

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
May 4, 2017

**PRESENT**    **ABSENT**

- ✓
- ✓
- ✓
- ✓

- ✓

**DIRECTORS**

- Dr. Clifford Young, Sr., President
- Linda Gonzalez, Vice President
- Gregory Young, Director
- Donald Olinger, Director
- Robert Bourland, Director

**STAFF**

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

- Matthew H. Litchfield, P.E., General Manager
- Robert Christman, Interim Chief Financial Officer
- Karen Logue, Human Resources/Risk Manager
- Wendy Strack, External Affairs Manager
- Linda Jadeski, Engineering Services Manager
- Jon Stephenson, Business Systems Manager
- Joanne Chan, Operations Manager
- Shanae Smith, Board Secretary

**LEGAL**

- ✓

- David J. Olivas, Tafoya & Garcia, LLP

**VISITORS**

- Greg Gage, San Bernardino Municipal Water Department
- Anthony and Diana Araiza, Resident
- Tom Shalhoub, Director, Yucaipa Valley Water District

The Regular meeting of the Board of Directors was called to order by Dr. Clifford Young, Sr., at 6:00 p.m. at the District Headquarters, 855 W. Baseline Road, Rialto, CA.

**OPENING CEREMONIES**

- Pledge of Allegiance – Vice President Gonzalez
- Opening Prayer – Director Gregory Young
- Roll Call of Board Members – Quorum

President Young reported that Director Bourland was absent from the meeting due to a planned vacation.

**ADOPT AGENDA**

Director Young made a motion to Adopt the Agenda as presented, seconded by Director Olinger. The motion carried by the following unanimous vote:

- Ayes: Directors: **Gonzalez, Olinger, Young, Young, Sr.**
- Noes: Directors: **None**
- Absent: Directors: **Bourland**
- Abstain: Directors: **None**

**PUBLIC PARTICIPATION**

President Young indicated that any person wishing to speak to the West Valley Water District (“District”) Board of Directors (“Board”) on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the District Clerk. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board 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.

There were no public comments.

**CONSENT CALENDAR**

Director Young made a motion to Approve the Consent Calendar as presented, seconded by Director Olinger. The motion carried by the following vote:

- Ayes: Directors: **Olinger, Young, Young, Sr.**
- Noes: Directors: **None**
- Absent: Directors: **Bourland**
- Abstain: Directors: **None**

## BUSINESS MATTERS

- 1. Adopt Resolution No. 2017-11, Approving Social Media Engagement Policies -** Following discussion Director Young made a motion to Adopt Resolution No. 2017-11, Approving Social Media Engagement Policies, seconded by Vice President Gonzalez. The motion carried by the following vote:

Ayes: Directors: **Gonzalez, Olinger, Young, Young, Sr.**  
Noes: Directors: **None**  
Absent: Directors: **Bourland**  
Abstain: Directors: **None**

- 2. California Special Districts Association Board of Directors Call for Nominations – Seat C –** Following discussion, the item was received and filed.

- 3. Approval of Conveyance of Property at the Intersection of Linden and Riverside Avenue for Street Right of Way -** Following discussion, Vice President Gonzalez made a motion to Approve the Conveyance of Property at the Intersection of Linden and Riverside Avenue for Street Right of Way, seconded by Director Young. The motion carried by the following vote:

Ayes: Directors: **Gonzalez, Olinger, Young, Young, Sr.**  
Noes: Directors: **None**  
Absent: Directors: **Bourland**  
Abstain: Directors: **None**

- 4. Approval of Payment to Albright, Yee & Schmit, APC for Professional Services rendered through February 28, 2017; Statement No. 24145; \$24,092.50 –** Following discussion, a motion was made by Director Young to Approve Payment to Albright, Yee & Schmit, APC for Professional Services rendered through February 28, 2017; Statement No. 24145; \$24,092.50; seconded by Director Olinger. The motion carried by the following vote:

Ayes: Directors: **Olinger, Young, Young, Sr.**  
Noes: Directors: **Gonzalez**  
Absent: Directors: **Bourland**  
Abstain: Directors: **None**

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

**1. Board Reports**

Vice President Gonzalez reported on the following:

- a. The committees are working out really nice. There is a lot of open communication and a nice environment. Thanked everyone involved in that. Thanked Director Olinger for attending the San Bernardino Valley Municipal Water District (“Valley District”) Board meeting. He will be filling in for the two Valley District Board meetings in June, as she will be out of town.
- b. May 2<sup>nd</sup> – Attended the Bloomington Municipal Advisory Council (MAC) meeting where the huge warehouse project over on Cedar and Jurupa were approved by the County Board of Supervisors on Tuesday, by a 3-2 vote. The public stated how they felt, however it went through the process and planning committee and will go forward in the Bloomington area. Bloomington MAC meetings have been packed with a full house, with 70-80 people sometimes. People are enthusiastic about the future of the unincorporated area of Bloomington.
- c. May 4<sup>th</sup> – Would like to close the meeting in honor of her Aunt Delfina Molina. May she rest in peace.

Director Olinger reported on the following:

- a. May 2<sup>nd</sup> – Attended the Valley District Board meeting. Distributed a flyer regarding the Grand Opening & Dedication - Bryce E. Hanes Park and Jon Cole Skate Park E Street Park in San Bernardino and requested to attend on behalf of the District. Members of the Board agreed.
- b. Hydroelectric Plant Project – A collaborative venture partnered with Valley District, who will finance the project over a period of ten (10) years. Commented on Valley District’s concerns related to contingency fees and requested that the External Affairs Department make a big deal once the project is complete, as one of the District’s objectives is to be environmentally sound and green. Mr. Litchfield commented that the plant would offset most, if not all power costs at the Oliver P. Roemer Water Treatment Plant (“OPRWTP”) when running at a certain flow rate. The other important component to the project is the Cactus Basin Turnout, which will allow the District in the future to recharge State Water Project (“SWP”) water in the Cactus Basins, which has never been done before and will allow us to better manage the Rialto-Colton Groundwater Basin. Staff is excited and ready to work with Valley District on the construction phase.

Director Young reported on the following:

- a. Extended condolences to Vice President Gonzalez regarding the loss of her aunt. Many know that he had just lost his uncle not long ago and still morning his loss. Thanked everyone for the best wishes to his family.

Director Bourland was absent.

President Young had no report.

## **2. Legal Counsel/Consultants**

No report.

## **3. General Manager**

Mr. Litchfield distributed and summarized the following reports and answered questions from the Board:

- a. Top Ten Customers Report
- b. Average Customer Billing Report
- c. Source of Supply – Five Year Chart

Director Young inquired about the available capacity indicated on the bar chart and how that relates to the available capacity in Lytle Creek. Mr. Litchfield explained that it is based on the District's water right and clarified the chart is indicative of the limits to the District's right. Vice President Gonzalez inquired about how Staff is able to manage the water coming in from different areas of the system. A discussion ensued regarding the different water sources, the cost for the different water sources and basin management.

## **4. Interim Chief Financial Officer**

Mr. Robert Christman summarized the Treasurer's report and commented that we are very comfortable financially. Vice President Gonzalez inquired about the status of the 2017/2018 Fiscal Year Budget. Mr. Christman stated that the general manager had taken the lead on the budget issues. The District had received a check from the State of California as part of a reimbursement program and with the expected revenues to come in from the UTC reimbursement program, the cash balances for next year will be as comfortable or better. A discussion ensued regarding how the funds would be accounted for in the District's General Fund and the revenue picture for the next fiscal year. After discussion, President Young inquired whether transfer to the new banking institution had been completed. Mr. Christman confirmed they had not, as it had been a more tedious process than expected. The new banking requirements regarding the printed checks to include the dollar sign in front of the amounts on the checks had forced us to work with the software Company and .hte accounting software to resolved.

## **5. Operations Manager**

- a. The Oliver P. Roemer Water Treatment Plant is producing 10 mgd.
- b. Lytle Creek flow is at 6.7 mgd.

- c. State Water Project (SWP) water flow is at 2.2 mgd.
- d. The FBR Treatment Plant is treating 1.7 mgd.

**6. Treasurer**

This item was taken out of order.

**7. Engineering Services Manager**

No report.

**8. External Affairs**

Ms. Wendy Strack highlighted the following from the External Affairs/Conservation Update:

- a. Annual Student Poster Contest – Encouraged the Board to make their selections, as voting is open through May 12<sup>th</sup>.
- b. American Water Works Association Feature Article on the FBR Project.
- c. Upcoming Events -
  - o May 10, 2017 - WECAN Turf Installation
  - o May 10, 2017 - Preston Elementary Conservation Garden Celebration
  - o May 19-21, 2017 - Inland Solar Challenge (“ISC”)

President Young inquired whether the District is sponsoring the projects. Ms. Strack confirmed that the WECAN project is a grant funded project sponsored by the District, the conservation garden is a part of the District’s education program and the ISC is also sponsored by the District. President Young also inquired about a project with the City of Rialto. Ms. Strack mentioned an article at the dais regarding the National Mayor’s Challenge for water conservation that the City had been promoting the challenge, as they would receive benefits if they were able to win the competition and that the District had supported them in that effort. Following discussion, Director Young commented that he attended the April 1<sup>st</sup> landscaping class to wish the External Affairs team well and wondered why the External Affairs Department staff had not been in attendance if the District was co-hosting the event. Ms. Strack led a discussion explaining in detail how the events partnered with the City are structured and staffed and duties shared between the City and the District. Following discussion, Director Young commented that it would be to our benefit, as we have increased the size of our External Affairs Department to staff the one event quarterly to be present so that if people from the public have questions, we can answer them.

## **9. Human Resources/Risk Manager**

Ms. Karen Logue reported on the following:

- a. President Emeritus, Dr. Albert Karnig of Cal State University San Bernardino unexpectedly passed away this afternoon at home. President Young stated Dr. Karnig was a great mentor to him and that he was not only President of the University, he spent most of his time in the community and expressed a great deal of interest here.

## **10. Business Systems Manager**

No report.

## **11. Board Secretary**

No report.

President Young requested that all Board members receive Board Committee notices.

## **FUTURE AGENDA ITEMS**

None.

## **INFORMATION**

None.

## **CLOSED SESSION**

At 6:42 p.m. the Board convened to Closed Session to discuss the following:

- CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957 – Title: Assistant General Manager

At 7:48 p.m. the Board reconvened to Open session and Mr. Olivas reported the following:

The Board met in Closed Session pursuant to Government Code 75957 – Title: Assistant General Manager. The Board voted to appoint Mr. Greg Gage to the position of Assistant General Manager, subject to the contract being approved by the Board in Open Session on May 25, 2017.

**THERE BEING NO FURTHER BUSINESS, VICE PRESIDENT GONZALEZ MOVED TO ADJOURN THE MEETING AT 7:48 P.M. IN MEMORY OF HER AUNT DELFINA MOLINA.**

---

Dr. Clifford Young, Sr.  
President of the Board of Directors  
of West Valley Water District

ATTEST:

---

Shanae Smith, Board Secretary