FOR EXECUTIVE
 RECRUITMENT SERVICES - GENERAL MANAGER

BACKGROUND:

West Valley Water District (“District”) is seeking a qualified executive recruitment service provider to assist in recruiting, interviewing, evaluating candidates, and hiring the General Manager. The selected firm is expected to work closely with the Executive Committee in the process. The General Manager position directs and oversees the administrative, public relations, personnel, operations, and general affairs of the District. The District anticipates having the new General Manager in place on or about January 2023.

DISCUSSION:

On July 18, 2022, staff issued a Request for Proposals (RFP) for recruitment services for the General Manager position. In response to the RFP, the District received four (4) proposals. Staff evaluated the proposals (Exhibit A) by using the following criteria to rank each firm.

1. Completeness of Proposal
2. Firm Qualifications/Experience
3. Project Approach/proposed project personnel
4. Reference Checks
5. Providing a one-year guarantee
6. Budget

The overall screening of each firm revealed that all the consultants would provide a quality search. However, Koff & Associates firm’s proposal ranked higher than the other vendors (Exhibit “B”). Koff & Associates has successfully completed several recruitments for the General Manager, City Manager, Assistant General Manager, and other high-level positions. Koff & Associates firm will bring the strength of having substantial knowledge of the District’s organization, its culture, and the management style of the District.

Therefore, based on the District’s need to recruit and maintain a qualified professional workforce, staff believes that Koff & Associates firm will provide the best service in the selection of a General Manager.

FISCAL IMPACT:

Funding for this recruitment is not currently included in approved FY 2022-23 budget and will likely require a mid-year transfer.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors to authorize entering into a professional service agreement with Koff & Associates executive recruitment service firm in the amount of \$25,000 to assist the District in recruiting for the General Manager position.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms

ATTACHMENT(S):

1. Koff and Associates
2. GM rating sheet 2022 final

MEETING HISTORY:

09/06/22 Human Resources Committee REFERRED TO BOARD

EXHIBIT A



EXECUTIVE RECRUITMENT SERVICES

GENERAL MANAGER

WEST VALLEY WATER DISTRICT

Submittal date: August 18, 2022



Koff & Associates
A Gallagher Company

Submitted by:
Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Frank Rojas
Recruitment Manager
frojas@koffassociates.com
510.495.0448



August 18, 2022

Al Robles, Purchasing Supervisor
West Valley Water District
855 W Base Line Rd
PO Box 920
Rialto, CA 92377

Dear Mr. Robles,

Thank you for the opportunity to submit our proposal to assist West Valley Water District with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the District with the search for its next General Manager. Koff & Associates (K&A) Recruiting, a Gallagher company, is uniquely qualified based on over 37 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A Recruiting's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A Recruiting an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I will be the Project Manager for this recruitment effort with K&A Recruiting's support team. You can reach me at (510) 495-0448 or frojas@koffassociates.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Rojas', enclosed in a thin black rectangular border.

Frank Rojas
Recruitment Manager



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A Gallagher Company

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Koff & Associates
A Gallagher Company

BUSINESS INFORMATION

Koff & Associates (“K&A”) is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

EXPERIENCE AND QUALIFICATIONS

With 37 years of HR experience, K&A Recruiting knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

We build enduring relationships

K&A Recruiting provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.

We value strength in diversity

We source top talent reflective of the communities you serve. With our focus on inclusion, networking and partnering with minority-based associations, utilizing bias-reducing tools, and drawing from our own employees’ certification training, we are leaders in public sector Diversity and Inclusion.

We leverage innovative search technology

K&A Recruiting uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed. We continuously gather and analyze important data points and are always looking ahead at how we can use information technology to better serve you.

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A Recruiting is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for West Valley Water District.

K&A Recruiting uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.



RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by Frank Rojas (some while at a previous firm):

Agency	Title	Year Completed
East Valley Water District	General Manager/Chief Executive Officer	Current
City of East Palo Alto	City Manager	Current
Stinson Beach County Water District	General Manager	Current
City of Oxnard	Budget Manager, Public Works Dir., Asst. Public Works Dir. (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Planning & Environmental Manager, Assistant Director of Housing Programs	Current – 2017
City of Berkeley	I.T. Director, Deputy Director of Finance, Public Works Director, Deputy City Attorney (2), Director of Health, Housing and Community Services, Operations Manager (2)	Current - 2020
City of Calexico	City Manager, Chief of Police	Current/2022
City of Long Beach	City Treasurer	Current
County of San Mateo Transportation Authority/District	Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and Human Resources; District Surveyor, Real Estate	Current/2021
City of Berkeley	Director of Information Technology, Deputy Director of Finance, Accounting Manager, Manager of Engineering, Operations Manager (2), Public Works Director, Asst. City Attorney, Health Housing & Community Services Director	Current/2021/2020
City of San Bernardino	Director of Public Works, Chief of Police, Director of Human Resources, Director of Animal Services, Director of Finance	Current/2021/2020
County of Riverside	County Counsel, Diversity Equity and Inclusion Officer	Current/2022
City of Oceanside	City Manager	Current
Metro Parks Tacoma	Chief Financial and Administrative Officer	2022
City of San Jose	Chief Information Officer	2022
East Bay RPD	Chief Information Officer	2022
Santa Barbara County Transit District	Director of Finance and Administration	2022
City of Leavenworth	City Administrator	2022
City of Pasadena	Controller	2022
City of Lawndale	Director of Finance / City Treasurer	2022
City of Tracy	City Attorney	2022



City of Carson	Public Works Operations Manager	2022
City of Riverside	Budget Manager	2022
Contra Costa Water Dist.	Director of Finance	2022
County of Stanislaus	Director of Animal Services	2022
City of Woodland Park	Chief of Police	2022
City of Oroville	Chief of Police	2022
Santa Barbara MTD	Director of Human Resources & Risk Management	2022
City of Salinas	Chief of Police, City Manager, Finance Director	2021
Humboldt Waste Management Authority	Executive Director	2021
City of Chico	Public Works Director	2021
Tahoe RPA	Director of Human Resources & Organizational Development	2021
County of Santa Clara	Planning Services Manager/Deputy Director	2021
First 5 Alameda County	Human Resources Director	2021
City of San Diego	Director of Transportation	2021
City of Glendale	City Manager	2021
County of Riverside	County Executive Officer	2021
Orange County Social Services Agency	Chief Deputy Director, Division Director (3)	2021/2020/2019
City of Carson	Public Works Director, Community Services Director, City Manager	2021/2020/2019
City of Colton	Public Works & Utility Services Director	2021
City of Redlands	Director of Municipal Utilities & Engineering, Fire Chief	2021/2020
City of Ontario	Economic Development Director	2021
County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021/2020
City of Millbrae	Director of Finance, Community Development Director	2020
City of Avondale	Development & Engineering Services Director, Economic Development Director	2020/2019
City of Redlands	Fire Chief, Director of Municipal Utilities & Engineering	2020
City of Shafter	City Manager	2020
City of Ontario Municipal Utilities	Assistant General Manager	2020
City of Bell	Director of Community Development	2020
City of Los Angeles	Human Resource & Payroll Project Manager (ERP implementation)	2020



County of San Bernardino	Public Works Director, Human Resources Director, Assistant HR Director, Director of Land Use Services, Regional Parks Director	2020/2019/2018
Orange County LAFCO	Assistant Executive Officer	2020
LA Metro	Chief Ethics Officer	2020
Orange County Fire Authority	Purchasing Manager, Fleet Manager, Human Resource Director	2020/2017
City of Banning	Director of Administrative Services, Director of Parks and Recreation	2019
City of Santa Ana	City Manager, Parks & Recreation Director	2019
City of Bell Gardens	City Manager	2019
City of Anaheim	Deputy Planning Director, Engineering Manager, Buyer	2020/2018/2016
City of Garden Grove	Finance Director, City Manager	2019/2016
Desert Healthcare District	Chief Executive Officer	2019
City of San Marino	City Manager	2018
County of San Luis Obispo	County Administrative Officer	2018
County of Imperial	County Executive Officer	2018
City of Avalon	City Manager	2018



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PROJECT TEAM

Frank Rojas

Recruitment Manager (Resides in Riverside, CA)

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Salinas, City of Berkeley, City of San Diego, City of Oxnard, and First 5 Alameda County, recent successful efforts include positions of Finance Director, County Executive Officer, Director of Human Resources & Development, City Manager, Director of Transportation, Chief Ethics Officer, and Director-level hires for Information Technology, Social Services, Public Works, Economic Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

Carlo Zabala

Executive Recruiter

Carlo has over 15 years of experience in the recruiting field. He started his career as a nurse recruiter on travel nursing contracts and filling multiple roles throughout the country, working with healthcare systems to fill their needs. He then went on to work at PRIDE Industries, the nation's largest employer of people with disabilities, recruiting for their new government contracts and corporate positions. His next recruiting role was with CVS/Aetna, a Fortune 5 company, where he worked on new Medicare contracts. Most recently, Carlo was Sr Recruiter at Shriners Hospital for Children Northern CA, implementing a new recruitment program at the hospital.



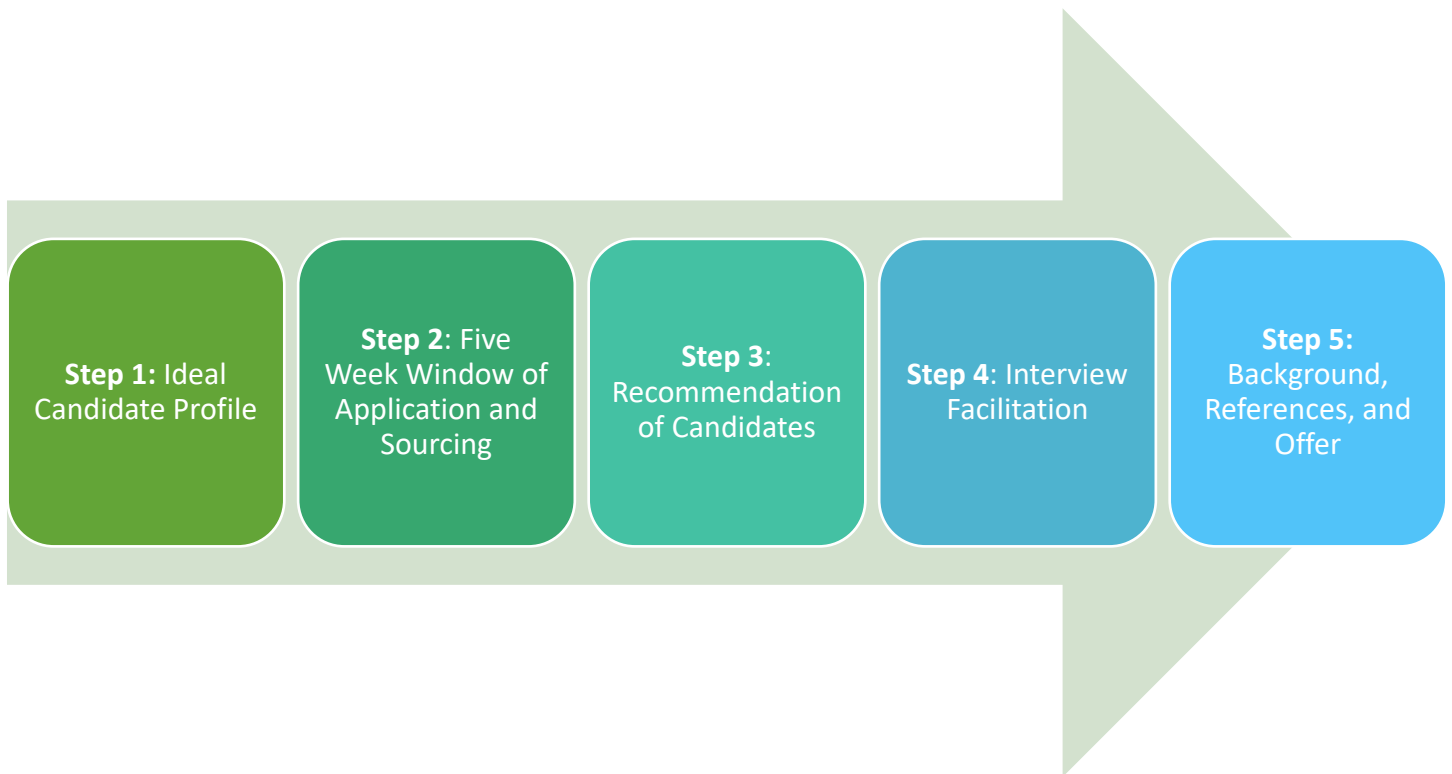
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PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, and **most importantly picking up the phone and actively calling passive applicants**. This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A Recruiting will provide weekly progress reports to the Executive Committee of the District's Board of Directors and Acting General Manager and participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.





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Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the Executive Committee and Acting General Manager in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A Recruiting.

After meeting(s) with the Executive Committee and Acting General Manager, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the Executive Committee and Acting General Manager's feedback. The brochure will highlight the strengths of West Valley Water District and the surrounding community. The brochure will feature the organizational structure and services of the District, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Step 2: Five Week Window of Application & Sourcing

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the Executive Committee and Acting General Manager, K&A Recruiting will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the Executive Committee and Acting General Manager, including candidate documents, interview notes, and an outline of the recruitment process.



Step 3: Recommendation of Candidates

K&A Recruiting will provide the Executive Committee and Acting General Manager with a report of leading candidates to narrow the pool to the most highly qualified, establishing the best organizational fit of each potential finalist. This screening process is specifically designed to assess personal and professional attributes the Executive Committee and Acting General Manager have identified and will focus on each candidate's ability, technical competency, and fit with the District's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the Hiring Authority and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the Executive Committee and Acting General Manager.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate focused discussion at the beginning and conclusion of interviews to identify the most qualified candidate(s) for final interviews.

Step 5: Background, References, and Offer

K&A Recruiting provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A Recruiting can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.



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Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							



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REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
<p>Oxnard, City of</p> <p>Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers</p>	<p>Lisa Baker Assistant Director, Human Resources</p> <p>805.385.7596 lisa.baker@oxnard.org 4300 W. Third Street Oxnard, CA 93030</p>
<p>San Bernardino, City of</p> <p>Director of Community & Economic Development, Chief of Police, Director of Human Resources, Director of Animal Services, Finance Director</p>	<p>Edelia Eveland Assistant City Manager</p> <p>909.384.5262 eveland_ed@bsbcity.org 290 North 'D' Street San Bernardino, CA 92401</p>
<p>Berkeley, City of</p> <p>Director of Health, Housing, and Community Services, Public Works Director, Deputy City Attorney(s), Manager of Engineering, Operations Manager(s)</p>	<p>LaTanya Bellow, Deputy City Manager Liam Garland, Public Works Director</p> <p>510.981.2489 lbellow@cityofberkeley.info lgarland@cityofberkeley.info 2180 Milvia St Berkeley, CA 94704</p>
<p>Salinas, City of</p> <p>City Manager Finance Director</p>	<p>Marina Horta-Gallegos Human Resources Director</p> <p>831.758.7417 marinah@ci.salinas.ca.us 200 Lincoln Avenue Salinas, CA 93901</p>



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PRICING PROPOSAL

Project

- General Manager

Professional Fee and Expenses

- Total not-to-exceed professional fee of \$25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,250.

Note: Expenses do not include candidate travel.

Optional: Recruitment Video

In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$3,500.

Placement Guarantee

K&A Recruiting is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the District. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the Executive Committee and Acting General Manager a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the Executive Committee and Acting General Manager disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for executive and mid-management positions that we have filled, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A Recruiting's retention rate during the first 12 months of hire is robust and has been above 95% over the last 37 years.



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Recruiting Process During Covid-19 Crisis

We will work to counterbalance market forces and build a pipeline of potential candidates through strong marketing and branding efforts, including videos, job postings, and a social media campaign. Our ongoing communication with candidates helps with reputation and keeps them engaged; so, when there is an opportunity that matches their background, we reduce the time-to-hire. As always, communication is key. Candidates who experience a warm, communicative recruitment experience are more likely to maintain their interest and are more likely to feel welcomed into the organization. The recruitment experience is the first impression your employee receives and is a crucial factor in employee engagement and tenure.

We have embraced the virtual interview. The push into virtual technologies due to the pandemic was generally new for many public agencies. Our crystal ball tells us that virtual interviewing is not going away regardless of how the public sector world evolves going forward beyond the pandemic. Although virtual interviewing may have become necessary during this crisis, it is not a temporary strategy that should fall to the wayside; how we communicate in virtual interviews is essential and will continue to be as we move forward.

To conduct an effective virtual interview, simple steps can be taken to ensure a predictable and high-quality process. We will be clear on exactly how the interview process will go and what candidates should expect. We are savvy at navigating the technology and can help with technical challenges on the fly. Coaching panel members to maintain a professional demeanor during virtual interviews and eliminate smartphone or other competing screen distractions, just as you would in person, can also help the process.

K&A Recruiting Organizational Diversity Statement

This statement reaffirms our commitment to affirmative action efforts and providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A Recruiting is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



ACKNOWLEDGEMENT OF AGREEMENT & STATEMENT OF EXCEPTIONS

We will be pleased to sign the District's professional services agreement for recruitment services; however, we respectfully request that the District will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the District's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

The following are terms we would like to review with the District if we are fortunate to be selected for this project:

- Section 7.1 (Page 7) – We request this section make clear that Client shall own all final deliverables provided to Client by Gallagher as part of the services provided under this Agreement, provided however, Gallagher shall retain sole and exclusive ownership of all right, title, and interest in, and to, its intellectual property and derivatives thereof which no data or Confidential Information of the Client was used to create and which was developed entirely using Gallagher's own resources, including any and all pre-existing or independently developed know-how, methods, processes and other materials prepared by Gallagher. To the extent Gallagher's intellectual property is necessary for the Client to use the deliverables provided under this Agreement, Gallagher grants to Client a non-exclusive, royalty-free license to Gallagher's intellectual property solely for Client's use of such deliverables.
- Section 8.2 (Page 7) - Gallagher cannot agree to permit District to audit after the agreement ends. The District will be able to audit during the agreement.
- Section 12.2 (page 9) - Gallagher does not permit its employees to testify as subject matter expert witnesses in any client litigation, but Gallagher employees can act as witnesses to provide testimony relevant to the services being provided to the District.
- Section 13 (Page 10) - Indemnification should be limited to grossly negligent acts and omissions, breaches of the contract, intentional misconduct, or violations of law.
- Section 13 (Page 10) - Unless we request and receive an exception for this Client, a limitation of liability of fees paid needs to be added to the indemnification provision.



INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.



Koff & Associates
A Gallagher Company

SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES

State of California

Frank Rojas

Date: August 18, 2022

Recruitment Manager



General Manager/ Chief Executive Officer

LEADERSHIP | PARTNERSHIP | STEWARDSHIP

HIGHLAND, CALIFORNIA



East Valley Water District

Formed in 1954 and located in Highland, California in San Bernardino County, East Valley Water District (District) is a world-class, award-winning organization, with a focus not only on providing safe and reliable drinking water but enhancing and preserving the quality of life for the community. The District provides water and wastewater services to residents within a 30.1 square mile area. This includes over 103,000 people within the cities of Highland and San Bernardino, portions of the unincorporated County of San Bernardino, the San Manuel Band of Mission Indians, and Patton State Hospital. The District has been the recipient of several awards including Top Workplace by the Inland News Group, GFOA Distinguished Budget Presentation Award and Outstanding Achievement, and District of Distinction by the Special District Leadership Foundation.

East Valley Water District was formed through a local election of mostly citrus grove farmers, to have water service provided by a public agency. The District is located in the foothills of the San Bernardino Mountains, 65 miles east of Los Angeles in the County of San Bernardino. East Valley Water District currently has 18 programs, which are overseen by various members of the executive management team with a 2021-2022 budget of \$48,536,000.

With a service area just over 30 square-miles, the District has three sources for water, the Santa Ana River (SAR), the Bunker Hill Groundwater Basin, and the State Water Project. The SAR starts with natural springs and snow melt high in the San Bernardino Mountains. Groundwater is drawn from the Bunker Hill Basin, a natural underground storage area made up of soil, sand, and gravel. A portion of the District's water is imported from Northern California through the State Water Project.

The District is responsible for the collection and conveyance of wastewater within the service area. Historically, the wastewater was sent to the City of San Bernardino Municipal Water Department facilities for treatment in accordance with a Joint Powers Agreement. In 2018, East Valley Water District successfully received authorization for reorganization to include wastewater treatment authority. This allows the District to construct and operate facilities to treat wastewater collected from within its service area.

The District is currently finishing construction of the Sterling Natural Resource Center (SNRC) that will treat up to 8 million gallons of wastewater daily for recharge into the Bunker Hill Groundwater Basin. This state-of-the-art facility will create a drought-proof recycled water supply, resulting in hundreds of millions of gallons of water stored for use in the Santa Ana River watershed. The SNRC began operational testing of key systems at the facility and started recruitment efforts of the new program's personnel. With the Sterling Natural Resource Center's Community Ribbon Cutting scheduled for Summer 2022, the District anticipates commissioning the facility to begin treating wastewater by Fall 2022.



Transparency and Governance

The five member Board of Directors are elected at-large and serve 4-year terms. East Valley Water District has established a culture of transparency, fiscal management, and good governance through its dedication to public service. The District has taken steps to make financial reports and other information easily accessible to the public by creating a Transparency Portal. The portal includes access to budget documents, compensation reports, financial audit, and other District related information.

To view the 2021-2022 Adopted Budget, go to: <https://www.eastvalley.org/DocumentCenter/View/2741/2021-22-Adopted-Budget>

District Vision & Core Values

Enhance and preserve the quality of life for our community through innovative leadership and world class public service.

Core Values

- Leadership: Motivating a group of people to act towards achieving a common goal or destination.
- Partnership: Developing relationships between a wide range of groups and individuals through collaboration and shared responsibility.
- Stewardship: Embracing the responsibility of enhancing and protecting resources considered worth caring for and preserving.

To learn more about East Valley Water District, go to: www.eastvalley.org

The Position

Reporting to and hired by a five member Board of Directors, the General Manager/CEO is responsible for executive level activities including planning, directing, managing, and overseeing the services, activities and operations of the District, and is responsible for the overall leadership of the District's 66 dedicated staff members. The General Manager/CEO ensures that services and operations are delivered in an efficient and effective manner while implementing policy decisions made by the Board of Directors and facilitating the development and implementation of the District's goals and objectives.

The General Manager/CEO will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Under general policy guidance from the Board of Directors, the General Manager/CEO oversees, reviews, and evaluates the District's 18 programs including, Administration, Engineering, Finance, Operations, Water Reclamation, Human Resources, Customer Service and Community Relations functions; ensuring that services and operations are delivered in an efficient and effective manner, and acting as principal advisor to the Board.

Essential Duties include but are not limited to the following:

- Provide leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, long-range plans and administrative and personnel management for the District.
- Plan and evaluate senior management staff performance.
- Provide leadership and work with staff to develop their skills to the highest potential.
- Hire and retain highly competent, customer-service oriented staff.
- Apply day-to-day management practices which support the District's Vision, Goals and Objectives, and Core Values.
- Direct the development of operating and capital budgets for consideration and adoption by the Board of Directors.
- Represent the District before external organizations, including other water districts/agencies, governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, media, and general public.

Opportunities and Priorities

- Continue to build and sustain positive working relationships with partnering agencies as a leader in the water industry.
- Stay current on State regulations and requirements and ensure a sustainable and diverse portfolio.
- Be visible and accessible in the community; continue transparency in the District through open communication, newsletters, media interviews, and public engagements.
- With the construction of the SNRC, maintain the solid impact, accountability, and customer service that currently exists; maintain the direction as developed in the Five-Year Workplan.

The Ideal Candidate

The ideal candidate will be a dynamic, visionary, and strategic leader with extensive management and administrative abilities. Excellent communication and interpersonal skills are necessary to build and maintain effective relationships with the Board of Directors, internal staff, partnering agencies, and the public. The successful candidate will be politically astute with the ability to interact with elected officials on matters that impact the District and community. Solid knowledge of water issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate will be a strategic thinker, who appreciates the need for teamwork and collaboration. East Valley Water District's next General Manager/CEO must be willing and able to manage people and the creative process with inspiration. A successful candidate must show the capacity to multi-task and manage diverse activities, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.

The position requires a motivated leader, who is forward thinking, approachable, and committed to excellence. The ideal candidate will understand local, regional, County, and State water issues and trends as well as the Integrated Regional Water Management (IRWM) collaboration and funding process including regional, County, Tribal and State entities.

Key Competencies and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder, committed to excellence with a strong customer service ethic and the ability to empower employees, while also holding them accountable.





- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board of Directors or other elected bodies.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.

Qualifications

Education and experience that provide the required knowledge and abilities would be:

- Graduation from an accredited college or university with a bachelor's degree including major course work in business administration, public administration, civil engineering or related field is required.
- A master's degree or other advanced degree in fields such as public/business administration, legal or engineering is highly desirable.
- Seven years of increasingly responsible experience in a public utility, involving the operation and maintenance of water and wastewater systems, including four years at a management level.

Salary and Benefits

The salary range for this position is \$284,400 - \$324,000, depending on experience and qualifications.

East Valley Water District offers an excellent benefits package that includes:

- CalPERS retirement providing the 2.7% @ 55 retirement formula for classic CalPERS members; new members will be provided the 2% @ 62 retirement formula. The District pays the full contribution to the retirement account.

- Performance Award – 10%
- Automobile Allowance – \$1,500.00 per month
- The District will pay the full monthly premium on the selected medical, dental, and vision benefit provided.
- Supplemental Retirement Account – \$20,000.00 per year
- Supplemental Life Insurance – \$250,000.00

Additional Benefits Include:

- Cost Of Living Adjustment – 3%
- Vacation – 30 days
- Sick Leave – 117 hours
- Administrative Leave – 80 hours
- The District will offer all other benefits provided to its exempt employees in accordance with District standard policies.

Application Process and Recruitment Schedule

The final filing date is Monday, May 16, 2022.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/gm-ceo/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas
(510) 495-0448

frojas@koffassociates.com

Carlo Zabala
(510) 342-3233

czabala@koffassociates.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to East Valley Water District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

EXHIBIT B

**West Valley Water District
Executive Recruitment Firms - General Manager RFP**

Rating Description	Rating
Exceptional	4
Very good	3
Meets minimum expectation	2
Less than minimum expectation	1

Criteria Description	Criteria	Weight	Stafford HR	Koff & Associates	Hawkins Company	Bob Hall
Overall response to RFP/RFQ	1	10%	3.5	4.0	3.5	3.5
Firm Qualifications	2	25%	3.0	4.0	3.8	3.5
Project Approach	3	45%	3.5	3.8	3.8	3.5
Budget	4	20%	2	3.8	2.5	4.0
Overall Rating		100%	3.0	3.9	3.39	3.63

Criteria Description	Criteria	Stafford HR	Koff & Associates	Hawkins Company	Bob Hall
Executive Recruitment Firms - General Manager	1	25% of annual salary plus bonuses	\$ 25,000.00	\$50,000	not to exceed \$24,500
OVERALL FEE PROPOSAL RANKING		4	1	3	2



WEST VALLEY WATER DISTRICT

BOARD OF DIRECTOR'S HANDBOOK



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



Board of Director’s Handbook

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**Exhibit A – Resolution No. 2018-35 – Rules of Decorum, Censure and presidential Terms Policy,
Adopted on December 20, 2018.**

Exhibit B – New Board Member Checklist.



Board of Director’s Handbook

In support of West Valley Water District’s mission, the Governing Board is committed to developing, adopting, and maintaining a Board of Director’s Handbook. The intent is to educate and continually guide the Board to a high level of strategic success and achievement in accord with best practices. Contained in the Handbook is pertinent District information, controlling legislation, rules and regulations having authority as it relates to the Board, as well as District policies enacted by the Board. The Handbook will serve as a resource for directors, staff and members of the public in determining the manner in which Director’s conduct matters related to District business. Updates to this Handbook are anticipated and will occur as additional needs, issues and circumstances may dictate.

PREAMBLE

The customers served by the District are entitled to elected Board members who are transparent, fair, ethical, and accountable. Such Board members constantly should seek to reflect the following qualities:

Board members should comply with both the letter and the spirit of the laws and policies affecting operations of the District;

- They are independent, impartial, and fair in their judgment and actions;
- They use their public office for the public good, not for personal gain; and
- They conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect, civility and transparency.

To this end, West Valley Water District Board of Directors has adopted this Director’s Handbook, along with the Code of Conduct, to encourage public confidence in the integrity of the District and its fair and effective operation. The Board’s commitment to these principles is captured in the following Core Values:

1. **Leadership** in regional government, in the water industry, and in the local community.
2. **Partnership** with other agencies, stakeholders, and customers to enhance service.
3. **Stewardship** of ratepayer dollars and the region’s precious water resources.



Board of Director's Handbook

CHAPTER 1

ROLE AND AUTHORITY

Role of the Board

The primary role of the Board is to establish policies that guide the District to meet its mission. The policy decisions and actions of the Board constitute the "action" of the Board of Directors.

The Board has three (3) major responsibilities:

1. Promote the best interests of the District's customers by establishing policies that support the vision and mission of the District and by ensuring the implementation of those policies. Policies include the governing principles, plans, and course of action for the organization. Policymaking is the process of visionary planning and should reflect the broadest possible principles and provide parameters within which staff can operate. Policymaking sets the overall direction for the District.
2. The Board shall establish policies that ensure fiscal stability and the effective use of funds. In order to achieve this, each fiscal year the Board adopts a budget covering the anticipated revenues and expenditures of the District and reviews monthly and quarterly budget reports throughout the year. Additionally, from time to time, the Board reviews and/or adopts amendments to the District's cash reserve, investment, and other policies as necessary.
3. Hire a General Manager to manage the day-to-day operations of the District. The Board holds the General Manager accountable for the effective operational management of the District. An additional responsibility of the Board is to properly evaluate the General Manager on an annual basis.

In order to fulfill these responsibilities, the Board shall adhere to the following basic policy guidelines:

1. That the Board of Directors provides policy direction and leadership for the District.
2. That Board members recognize and respect the distinction between the policy setting role and the day-to-day implementation of policy by staff.
3. That it is the responsibility of the Board members (from a policy perspective) to ensure that the District is a progressive, innovative, and well-managed agency.

Board of Director's Handbook

4. That the Board members exercise authority only collectively as a Board, and individual Board members shall not act on their own volition. For the purpose of this guideline, a "Board" is made up of five (5) members that make decisions (issues are decided by a majority of these five Board members).
5. That the Board seeks to provide leadership in local, regional, state, and national issues that have relevance on the operations of the District and the communities of interest that it serves.
6. That the Board respects the role of constituents in the governance of the District and encourages their participation.
7. That key stakeholders should be consulted when and where appropriate.
8. That the Board will make every effort to attend assigned Board of Directors and Committee meetings; to prepare adequately for each such meeting; and, to observe the rules of decorum as set forth herein.
9. Whenever an individual Board member will be absent or late for a Board of Directors meeting or Committee meeting, the Board member shall notify the District Board Secretary or General Manager at the earliest opportunity.
10. A vacancy shall occur if a Board member is absent from three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law. (Government Code 1770(g)).
11. That Board members represent the District in business related matters at meetings and events other than regular meetings of the Board.
12. That the Board maintains a high level of communication with the General Manager. When a Board member is going to be out of town or unavailable, the General Manager or the District Board Secretary is notified in a timely manner.
13. That Board members are provided the same information, where practical, including staff reports, committee agendas, customer inquiries, background information, etc.
14. That the Board is responsible for informing the General Manager of any specific information they want to receive from outside agencies or organizations.
15. That the Board is aware that all written and electronic documentation and communication is legally considered in the public domain. This excludes information protected by attorney-client privilege.

Authority

The West Valley Water District is a California Special District, an independent government agency which provides water delivery service to the customers within its boundaries. The District operates under authority of Division 12 of the California Water Code for County Water District. The District is governed by an elected Board of Directors who have authority to manage and conduct the business and affairs of the District including compensation of District employees. The Board of Directors have no authority to fix terms and conditions for specific employees other



Board of Director's Handbook

than general authority to adopt budgets, resolutions, and generally terms of employment as explained above. The Board is authorized to delegate those powers. The Board has retained authority to employ and set terms and conditions for employment of the General Manager of the District, but the General Manager has management authority over subordinate employees.

In order for a Board of Directors to function in an effective manner, it is important that each member understand his/her respective role and the relationship they have to other members of the Board and to the General Manager. This also requires an understanding of the level of performance required to carry out the duties of a Board Member. The officers of the Board of Directors include the President and Vice-President. The Secretary to the Board of Directors is defined within the State Water Code as the General Manager of the District. Some of the Directors of the District are selected every two years because they are staggered, corresponding with the general election for the Board.



CHAPTER 2

BOARD VALUES AND PRINCIPLES

Adherence to established organizational values and principles are intended to promote a collaborative work environment that encourages sharing, creativity, openness to new ideas, and an emphasis on customer satisfaction towards the District's ratepayers.

Putting Board Values into Play

Service Delivery

- Strive to exceed customers' expectations and proactively explore opportunities to provide better service.
- Emphasize thoroughness and completeness.
- Treat every person with kindness and dignity.
- Be courteous, responsive, and professional.
- Actively listen to understand others.

Leadership

- Take ownership of, and responsibility for, actions, risks, and results.
- Use outcomes, whether positive or negative, as learning opportunities.
- Make sound decisions from experience, good judgment, and collaboration
- Give and seek clear expectations.
- Look for solutions that contribute to desired results.
- Act in all endeavors with an ethical, honest, and professional manner.
- Honor commitments in order to build trust.
- Be truthful in word and deed.

Openness

- Approach every situation with good intentions.
- Encourage new and diverse ideas.
- Listen, cooperate, and share across the organization.
- Value and recognize individual contributions.

Board of Director's Handbook

Balance

- Recognize the need for personal and professional balance.
- Do not forsake long-term goals in order to satisfy short-term needs. The Board should recognize that all decisions produce both positive and negative long and short-term consequences, and as such should seek to balance all decisions to produce the best possible result for ratepayers.
- Support an environment that is optimistic and enjoyable in which relationships can prosper across the organization.

Guiding Principles

1. Insuring a safe and efficient water delivery system.
2. Designing and administering the highest quality, secure and innovative programs.
3. Delivering services in an equal, accurate, courteous, professional, and prompt manner.
4. Providing meaningful information and education to all customers in a timely manner.
5. Attracting, developing, and retaining a competent, creative, and highly motivated workforce.
6. Maintaining public trust by being an ethical, sensitive, effective, and cost-efficient organization in service to customers and employees alike.
7. Behaving in a manner that demonstrates members of the Board are respected leaders in the community.

Board of Director's Handbook

CHAPTER 3

BOARD MEMBER INTERACTION

When the members of the West Valley Water District Board are elected to office, there is an expectation that they will bring a body of personal experience, knowledge, and judgment to the development of good public policies. However, there is also an expectation that each individual will strive to work with fellow Board members and District staff as part of a team to address the various challenges and opportunities that are presented to them. The following represents Board member “best practices” for interacting with each other.

1. Board members are representatives of the District's culture and always values its customers.
2. The Board is responsible for creating and maintaining a District culture that demonstrates respect for the needs of ratepayers at all times.
3. Business attire at Board meetings, and when representing the District at public events, is appropriate.
4. Relationships between Board members should always be professional.
5. Board members are aware of the rules governing communication among fellow Board members in compliance with mandated open meeting (Brown Act) law requirements. This includes communications by electronic, written, and verbal methods.
6. Board members lead by example in their interaction and communication style and practice.
7. Board members function as a team and are not exclusive in their communication and interaction.
8. To the extent possible, Board members will be cooperative in supporting each other.
9. Personal attacks against fellow Board members or staff are not representative of a constructive culture. Board members are encouraged to disagree using appropriate language and treat peers with whom they disagree with respect and dignity.
10. Resolution No. 2018-35 – Rules of Decorum, Censure and Presidential Terms Policy, Adopted on December 20, 2018 - See Exhibit A.

Board of Director's Handbook

CHAPTER 4

STAFF INTERACTION

The efficient and effective delivery of services to the customers of the West Valley Water District is a collaborative effort between the elected members of the Board of Directors and those individuals employed to execute the District's day-to-day operations. The Board's relationship and interaction with its professional staff must be carefully cultivated and nurtured at all times.

The Board's Relationship with the General Manager

One of the most vital relationships the District Board has is between itself and its General Manager. The General Manager is the primary agent of the Board and is the one to whom the Board delegates its authority to manage and administer the District's daily operations in accordance with approved policies. This position is important because to be successful, the District requires leadership and vision from its General Manager. In this capacity, the General Manager has two roles: Chief Executive Officer and top advisor to the Board. As the most visible employee, the General Manager truly represents the District to its many constituencies.

Much of the District's success will be dependent upon a positive relationship between the Board and its General Manager. Paradoxically, the leadership nature of both parties means that this relationship will likely create some inherent tensions; a strong Board and a strong General Manager will not always agree on every issue. However, both must consciously focus on maintaining a shared sense of purpose, open communication, honesty, trust, and mutual support. While the General Manager is hired to carry out Board policy directives, the Board also looks to him/her for guidance and leadership.

One of the most important decisions a Board will make is the selection of a General Manager in whom they have confidence. The Board must be able to support the decisions of the General Manager and grant him/her the authority to manage and lead the District. This is critical for building the General Manager's credibility with the staff and the community. Both parties should always publicly support each other.

It is the General Manager's responsibility to ensure that the Board members have all the information they need to make Board-level decisions and that all Board members are provided the same information. Board members expect the General Manager to make a recommendation on every issue before the Board, except those that are strictly reserved to the Board.

Board of Director's Handbook

The following are guidelines are intended to help define the relationship between the Board and the General Manager:

1. The General Manager prepares annual goals which are approved by the Board of Directors as a part of a formal performance review process.
2. The Board of Directors will provide the General Manager with a written evaluation annually.
3. Board members are encouraged to contact the General Manager about any subject related to the operations of the District. Similarly, the General Manager may discuss any District related issue with any member of the Board of Directors.
4. Concerns regarding overall District operations or specific department issues or department heads are addressed with the General Manager.
5. Critical information will be provided to all members of the Board by the General Manager, which feedback may be verbal, written, or electronic in nature.
6. The General Manager has complete authority over staff and interdepartmental issues that may arise.
7. The General Manager shall advise the Board of Directors when he/she is out of the office for an extended period of time and shall designate the individual who shall be acting General Manager during that time.

Request for Staff Resources

Individual Board member requests for research by staff must be directed to the General Manager, or the District's legal counsel regarding legal matters. If, in the judgment of the General Manager, a significant amount of time will be required to complete the requested task/project, the item may be agendaized to solicit Board authorization to extend the additional time necessary on the proposed item. Staff responses to Board member requests will be provided to the General Manager and distributed to all Board members.

Interactions with Staff

District staff serves the entire Board of Directors as a whole. Consequently, the Board should adhere to the following guidelines in its interaction with the staff:

Board of Director's Handbook

1. To promote a healthy working relationship between Board members and staff, the General Manager should identify opportunities, on a regular basis, for both parties to interact professionally and socially.
2. A Board member shall not direct staff to initiate any action, change a course of action, or prepare any report without the approval of the General Manager and, if necessary, a majority of the Board. This does not imply that individual members of the Board are prohibited from asking a question to an individual member of the District staff, such as requesting a copy of a document or report.
3. Board members shall not attempt to pressure or influence discussions, recommendations, workloads, schedules, or priorities.
4. When preparing for Board meetings, Board members should direct questions ahead of time to the General Manager so that staff can provide the desired information at the Board meeting.
5. Any concerns by a member of the Board regarding the behavior or work of a District employee should be directed to the General Manager privately to ensure that the concern is addressed. Board members shall not reprimand employees directly nor should they communicate their concerns to anyone other than the General Manager.
6. Soliciting political support from staff (e.g., financial contributions, display of posters or lawn signs, name on support list, etc.) is prohibited. District staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace and may not be conducted while on the job.

Board of Director's Handbook

CHAPTER 5 GOVERNANCE

The orderly conduct of District business is guided by certain rules, regulations and procedures that are intended to afford equal opportunity for input on policy-making decisions to both Board members and the public. While many governance guidelines are embodied in State law, others are subject to Board discretion.

Election of Officers

The President and Vice President of the Board will be elected by the majority of the five members of the Board. The election will be held at the first regular meeting in December annually.

The Board shall also designate the General Manager and General Counsel.

Roles of the President and Vice President of the Board of Directors

1. The President of the Board of Directors is selected for a 2-year term, unless otherwise modified by the Board.
2. The President of the Board is selected by the Board of Directors. In addition to the duties of the President described below, the President presides at all Board of Directors meetings, makes rulings on procedural points of order, and should keep meetings on track and productive. The President should encourage open discussion and allow all members the opportunity to express their views. The President should lead and guide the Board of Directors and provide a stabilizing influence and bring out the best in all members.
3. The President appoints all committees, standing and Ad-Hoc. The President may create a new committee or abolish an existing committee with the approval of a majority of the Board.
4. Any Director can request an item to be placed on the Board agenda.
5. Any member of the Board may propose the establishment of a new committee at a Board meeting to ascertain whether a majority of the Board wishes to establish a new committee.
6. Any member of the Board may propose the abolition of a standing or ad hoc committee that he/she feels is no longer needed by the District at a Board meeting to ascertain whether a majority of the Board wishes to abolish the committee.

Board of Director's Handbook

7. The President coordinates the efforts of committees; integrates committee work with that of the Board of Directors and defines committee relationships. The President makes declarations, extends official recognition of groups; or events, and regularly communicates with the General Manager.
8. The Board shall govern the succession of the President and Vice-President.
9. The Vice-President remains as one member of the Board and has no rights or authority different from any other member of the Board. However, in the event of a temporary absence of the President, or an early vacancy in the position of Board President, the Vice-President shall become the Board President and shall continue as such until the Board President's temporary absence is complete or for the remaining portion of the outgoing Board President's term as Board President.
10. In the event the position of President is vacated prior to the expiration of his/her term, the Vice President shall become the President for the remaining portion of the outgoing President's term, unless otherwise directed by the Board.
11. In the event of an early vacancy in the position of Vice-President, the Board shall determine, by vote, a replacement to fulfill the remaining portion of the outgoing Vice-President's term.
12. The President acts as the ceremonial head or representative of the District at various civic functions, and in his/her absence, the Vice-President serves in this capacity.
13. The President is the designated spokesperson for the Board of Directors when requests are made from external sources. The President may elect to appoint one of the other Board members to serve in this capacity.
14. The President acts as the signatory on all documents requiring the Board's execution. The Vice-President may do so in the President's absence.
15. The President makes appointments to the Representative Assignments annually.

Types of Board Meetings

Regular Meetings

Regular meetings of the Board of Directors shall be held on the first and third Thursday of each calendar month at 6:00 p.m. in the District's Board room located at 855 W. Baseline, Rialto, CA 92376. The date, time and place of regular Board meetings may be reconsidered at such other time as the Board may determine due to a change in District needs and circumstances.

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Special Meetings

Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

1. All Directors shall be notified of the Special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.
2. An agenda shall be prepared and posted at the District's headquarters and website at least 24 hours before the meeting, as specified in the Brown Act and shall be delivered with the notice of the Special Meeting to the Board of Directors.
3. Only those items of business listed in the call for the Special Meeting shall be considered by the Board at any Special Meeting.

Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an Emergency Special Meeting without complying with the 24-hour notice requirement. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

1. When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting (Brown Act - Page No. 20).
2. Actions taken during an emergency meeting shall be by roll call vote.
3. The Board may meet in Closed Session if agreed to by a two-thirds vote of the members present, or if less than two thirds present, by unanimous vote.
4. Following an Emergency Meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten days in the District office (Brown Act - Page No. 21).

Quorum Requirements

A majority of Board members (three or more members) constitutes a quorum necessary for conducting business at a Board meeting. The Board shall act only by motion, resolution or ordinance. As long as a quorum of Board members are present, a simple majority of those Board

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members present is satisfactory to approve routine agenda items, such as approving expenditure of funds, or passing an ordinance or resolution or requiring a supermajority. A supermajority of votes is necessary to consider an urgency item not previously posted on the Board meeting agenda or to take certain actions in response to an emergency situation.

Board Meeting Protocol

1. All noticed meetings of the Board of Directors shall be conducted using Roberts Rules of Order. Robert's Rules provide for constructive and democratic meetings and are intended to help, not hinder, the business of the Board. Under no circumstances should "undue strictness" be allowed to intimidate or limit full participation.
2. The General Manager is responsible for setting the agenda for the meetings of the Board. Any member of the Board may request that an item be placed on the agenda through notification to the General Manager and President.
3. Public comment shall be received pursuant to the Ralph M. Brown Act. Board members should establish time limits for public comment, and it is suggested that three minutes provides a member of the public with adequate time to fully express their concerns. Through a motion to the President, and Director may move to extend the time limit for individual speakers on matters not constitutionally otherwise dictated. The Board shall treat members of the public with courtesy and respect.
4. When possible, corrections to official minutes of the Board of Directors public meetings should be provided to the Board Secretary or General Manager in advance for approval at the next regular Board meeting. This does not prohibit a Board Member that finds an error in minutes to be approved at a meeting from taking action at that time as needed.
5. The Board shall treat members of the public with courtesy and respect.
6. The General Manager shall inform the Board of items of significance that will be placed on future agendas.
7. The General Manager meets with the Board President and/or Vice President prior to the Board meetings to review and prepare for the upcoming meeting.
8. At the direction of the General Manager, department heads or appropriate departmental managers will be present at every meeting if they have an item on the agenda.
9. The Board of Directors' Report portion of the Agenda shall be utilized for members of the legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting pursuant to Government Code Section 53232.3.(d).

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Consent Calendar

1. The District utilizes a Consent Calendar to approve routine business matters, such as minutes, production reports, cash reports, some resolutions, and previously approved budgetary items.
2. If a Board member has a question on a Consent Calendar item, they are encouraged to contact the General Manager for clarification prior to the official meeting, rather than having it pulled for separate discussion during the meeting.

Voting

A majority of all members of the Board present at a meeting will be required to approve any ordinance, resolution, or motion, unless a different voting requirement to approve a particular action is specified under State law.

1. Each member may speak on an item prior to the making of a motion.
2. Roll call votes are required on all ordinances considered by the Board. On other items, a roll call vote may be requested by any member of the Board but is at the discretion of the President.
3. Once an agenda item has been voted on, the disposition is considered as the "action" of the Board of Directors. Individual members of the Board that did not support the action should not seek to undermine the success of that decision. This does not imply that individual Board members may state publicly that they did not support the action taken by the Board or the reasons why.

Closed Session

1. All closed session discussions and materials are considered legal and confidential information, and as such, are not shared outside the closed session conference unless specific action is taken, and then must be reported out of closed session.
2. Closed session staff reports are to be returned to the General Manager and/or District counsel immediately following the meeting. Electronic copies of the reports will not be provided to the Board.
3. Closed session meetings may be held at times other than the regular meetings of the Board of Directors so long as the meeting is posted pursuant to the prevailing open meeting or Brown Act rules.
4. A Board Member should refer requests for information regarding Closed Session items to the General Manager who, in consultation with the District's Legal Counsel, will prepare an appropriate response.

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CHAPTER 6 PUBLIC INTERACTION

As a public body, it is important for the West Valley Water District Board of Directors to establish a working environment that encourages public participation and trust. During their time as elected officials, Board members will have a wide range of interactions with the public including written communication (i.e., letters, email, etc.), social media, phone calls, face-to-face, social functions, regular and special Board meetings, etc. The following guidelines represent Board member “best practices” for interacting with the public.

Customer Concerns and Complaints

1. All customer concerns and inquiries shall be referred to the General Manager.
2. The General Manager or his/her designee will provide the Board with a written or verbal report of customer concern or inquiry that cannot be handled as a routine manner. The Board will also be provided with a response to the concern or inquiry.
3. The Board will be informed of significant, politically sensitive, urgent and/or repetitive telephone or electronic communication inquiries. Staff will research the request as soon as possible and provide the General Manager with the appropriate follow-up and response. The General Manager will review the communication prior to dissemination to the Board.
4. Copies of any written or electronic responses to customer concerns provided by a member of the Board shall be provided to the other members of the Board of Directors as well.
5. Information that may expose the District to liability will be shared with the Board at a noticed, Closed Session meeting of the Board of Directors.

Public Input on the Agenda

1. Agenda items noticed on the agenda for public hearing will follow procedures as outlined by the District's legal counsel.
2. The President of the Board may elect to defer action on an item brought forward by the public until such time as staff can prepare an appropriate response.
3. The President is responsible for maintaining an orderly progression of the business before the Board, and to the extent possible regulates the amount and type of input from the public and from members of the Board and staff.

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4. Generally, Board members will not respond to public comments except for the President referring matters to the General Manager for follow-up. Board members may, through the President, ask clarifying questions to ensure that staff provides an appropriate response. Occasionally, a prompt response may be offered by the President or the General Manager when an obvious answer or resolution is available. The Board will not enter into a debate or make decisions in response to public comments that are not on the agenda for consideration.
5. Questions by a Board member to staff or consultants making presentations shall be directed to the President who will refer it to the General Manager for a response.

Representing an Official District Position

In order to ensure that they are properly representing their positions as elected officials of the West Valley Water District, Board members should adhere to the following guidelines:

1. Board members may use their title only when conducting official District business.
2. Once the Board of Directors has taken a position on an issue, all official District correspondence regarding that issue will reflect the Board's adopted position.
3. In most instances, the Board will authorize the President of the Board to send letters stating the District's official position to appropriate legislators.
4. No Board member shall attend a meeting of any outside agency or organization (including Representative Assignments) as an official representative of the District without prior Board authorization. Meetings of outside agencies and organizations that are included on the District's list of Representative Assignments are to be attended by the designated Board member and/or alternate. Other Directors are not prohibited from attending; however, they may not participate or request compensation. If the designated Board member and/or alternate cannot attend an assigned meeting, a duly appointed substitute may attend on their behalf.
5. If a member of the Board appears before the meeting of another governmental agency organization to give a statement on an issue affecting the District (including Representative Assignments), the Board member shall indicate the majority position and opinion of the Board. (NOTE: Board members shall report on any actions taken at the next Board meeting).
6. Personal opinions and comments that may be contrary to adopted policy may be expressed only if the Board member clarifies that these statements do not reflect the official position of the Board or the District.



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7. Board members should exercise caution when utilizing the news media, social media, or other forms of communications to specifically express views which are in opposition to adopted Board policy. The Board member must clarify that these statements do not reflect the official position of the Board or the District.
8. When two Board members are authorized/assigned by the Board to attend a meeting as the District's official representative, other Board members may not participate at the meeting in order to avoid violations of the Ralph M. Brown Act.
9. Board members should not utilize District's property (letterhead, business cards, e-mail, etc.) to express their personal opinion/position/views on any issues.

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CHAPTER 7

DIRECTOR'S CODE OF CONDUCT

In order to promote the public's trust in Board policies and to ensure the most effective and efficient delivery of District services, members of the Board shall abide by the following Director's Code of Conduct which includes provisions relating to conflict of interest, the handling of legal matters, ethics training, and enforcement:

1. Board members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Board, committees, staff, or the public.
2. Board members duties shall be performed in accordance with the processes and rules of order established by the Board.
3. Communication between Board members, including electronic, verbal and written, shall comply with all State-mandated open meeting law requirements (Brown Act).
4. Board members shall inform themselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand.
5. Board decisions shall be based upon the merits and substance of the matter at hand.
6. Board members shall represent the official policies and positions of the Board. When presenting their personal opinions or positions publicly, members shall explicitly state they do not represent the Board or the District.
7. Board members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the District. They must neither disclose confidential information without proper legal authorization nor use such information to advance or adversely affect the personal, financial, or private interests of themselves or others.
8. It is the responsibility of Board members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Board members and the public prior to taking action on the matter.
9. Appropriate District staff should be involved when Board members meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep the General Manager informed.
10. Board members shall not attend internal staff meetings or meetings between District staff and third parties unless invited by the General Manager or directed by the Board to do so.
11. Board members shall disclose to the appropriate authorities and/or to the Board any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the law.

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12. Board members, by virtue of their public office, shall not take advantage of services or opportunities for personal gain that are not available to the public in general.
13. Board members shall not accept gifts, favors, or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised. Likewise, Board members shall not appear on behalf of, or advocate for, the private interests of a third-party before the Board.

Conflict of Interest

In order to assure their independence and impartiality on behalf of the public good, state law prohibits Board members from using their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law. In accordance with applicable State laws, the following provisions shall apply to all Board member actions:

1. A Board member will not have a financial interest in a contract with the District or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation was authorized under Government Code sections 1091 or 1091.5, or other provisions of law.
2. A Board member will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000, and following, relating to conflicts of interest. Generally, a Board member has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's ("FPPC") regulations) that is distinguishable from the effect on the public generally on:
 - a. A business entity in which the Board member has a direct or indirect investment in the amount specified in the then-effective FPPC regulations;
 - b. Real property in which the Board member has a direct or indirect investment interest, with a worth in the amount specified in the then-effective FPPC regulations;
 - c. A source of income of the Board member in the amount specified in the then-effective FPPC regulations, within twelve months before the Board decision;
 - d. A source of gifts to the Board member in an amount specified in the then-effective FPPC regulations within twelve months before the Board decision;
 - e. A business entity in which the Board member holds a position as a director, trustee, officer, partner, manager or employee;

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- f. The Board member's personal expense, income, assets, or liabilities, and those of his or her immediate family, are likely to go up or down in a 12-month period as a result of the decision by the amount specified in the then-effective FPPC regulations.
3. If a Board member believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:
 - a. If the Board member becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Board member will notify the District's General Manager and the District's legal counsel of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest.
 - b. If it is not possible for the Board member to discuss the potential conflict with the General Manager and the District's legal counsel before the meeting, or if the Board member does not become aware of the potential conflict until during the meeting, the Board member will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest.
 - c. Upon a determination that there is a disqualifying conflict of interest, the Board member:
 - (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes; and
 - (2) leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters (i.e., the consent calendar), in which case the Board member will identify the nature of the conflict and not vote on the specified item on the consent calendar. If the item is agendaized for discussion and possible action, the Board member may speak on his or her personal interests in the matter during the time that the public speaks on the issue but must leave the room during Board discussion and action on that item.
4. A Board member will not recommend the employment of a relative by the District. A Board member will not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the District.

Soliciting Political Contributions

Board members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board member will not accept, solicit or direct a political contribution from:

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- a. Vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District.
- b. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contributions contrary to State or Federal law. (California Government Code Sections 3204 through 3205).

Whistle Blower Protection

The General Manager's primary responsibility is to ensure District employees are in compliance with the District's Personnel Manual and do not engage in improper activities, as well as to investigate allegations of improper activities and take appropriate corrective and disciplinary action. The Board has a duty to ensure that the General Manager is operating the District in accordance with the law and policies approved by the Board. Board members will disclose to the General Manager any improper activities within their knowledge and will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities unless the Board determines that the General manager is not properly carrying out these responsibilities. (California Water Code Sections 30575, 30580 and 30581).

- a. A Board member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a District Board member or designated employee.
- b. Board members will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section. (California Labor Code Section 1102.5 and following; California Government code Sections 53298 and 53298.5).
- c. Any person who believes that he or she has been subjected to any action prohibited by this Section is encouraged to file a confidential complaint with (1) General Manager, or (2) a member of the Board if the complaint involves the conduct of the General Manager. The person receiving the report will refer the matter to the full Board to investigate. Upon the conclusion of the investigation, the scope of which will be

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governed by the individual circumstances of each complaint, the General Manager (or the Board in the case of a complaint against the General Manager) will take appropriate action consistent with the District's Personnel Manual and applicable law.

Handling of Legal Matters

The Board appoints the District's legal counsel to provide a wide range of professional legal services, assistance, and legal advice to the Board of Directors, General Manager and all District departments and offices.

1. The following guidelines shall be employed by Board members when dealing with legal and/or other confidential matters:
 - a. All written materials and verbal information provided to Board members on matters that are confidential and/or privileged under State law shall be kept in complete confidence to ensure that the District's position is not compromised. No disclosure or mention of any information in these materials may be made to anyone other than Board members, the General Manager or the District's legal counsel.
 - b. Confidential materials provided in preparation for and during Closed Sessions shall not be retained, and electronic copies must be deleted, or documents returned to staff at the conclusion of the Closed Session.
 - c. Confidential materials provided to Board members outside of Closed Sessions must be destroyed, deleted, or returned to staff within thirty (30) days of their receipt.
 - d. Board members may not request confidential written information from staff that has not been provided to all Board members.
2. All Board members who are desirous of contact with the District's legal counsel, his or her staff, and/or attorney(s) contracted to work on behalf of the District shall obtain prior approval from the General Manager. Board members cannot enjoy or establish an attorney-client relationship with said attorney(s) by consulting with or speaking to same. Any attorney-client relationship established belongs to the District, acting through the Board of Directors, and as may be allowed in State law for purposes of defending the District and/or the Board in the course of litigation and/or administrative procedures, etc.

Ethics Training

AB 1234 requires elected or appointed officials who are compensated for their service or reimbursed for their expenses to take two hours of training in ethics principles and laws every

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two years. Those who enter office after January 1, 2006, must receive the training within a year of starting their service. They must then receive the training every two years after that.

The training must cover general ethics principles relating to public service and ethic laws including:

1. Laws relating to personal financial gain by public officials (including bribery and conflict of interest laws);
2. Laws relating to office-holder perks, including gifts and travel restrictions, personal and political use of public resources, and prohibitions against gifts of public funds;
3. Governmental transparency laws, including financial disclosure requirements and open government laws (the Brown Act and Public Records Act);
4. Laws relating to fair processes, including fair contracting requirements, common law bias requirements, and due process.

Sexual Harassment Prevention Training

AB 1661 requires elected or appointed officials who are compensated for their service or reimbursed for their expenses to receive at least two hours of sexual harassment prevention training and education within the first six months of taking office or commencing employment, and every two years thereafter.

The training must include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment.

Enforcement

Any actual or perceived violation of District policies, including the Code of Conduct, by a Board member should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the District, including but not limited to:

1. Reassignment of committee positions;
2. Adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy (i.e., censure);
3. Injunctive relief;
4. Referral of the violation to the District Attorney.



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APPENDIX 1

BOARD MEMBER ACKNOWLEDGEMENT

This Board of Directors Handbook, which includes the Director's Code of Conduct, shall be considered to be the definitive document relating to ethical conduct by the West Valley Water District Board of Directors.

Board Member Signature

Date