

**MINUTES  
SPECIAL BOARD MEETING  
of the  
WEST VALLEY WATER DISTRICT  
BOARD OF DIRECTORS  
June 5, 2017**

**PRESENT   ABSENT**

**DIRECTORS**

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

**STAFF**

- ✓ Matthew H. Litchfield, General Manager
- ✓ Marie Ricci, Chief Financial Officer
- ✓ Karen Logue, Human Resources/Risk Manager
- ✓ Wendy Strack, External Affairs Manager
- ✓ Joanne Chan, Operations Manager
- ✓ Jon Stephenson, Engineering Services Manager
- ✓ Shanae Smith, Board Secretary
- ✓ Rosa Gutierrez, Associate Engineer
- ✓ Daisy Farias, Water Conservation Specialist
- ✓ Lauren Albrecht, Public Affairs Analyst
- ✓ Michelle Adams, Public Affairs Analyst

**LEGAL**

- ✓ Michael Duane Davis, Savage Gresham Nolan & Tilden, PC
- ✓ Derek R. Hoffman, Savage Gresham Nolan & Tilden, PC

**VISITORS**

**Greg Gage, San Bernardino Municipal Water Department**

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

## **OPENING CEREMONIES**

Pledge of Allegiance -Vice President Linda Gonzalez  
Opening Prayer - Director Donald Olinger  
Roll Call of Board Members-Quorum

## **ADOPT AGENDA**

Motion was made by Director Young to adopt the Agenda as presented, seconded by Director Bourland. The motion carried unanimously by the following vote:

Ayes:	Directors: <b>Gonzalez, Olinger, Young, Bourland, Young, Sr.</b>
Noes:	Directors: <b>None</b>
Absent:	Directors: <b>None</b>
Abstain:	Directors: <b>None</b>

## **PUBLIC PARTICIPATION**

President Young indicated that 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 District Clerk. 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.

No members of the public spoke at the meeting.

## BUSINESS MATTERS

- 1. Receive, Review and Discuss Proposed Budget for Fiscal Year 2017-2018, Including Review of the Financial Impact of the Human Resources Committee and Employee Salary Committee Recommendation for the Compensation of Employees for the 2017-2018 Fiscal Year. Consideration for Adoption of the Budget will be presented at the regular meeting on June 15, 2017 at 6:00 p.m.** – President Young requested that General Manager Matthew H. Litchfield present the Fiscal Year 2017-2018 Budget (“Budget”) summary, department by department and to allow Board members to ask questions or have discussion throughout that period and work through the Budget as outline. The remaining members of the Board concurred. Mr. Litchfield thanked the Finance Committee’s participation in the development of the Budget, as well as the hard work on the part of the Staff present. Mr. Litchfield stated he was proud of the effort put into the Budget thus far. Mr. Litchfield presented detailed department summaries of the Capital Improvement and Operating Budgets for Fiscal Year 2017-1018, including increases and decreases to the projected fiscal year Budget. Discussion continued regarding Director Bourland’s concern regarding the District’s capacity to complete capital projects, the ability to address aging infrastructure, implementing capital programs to proactively, not reactively address future development coming in. The board took a five (5) minute break at 7:10 and returned at 7:15 p.m. Discussion continued regarding recommendations presented by the Human Resources Committee and Employee Salary Committee, including the incentive pay and Cost of Living Increase (“COLA”) and a one-time blanket merit increase. After discussion, the Board recommended to continue the meeting to June 12, 2017 to discuss the recommendations and the budget implications regarding the proposed compensation package with the following clarifications:

- Provide Board policy related to the matter
- History of how merit pay came about
- How is merit pay determined
- What is the evaluation criteria
- Provide an analysis regarding other water districts or similar entities that and whether they provide COLA, merit raises and compensation packages to some or all employees.

Discussion continued regarding the 2017-2018 proposed Budget. Following discussion, the Board also requested that staff modify the budget message to include the goals of the District and to develop performance measures to tie back to each goal. Staff was also directed to prepare a third option to fund the CIP.

## ADJOURN

**THERE BEING NO FURTHER BUSINESS, PRESIDENT YOUNG MOVED TO ADJOURN THE MEETING AT 8:45 P.M.**

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

ATTEST:

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Shanae Smith, Board Secretary