WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD RIALTO, CA

BOARD MEETING
AGENDA

THURSDAY, FEBRUARY 1, 2018 - 6:00 PM

"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 prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

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 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.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. No person will be allowed to make comments at any other time in the meeting except if there is a Public Hearing. Also, please remember that no disruptions from the crown will be tolerated. If someone disrupts the meeting, they will be removed.
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. November 16, 2017 Regular Board Meeting Minutes.


5. Reclassification of Administrative Assistant and Executive Assistant II Positions to a "Confidential" Classification.

PUBLIC HEARING

FINANCE

6. Consider District Participation In The Defend The Drop Program With San Bernardino Valley Municipal Water District And Regional Partners.

BUSINESS MATTERS

Consideration of:

7. Approval of Larsen O'Brien, LLP for professional services rendered through December 31, 2017; invoice no. 4126: $5,180.45

8. ADOPTION OF RESOLUTION 2018-6 PLEDGING REVENUES FOR REPAYMENT OF STATE REVOLVING FUND LOANS FOR THE PLANNING AND DESIGN OF WELLHEAD TREATMENT FACILITIES FOR WELL NOS. 36 AND 39.

9. CONSIDER RESOLUTION 2018-5 TO DESIGNATE AUTHORIZED AGENTS FOR STATE WATER RESOURCES CONTROL BOARD GRANT FUNDING AGREEMENT/FIXED BED REACTOR PERCHLORATE TREATMENT SYSTEM.

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

- Board Members

- Legal Counsel

- General Manager

  - 1,163 Days without a "Lost Time" claim

UPCOMING MEETINGS

- February 6, 2018 San Bernardino Valley Municipal Water District Regular Board Meeting at 2:30 PM, Administrative Office, 380 E. Vanderbilt Way in San Bernardino

- February 6, 2018 - Bloomington Municipal Advisory Council Meeting at 6:30 PM, Ayala Park Senior Center, 18313 Valley Boulevard in Bloomington.

- February 14, 2018 - West Valley Water District Engineering and Planning Committee Meeting, District Headquarters at 5:45 PM

- February 20, 2018 San Bernardino Valley Municipal Water District Regular Board Meeting at 2:30 PM, Administrative Office, 380 E. Vanderbilt Way, San Bernardino, California 92408

- February 15, 2018 - West Valley Water District Board of Directors Regular Meeting, District Headquarters at 6:00 PM

- February 17, 2018 - Review of Preliminary Draft Water Facilities Master Plan, District Headquarters at 11:00AM - 12:00PM

- February 22, 2018 - San Bernardino Valley Municipal District EBX11 Grand Opening at 10:00AM -12:00PM

- Association of California Water Agencies Annual Washington D.C. Conference - February 27 - March 1, 2018

- The March 1, 2018 West Valley Water District Regular Board meeting will be moved to Thursday, March 8, 2018 at 6:00 PM due to the Association of California Water Agencies Annual Washington D.C. Conference conflict.

FUTURE AGENDA ITEMS

INFORMATION

1. Rebate Program
CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - Pursuant to Government Code Section 54956.9(b) Johnson, Claim Number 18-0338

2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): Suzanne Cook v. West Valley Water District & Clifford O. Young; San Bernardino County Superior Court Case No. CIVDS1713213

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 January 29, 2018.

Crystal Escalera, Interim 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 Crystal Escalera, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Escalera may be contacted by telephone at (909) 875-1804 ext. 704, 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
November 16, 2017

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Present</th>
<th>Absent</th>
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<td><strong>Board Members</strong></td>
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<td>Donald Olinger, President</td>
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<td>Linda Gonzalez, Vice President</td>
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<td>Gregory Young, Director</td>
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<td>Robert Bourland, Director</td>
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<td><strong>Staff</strong></td>
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<td>Matthew Litchfield, General Manager</td>
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<td>Greg Gage, Assistant General Manager</td>
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<tr>
<td>Marie Ricci, Chief Financial Officer</td>
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<td>Karen Logue, Human Resources/Risk Manager</td>
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<td>Wendy Strock, External Affairs Manager</td>
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<td>Linda Jadeski, Engineering Services Manager</td>
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<td>Joanne Chan, Operations Manager</td>
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<td>Jon Stephenson, Business Systems Manager</td>
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<td>Shanae Smith, Board Secretary</td>
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<td><strong>General Legal Counsel</strong></td>
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<td>Michael D Davis, Gresham Savage Nolan &amp; Tilden, PC</td>
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<td>Derek Hoffman, Gresham Savage Nolan &amp; Tilden, PC</td>
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VISITORS

Scott Olson
Fermin Gonzalez, Resident
Sara Garcia, Resident
Michael and Tracy Taylor, Resident
Robert Tafolla, Tafolla and Garcia, LLP

OPENING CEREMONIES

Pledge of Allegiance – Director Gregory Young
Opening Prayer – Vice President Linda Gonzalez
Call to Order
Roll Call of Board Members

WVWD

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ADOPT AGENDA

Following discussion, Vice President Gonzalez made a motion to Adopt the Agenda as presented, seconded by Director Bourland. The motion was defeated. Director G. Young Amended the original motion to Adopt the Agenda to include Tabling Business Matter No. 2, Adopt Resolution No. 388-60, Rescinding Resolution No. 388-69, Amending the Personnel, Policies and Practices Manual and No. 7, Approval of Agreement for General Manager to a future meeting with the new Board, seconded by Director Young, Sr. Director Young, Sr. requested to have the item reviewed and discussed during a Board workshop, with General Legal Counsel. Discussion continued. Following discussion, the motion was defeated by the following vote:

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<th>RESULT:</th>
<th>DEFEATED [2 TO 3]</th>
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<tr>
<td>MOVER:</td>
<td>Gregory Young, Director</td>
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<td>SECONDER:</td>
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<td>AYES:</td>
<td>Clifford Young, Gregory Young</td>
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<td>NAYS:</td>
<td>Donald Olinger, Linda Gonzalez, Robert Bourland</td>
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General Manager, Matthew H. Litchfield requested that Business Matter No. 7 be Tabled. A discussion ensued. Following discussion, Director Bourland moved to Approve Mr. Litchfield’s request to remove Business Matter No. 7 and postpone it for a Future Agenda item, seconded by Vice President Gonzalez. The motion carried by the following vote:

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<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
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<td>MOVER:</td>
<td>Robert Bourland, Director</td>
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<td>SECONDER:</td>
<td>Linda Gonzalez, Vice President</td>
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<tr>
<td>AYES:</td>
<td>Donald Olinger, Linda Gonzalez, Robert Bourland, Clifford Young, Gregory Young</td>
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Following discussion, Vice President Gonzalez moved to Approve the Agenda as amended, seconded by Director Bourland. The motion carried by the following vote:

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<th>RESULT:</th>
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<td>Clifford Young, Gregory Young</td>
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PUBLIC PARTICIPATION

Mr. Scott Olson congratulated Director Young, Sr. on his win for an additional four (4) years on the Board and for allowing him to be a part of the campaign. It was a very interesting campaign and he was glad his General Manager, Sean Flynn had an opportunity to walk all of North Rialto and to see the positive nature of the people at the door and how much they appreciated and respected the message that was given, because that will be the District that he will be working on be responsible

WVWD

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for in 2018 in the campaign. Mr. Olson expressed his interest in the election campaign process and associated outcomes and thanked everyone involved.

President Olinger announced that Michael Taylor, who was recently elected to the Board was in the audience and invited him to speak to the Board. Director Young, Sr. announced that Mr. Taylor had been affirmed the previous night with the City of Baldwin Park to be their Chief for another year. Director Young, Sr. welcomed Mr. Taylor's wife Tracy, and stated that we're glad to have them here.

Mr. Michael Taylor addressed the Board and commented that he has been a resident of the City of Rialto for thirty years and that he is happy to be here and congratulated Director Young, Sr., and Mr. Kyle Crowther. Mr. Taylor also thanked Director G. Young for his help and his wife, as well as Scott. Mr. Taylor announced that he looked forward to serving on the Board the next four years in conjunction with his ob as Chief of Police for the City of Baldwin Park, where he has been now for thirty-six, going on thirty-seven years. Mr. Taylor said it he'd been a long time resident and always wanted to do something like this, as he moves towards the sunset of his other career. He had a lot of fun, it was lot of work and he looks forward to a new beginning here for the water board. There will be a lot of new things coming up, he is sure and he will have a good time putting it together.

Mr. Taylor stated he loves the fulfillment of what he calls the civic responsibility for our neighbors and friends in our community and he is really looking forward to that and thanked the Board for the opportunity to speak and to run and be a member of the Board as a new Jr. member. Mr. Taylor stated that he looks forward to the guidance and mentoring of his good friend and neighbor, Director Young, Sr., who was the first person to approach him and ask him to step in to this venture. It is his civic responsibility to pay back to his community, and like he said Director G. Young had also been another big help and he also looks forward to it and thanked the Board for giving him the opportunity to speak.

Ms. Sara Garcia, a resident of the City of Rialto since 1972 welcomed the new Board and that she knew Director Young, Sr. and that she had not had the pleasure of meeting the new directors. Most of all, she wanted to thank Vice President Linda Gonzalez, and that she was unfortunately the only sitting woman on the Board and that it was nice to see that. Nothing against the men, but sometime we would like to see a woman sitting in position of power and that she looked forward to attending the meetings and meeting the new Board. Mrs. Garcia stated there are a lot of things going on in the water district and she hoped that the new Board continues what the old Board was doing. Ms. Garcia concluded by stating that community involvement is very important and thanked the Board for giving her the opportunity to speak.

CONSENT CALENDAR

Director G. Young commented that he had an opportunity to review the Minutes of the regular Board meeting dated October 5, 2017 and that he is satisfied with how they were constructed. There were so many back-to-back motions going back and forth, that he wanted to be sure. Director G. Young thanked the Board for allowing him the opportunity to have more time to review the Minutes. Director Bourland requested an adjustment on Page 28 of the Agenda packet, as he will not be able to attend the 2017 Association of California Water Agencies ("ACWA") Fall Conference. There is not a need and he does not want to waste District money and that he looks forward to the rebate that he will receive from it. Vice President Gonzalez made a motion to

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Minutes: 11/16/17
approve the Consent Calendar as amended, seconded by Director Bourland. The motion carried by the following vote:

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PUBLIC HEARING

None.

BUSINESS MATTERS

1. APPROVE A CHANGE ORDER TO CONTRACT WITH ROGERS, ANDERSON, MALODY & SCOTT, LLP (RAMS) IN THE AMOUNT OF $15,750 - Following discussion, a motion was made by Director G. Young to Approve the Change Order to Contract with Rogers, Anderson, Malody & Scott, LLP in the amount of $15,750, seconded by Vice President Gonzalez. The motion carried by the following vote:

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2. ADOPT RESOLUTION NO. 388-69, APPROVING THE AMENDED HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL - Following discussion, Vice President Gonzalez made a motion to Adopt Resolution No. 388-69, Approving the Amended Human Resources Policies and Procedures Manual, seconded by Director Bourland. Vice President Gonzalez congratulated Human Resources Committee Manager Ms. Karen Logue and her team and that when she was first elected to the Board in 2013, she really wanted to revamp the manual and that Ms. Logue’s work is outstanding and that she read every well-organized page. President Olinger acknowledged that a workshop had been requested and Ms. Logue stated that the document had been reviewed by outside entities other than the District, including the Association of California Water Agencies Joint Power Authority ("ACWA/JPIA"), the District's insurance carrier and Gresham Savage Nolan Tilden, PC, the District’s employment attorney made recommendations. Those recommendations were approved to be sent to the full Board by the HR Committee in October, 2017 and an additional policy had been approved in November, 2017 There are policies that do directly impact the employees in a positive manner and they are anxious to have the policies approved. Director Young, Sr. led announced he would be making a recommendation to the new Board to rescind the approval of the policy in the first or second meeting in December until we have a thorough workshop with the Board and that if the current Board were to approve this, it is being approved on dangerous grounds and

WVWD

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not in the best interest of this District to adopt the policy without the Board thoroughly understanding what is being adopted. Vice President Gonzalez commented that she and President Olinger are on the HR Committee and they have thoroughly reviewed the manual and that they have done their work and so has Staff. It is very disrespectful for someone to say that they have not done their jobs, as that is why they are here. Discussion continued. Following discussion, the motion carried by the following vote:

RESULT: ADOPTED [3 TO 2]
MOVER: Linda Gonzalez, Vice President
SECONDER: Robert Bourland, Director
AYES: Donald Olinger, Linda Gonzalez, Robert Bourland
NAYS: Clifford Young, Gregory Young

3. ADOPT RESOLUTION NO. 2017-28, APPROVING THE DEBT MANAGEMENT POLICY - Following discussion, a motion was made by Director G. Young to Adopt Resolution No. 2017-28, Approving the Debt Management Policy, seconded by Director Bourland. The motion carried by the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Robert Bourland, Director
AYES: Donald Olinger, Linda Gonzalez, Clifford Young, Gregory Young, Robert Bourland

4. APPROVAL OF THE SOLE SOURCE PURCHASE OF WATER METERS AND METER TRANSCEIVER UNITS FROM AQUA-METRICS SALES COMPANY IN AN AMOUNT NOT TO EXCEED $250,000 - Following discussion, a motion was made by Director Young, Sr. to Approve an Agreement with Mike Roquet Construction Inc. For District Headquarters Parking Lot Repair, Sealing and Repainting Project, seconded by Director Bourland. The motion carried by the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, Director
SECONDER: Robert Bourland, Director
AYES: Donald Olinger, Linda Gonzalez, Clifford Young, Gregory Young, Robert Bourland

WVWD

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5. APPROVAL OF AN AGREEMENT WITH MIKE ROQUET CONSTRUCTION INC. FOR DISTRICT HEADQUARTERS PARKING LOT REPAIR, SEALING AND REPAINTING PROJECT - Following discussion, Director Young, Sr. made a motion to approve the Agreement with Babcock Laboratories, Inc. For Unregulated Contaminant Monitoring, seconded by Director Bourland. The motion carried by the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, Director
SECONDER: Robert Bourland, Director
AYES: Donald Olinger, Linda Gonzalez, Clifford Young, Gregory Young, Robert Bourland

6. APPROVAL OF AN AGREEMENT WITH BABCOCK LABORATORIES, INC. FOR UNREGULATED CONTAMINANT MONITORING - Director Young, Sr. made a motion to approve the Sole Source Purchase of Water Meters and Meter Transceiver Units from Aqua-Metetics Sales Company in an amount not to exceed $250,000, seconded by Director Bourland. The motion carried by the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, Director
SECONDER: Robert Bourland, Director
AYES: Donald Olinger, Linda Gonzalez, Clifford Young, Gregory Young, Robert Bourland

7. APPROVAL OF AGREEMENT FOR GENERAL MANAGER

This item was tabled.

8. APPROVAL OF LARSEN O'BRIEN, LLP FOR PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2017; INVOICE NO. 3889: $2,231.97 - Following discussion, a motion was made by Director Young, Sr. to approve the Larsen O'Brien, LLP for Professional Services rendered through September 30, 2017; Invoice No. 3889: $2,231.97, seconded by Director G. Young. The motion carried by the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, Director
SECONDER: Gregory Young, Director
AYES: Donald Olinger, Linda Gonzalez, Clifford Young, Gregory Young, Robert Bourland

WVWD

Minutes: 11/16/17
9. APPROVAL OF PAYMENT TO GRESHAM SAVAGE NOLAN & TILDEN, PC FOR PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2017; STATEMENT NO. W1582 - ALL MATTERS; TOTAL AMOUNT OF $37,907.68 - Following discussion, a motion was made by Director Bourland to Approve Payment to Gresham Savage Nolan & Tilden, PC for Professional Services rendered through September 30, 2017; Statement No. W1582 - All Matters; Total Amount of $37,907.68, seconded by Vice President Gonzalez. Director Young, Sr. inquired about how much of the legal bill was allocated directly to Directors asking questions of Legal Counsel. General Legal Counsel Michael Davis commented that outside of the course of Board meetings, he did not believe there were any. A discussion ensued. Following discussion, the motion carried by the following vote:

RESULT: APPROVED [3 TO 2]
MOVER: Robert Bourland, Director
SECONDER: Linda Gonzalez, Vice President
AYES: Donald Olinger, Linda Gonzalez, Robert Bourland
NAYS: Clifford Young, Gregory Young

10. APPROVAL OF PAYMENT TO GRESHAM SAVAGE NOLAN & TILDEN, PC FOR PROFESSIONAL SERVICES RENDERED THROUGH OCTOBER 31, 2017; STATEMENT NO. W1582 - ALL MATTERS; TOTAL AMOUNT OF $31,719.26 - Following discussion, Director Young, Sr. inquired why the Board is receiving bills for September and October and whether there is a reason the bills are being received, one in the amount of $37,000 and the other in the amount of $31,000. It seems like we are going backward in terms of legal bills, rather than forward. Mr. Davis stated that every single month, the bill has been less than the month before. The reason there are two bills in one cycle, is because he was in the hospital and unable to get the bill in last cycle, so there are two months that are coming before the Board tonight. Director Young, Sr. requested that for a future meeting that legal bills be reviewed and legal counsel be reviewed in Closed Session at our next meeting and asked that the Board Secretary included the request properly in the Minutes and to repeat the request back. Ms. Smith repeated Director Young, Sr.’s request. Director Bourland moved to Approve Payment to Gresham Savage Nolan & Tilden, PC for Professional Services rendered through October 31, 2017; Statement No. W1582 - All Matters; Total Amount of $31,719.26 and to include Director Young, Sr.’s request, seconded by Vice President Gonzalez. Vice President thanked Mr. Davis and his firm for their services, as this is her last meeting. Thanked him for his honesty and how he corrected a lot of discrepancies on behalf of the community, as well as herself, a ratepayer for twenty-seven years. Director Bourland that Gresham Savage had done an excellent job, and that they have been professional, walking into a hornet’s nest and handled it very professionally and fairly and exhibited the highest integrity given the difficult situation they were put into. Director Bourland concluded by thanking Mr. Davis for his service. The motion carried by the following vote:

WVWD

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RESULT:  APPROVED [3 TO 2]
MOVER:  Robert Bourland, Director
SECONDER:  Linda Gonzalez, Vice President
AYES:  Donald Oliger, Linda Gonzalez, Robert Bourland
NAYS:  Clifford Young, Gregory Young

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 G. Young reported on the following:

a.  Addressed parting Board members. It’s been a pleasure and wished them all well in their future endeavors. Looks forward to serving with incoming Board members and thanked people in the community who have been very gracious to his family with his mother in the hospital. At approximately 1:30 p.m., she went into surgery at Loma Linda Medical Center and recently had received word that she had made it through surgery well. Thanked everyone in wonderful thoughts and prayers from people in the community.

Director Bourland read the following statement:

“I'm thankful that I've had the opportunity to serve my community on this board. I want to thank the San Bernardino County Supervisors for their support and confidence by appointing me to the West Valley Water District Board earlier this year. As the appointing committee, I especially want to thank Supervisors Gonzales and Rutherford for having confidence in me. During my tenure I did my very best to do the right thing, always. I want to thank the staff of the West Valley Water District of which I've had the pleasure of working with since my appointment. They have continuously demonstrated to me their commitment to the betterment of the district through some very challenging political turmoil within the board that I currently sit on. They have been professional in every way and I believe they are very talented and do their jobs well.

To the staff, I encourage you to continue to strive to do your best in all that you do for our District. I want to congratulate my opponent, Kyle Crowther, for winning and for not running a negative campaign (at least that I'm aware of). I was very impressed with the overwhelming financial support that he garnered to win this election. It is clear to me that as the saying goes "you can buy anything in this world with money". As a ratepayer in this district I'm very much looking forward to receiving the 15% cut in my water rate that he promised in his campaign, along with the rebate the other candidates promised in their campaign literature. It does make me sad to leave this position and not be able to give back to the community I've lived in for over fifty years by serving on this board. I encourage the new board members (as well as the veterans) to not be swayed by aligning yourselves by political party or any other affiliations that would distract from the intent of this non-partisan elected position which is to deliver safe, reliable and affordable water to all. Weigh

WVWD

Minutes: 11/16/17
each of your decisions on the merits of the arguments put forth using the guidelines of the vision and mission of the district and do not be swayd by the distractions of personal or political gains.

To the voters in our District. Going-forward, I would encourage you to look at the candidates closely, their qualifications and attributes that they bring to the table. Do not be swayd by the number of mailers, nor the size or amount of the signs you see. If you take the time to think about it, the candidates that can afford those signs or mailers are either very wealthy, or have some big money behind them. Big money always expects a return on their investments, think about that the next time you vote in any election.

Lastly, although not pointed in my direction, [I'm abhorred by what I saw leading up to this election and ultimately culminating in the material distributed during this election process. Taking truths, half-truths and made-up stories to twist and shape the message to garner votes is despicable. Although I will miss serving on the board, I will not miss, at all, the political mess that has infected this district so deeply. I can confidently say I've left this district in a better place than when I first joined the board and I did so without compromising any of my personal values. Thank you again.”

Director Young, Sr. reported on the following:

a. Very apprecciative of his wife, his supporters in the last campaign and he promises to serve with the other colleagues who were elected to this Board in the best interest of the ratepayers of this District. We promised not to increase water rates. We also promised a 15% rebate. That is two (2) clear promises we made to benefit the ratepayers for this District. He is grateful, humble about the votes, sad upon some of the negative activities upon the part of some of his opponents. But in 2017, that’s modern day electioneering. Thank you and hope to serve four years very proudly with his future colleagues.

Vice President Gonzalez reported on the following:

a. Wished everyone a good evening and thanked everyone for coming. Jesus and his family.

b. Thanked husband Fermin Gonzalez for his support through this ordeal, as it was an ordeal. Thanked the customers and the ratepayers of West Valley and proud of being a West Valley customer, and will continue to be a West Valley customer so now she will be on the other side. A private citizen again. Thanked Staff, Board members, Don Olinger and Robert Bourland. Humbly thanked the community that seen the rhetoric and all the lies. This was a learning experience; a chapter that she will very happily leave behind. A harsh chapter in her life. Cherish the people that stood behind her, in front of her and the side of her and said to keep going and to focus and don’t let it get to you. She will always remember those people and be in debt to those people. A lot of people told her not to say this, but she has to. The things that were said about her, were not true. She has the documentation. Now she has a lot of time, and she will sit down with you and show you. What was said about her is not true and that she also wants to say, the actions of the unethical, spineless and hollow individuals is just a reflection of who they are. That’s exactly how she sees it. Happy Holidays, good night and God Bless.

WVWD

Minutes: 11/16/17
President Olinger commented on the following:

a. He would be meeting with both Vice President Gonzalez and Director Bourland, as they have been quintessential Board members who understand Boardsmanship. They have been a real asset to this Board.

b. Wished everyone a Happy Thanksgiving and welcomed the new Board members. The oldest statesmen and quoted Ronald Reagan, "if you don't denigrate his age, and experiences in life, he won't say anything about them having lack of experience in life." He looks forward to serving with the new Board members.

2. **Legal Counsel**

Mr. Mike Davis reported on the following:

a. Referenced the written summary on the dais for each Director and reserved the balance of his time for after Closed Session.

3. **General Manager**

General Manager Litchfield announced that over the past three weeks, District Staff had donated change and extra dollar bills and whatever they had for disadvantaged families from one of our four high schools in the District's service area. The event is called the "Challenge for Change," including Bloomington High School, Eisenhower High School, Carter High School and Rialto High School. Mr. Litchfield thanked Staff for their efforts to help support the community. Over $700 was raised and each family received the following:

- $100 gift card to Mimi's Cafe
- $10 McDonald's gift card for each child
- Back-packs for each child
- Some kids at their request received lunch bags
- Each child received a package of socks
- One Family received a Fandango gift card for movie night
- Sketchers Baseball Caps for boy

4. **Assistant General Manager**

Mr. Greg Gage had no report.

5. **Chief Financial Officer**

Ms. Marie Ricci reported the following:

a. The District received certification for the Investment Policy that was adopted in August, 2017 and the certificate shows the District's due diligence in complying with state regulations when it comes to investments, as well as being transparent.

**WVWD**

Minutes: 11/16/17
6. **Operations Manager**

Ms. Joanne Chan reported on the following:

a. The Oliver P. Roemer Water Treatment ("OPRWTP") is producing 6 mgd, down 8%.

b. The State Water Project ("SWP") water is flowing at 5.2 mgd, down 10%.

c. The Afterbay Improvement Project is expected to be complete in two (2) weeks.

d. The FBR Water Treatment Plant is treating 2.9 mgd, its maximum capacity.

7. **Engineering Services Manager**

Ms. Linda Jadeski had no report.

8. **External Affairs Manager**

Ms. Wendy Strack was absent.

9. **Human Resources/Risk Manager**

Ms. Karen Logue reported on the following:

a. HR Audit Update - As of October 31, 2017, over 74% of all items have been completed. The items recommended by the consultant who completed the audit in 2016, broken out by high priority and priority items. Of the priority items, 80% of those are completed. One in process and now that the HR Policies and Procedures have been approved, this will show additional items completed.

b. Celebrated over three (3) years without a "loss time claim" and a celebration for employee recognition on October 31st. President Olinger commented that he commented on Ms. Logue's progress at the last HR Committee meeting and thanked her for taking on the gargantuan task of amending the Personnel Policies and Procedures Manual.

10. **Business Systems Manager**

Mr. Stephenson had no report.

11. **Board Secretary**

Ms. Smith had no report.

**FUTURE AGENDA ITEMS**


WVWD

Minutes: 11/16/17
2. Director Young, Sr., requested that the December 7, 2017 regular meeting, due to the installation of our new Board members, requesting that the meeting time be changed from 6:00 p.m. to 5:30 p.m. to accommodate requests he had received.

3. President Olinger stated that the employees have been working since July 1st without any merit consideration and he would like to see it brought back for discussion. Director G. Young stated that the item was tabled until the compensation study is completed. Ms. Logue stated that she is anticipating that the survey would be completed in January, 2018 and that the Employee Recognition Team sent out a survey, as well as her submission of a survey to Staff with regard to the HR Department. The feedback is that employees are overwhelmingly upset that they did not receive merit increases between July and January as the number one topic. Director G. Young clarified that it is not the intent of the Board to completely forgo the merit increases for this year, and that we are undergoing the study at this time.

4. Director Young, Sr. requested to bring salary issue to the first meeting in, change the December 21st meeting to December 12th to discuss the salary issue. Director Young, Sr. also requested to conduct a mid-year Budget review workshop on January 18th. Director G. Young inquired of Ms. Logue whether preliminary data could be available at that time. Ms. Logue commented that she would inquire of the consultant. CFO Marie Ricci requested that the Mid-Year Budget review be delayed to February, as the books do not close and we are still paying invoices. Director Young, Sr. insisted that we conduct a Mid-Year Budget review and that we will call for January 18, 2018 with whatever data is available at that time. Mr. Litchfield stated that it would be a challenge to get the agendas out in time, however, Staff will give it a try.

5. Vice President Gonzalez requested that Committee meetings be audio tapes and that she voted to have all Board meetings recorded.

INFORMATION

WVWD
Minutes: 11/16/17
CLOSED SESSION

The Board convened to Closed Session at 7:08 p.m. At 8:10 p.m. Mr. Davis reported on the following:

APPROVAL OF CLOSED SESSION MINUTES (UNRESTRICTED): Regular meeting October 19, 2017 – Unanimously approved.

APPROVAL OF CLOSED SESSION (C. YOUNG RESTRICTED): Regular meeting October 19, 2017 – Approved.

APPROVAL OF CLOSED SESSION MINUTES (C. YOUNG AND L. GONZALEZ RESTRICTED): Regular meeting of October 19, 2017 – Approved.

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION - Pursuant to Government Code Section 54956.9(b): Miguel Rodriguez, Claim Number 18-0260 (WVWD).

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION - Pursuant to Natividad Ramirez, Claim Number 18-0095 (WVWD) - Rejected the Claim of Natividad Ramirez, Claim No. 18-0095.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): Southern California Edison v. Fontana I Medical Properties, et al; San Bernardino County Superior Court Case No. CIVDS1621129 – No reportable action.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): San Bernardino Valley Municipal Water District, et al., v San Gabriel Valley Company, et al; San Bernardino County Superior Court Case No. CIVDS1311085 / Fourth District Court of Appeal Division Two, Case No. F063180 – No reportable action.


CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Pursuant to Government Code Section 54956.9(a): FPPC Complaint, Clifford O. Young, Sr. v. West Valley Water District and Linda Gonzalez, Complaint No. COM-06092017-01044 – No reportable action.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): Suzanne Cook v. West Valley Water District & Clifford O. Young; San Bernardino County Superior Court Case No. CIVDS1713213 – No reportable action.

Following the Closed Session report, Mr. Davis read the following statement:

Gresham Savage has served as General Counsel of the West Valley Water District since May of 2017. During that six (6) months, Gresham Savage’s attorneys have advised and represented the District’s Board and Management on numerous matters, brought current many months of incomplete, and unsigned Open Session Minutes, developed and implemented protocol for Closed Session Minutes, drafted various ordinances and resolutions and developed and submitted numerous WVWD

Minutes: 11/16/17
Board policies, guidelines and procedures, including a Conflict of Interest Code, a Code of Ethics Policy, Brown Act Policy, Public Records Act Policy and Political Activities Policy. Developed and submitted a proposed updated replacement for Ordinance No. 84, developed a District standard management and employee agreement, updated the District’s Employee Handbook, developed the District’s California Environmental Quality Act (CEQA) practices and guidelines, updated the District’s public bidding requirements, negotiated various agreements for the District. Overseeing the production of records responsive to numerous public records act requests, handled numerous claims against the District, represented the District in numerous administrative and judicial proceedings, and overseen special counsel representing the District in various administrative and judicial proceedings. Though most of the assignments given to Gresham Savage have been completed, some are still in progress and others are ongoing in nature. Gresham Savage is pleased to have been of service to the District and proud of our accomplishments over a short period of time. We also trust that the District has appreciated the extent of discounts and fees provided on several occasions as a professional courtesy to the District. Gresham Savage has provided the District with the policies, practices, procedures and protocols the District need only complete the process of accepting and implementing them and if it does it will find itself in a substantially better position. That decision, however, is up to the Board. Gresham Savage has done its part and that time has come for that professional relationship to be concluded. It has been a pleasure providing General Counsel Services to the District. This letter will serve as Gresham Savage’s formal notice of its resignation as General Counsel for West Valley Water District, effective upon the close of business on December 6, 2017. The Board should promptly arrange for a successor General Counsel to commence representing the District beginning December 7, 2017. Gresham Savage will deliver the adopted Closed Session Minutes and other files as required by law to the District’s new General Counsel and it will take appropriate steps to facilitate a smooth and professional transition. Thank you for having allowed Gresham Savage to serve the West Valley Water District. Mr. Davis said that he had copies of the letter for all members of the Board. President Olinger stated that we are so sorry for losing their services, as they have served nobly and with integrity and helped the District a great deal in our litigation.

ADJOURN

THERE BEING NO FURTHER BUSINESS, DIRECTOR BOURLAND MOVED TO ADJOURN THE MEETING AT 8:20 P.M.

[Signature]
Donald Olinger
President of the Board of Directors
of West Valley Water District

ATTEST:

Shanae Smith, Board Secretary

WVWD
Minutes: 11/16/17
MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
November 29, 2017

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VISITORS
None

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

ADOPT AGENDA
Director Bourland made a motion to Adopt the Agenda as presented, seconded by Vice President Gonzalez. The motion carried by the following vote:

WVWD
Minutes: 11/29/17
RESULT:  APPROVED [UNANIMOUS]
MOVER:  Robert Bourland, Director
SECONDER:  Linda Gonzalez, Vice President
AYES:  Donald Olinger, Linda Gonzalez, Robert Bourland
ABSENT:  Cliford Young, Gregory Young

PUBLIC PARTICIPATION

There were public speakers.

BUSINESS MATTERS

1. APPROVAL OF PAYMENT TO GRESHAM SAVAGE NOLAN TILDEN, P.C. FOR PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 29, 2017; SUMMARY STATEMENT NO. W1582 ALL MATTERS; TOTAL AMOUNT OF $24,043.99 - Following discussion, General Legal Counsel Michael Davis corrected the date that services were rendered to indicate November 29, 2017 instead of November 30, 2017. Director Bourland requested a moment to review the invoice. A motion was made by Director Bourland to Approve Payment to Gresham Savage Nolan & Tilden for Professional Services rendered through November 29, 2017; Summary Statement No. W1582 All Matters; Total Amount of $24,043.99 as amended, seconded by Vice President Gonzalez. The motion carried by the following vote:

RESULT:  APPROVED [UNANIMOUS]
AYES:  Donald Olinger, Linda Gonzalez, Robert Bourland
ABSENT:  Cliford Young, Gregory Young

CLOSED SESSION

The Board convened to Closed Session at 6:07 p.m. The reconvened to Open Session and Mr. Davis reported on the following:

1. APPROVAL OF CLOSED SESSION MINUTES (UNRESTRICTED): Regular meeting of November 16, 2017 - By a vote of 3-0-2, the Board Approved the Unrestricted Closed Session Minutes for November 16, 2017.

2. APPROVAL OF CLOSED SESSION MINUTES (C. YOUNG RESTRICTED): Regular meeting of November 16, 2017 - By a vote of 3-0-2, the Board Approved the C. Young Unrestricted Closed Session Minutes for November 16, 2017.


WVWD
Minutes: 11/29/17
4. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – Pursuant to Government Code Section 54956.9(b): Natividad Ramirez, Claim Number 18-0095 (WVWD) – No reportable action.

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Matthew Litchfield v. Clifford O. Young, Sr. and West Valley Water District; Pursuant to Government Code Section 54956.9 (b)(1) – Number of Cases: one (1). – No reportable action.

ADJOURN

THERE BEING NO FURTHER BUSINESS, DIRECTOR BOURLAND MOVED TO ADJOURN THE MEETING AT 7:12 P.M.

Donald Olinger
President of the Board of Directors of West Valley Water District

ATTEST:

Shanae Smith, Board Secretary

WVWD
Minutes: 11/29/17
The Regular meeting of the Board of Directors was called to order by Dr. Clifford O. Young, Sr. at 6:00 p.m. at the District Headquarters, 855 W. Baseline Road, Rialto, CA.

OPENING CEREMONIES

Pledge of Allegiance - Lead by Director Dr. Michael Taylor
Opening Prayer - Lead by Vice President Greg Young
Roll Call of Board Members - Quorum
Call to Order

WVWD
Minutes: 1/4/18
ADOPT AGENDA

Director Donald Olinger asked the status of the past meeting minutes that have not been posted. Interim General Manager, Robert Christman responded saying Attorney Robert Tafoya is preparing meeting minutes with absences of the Board Clerk and minutes should be ready by the next Board meeting. Dr. Clifford O. Young, Sr. motioned to adopt the agenda as presented, seconded by Director Dr. Michael Taylor. The motion carried by the following vote:

RESULT: APPROVED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, Director
AYES: Michael Taylor, Kyle Crowther, Clifford Young, Donald Olinger, Gregory Young

PUBLIC PARTICIPATION

Public participation occurred.

CONSENT CALENDAR

Director Donald Olinger asked that the approval of New Committee Appointments list be removed from the Consent Calendar for discussion. Consent calendar moved forward with item 1. New Committee Appointments removed for discussion.

1. NEW COMMITTEE APPOINTMENTS

Discussion of item regarding committee appointments ensued. Director Donald Olinger questioned choices for the committees. Vice President Greg Young responded saying new Director appointments were given to newly appointed board members as an opportunity to serve. The New Committee Appointments were passed with the following vote:

RESULT: APPROVED [4 TO 1]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, Director
AYES: Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young
NAYS: Donald Olinger

2. CONSIDER A NOTICE OF COMPLETION FOR INSTALLATION OF GRANULAR ACTIVATED CARBON VESSELS

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, Director
AYES: Michael Taylor, Kyle Crowther, Clifford Young, Donald Olinger, Gregory Young

BUSINESS MATTERS

WVWD
Minutes: 1/4/18
1. APPROVAL OF FIRST AMENDMENT TO AGREEMENT FOR DELIVERY OF SUPPLEMENTAL WATER

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, Director
AYES: Michael Taylor, Kyle Crowther, Clifford Young, Donald Olinger, Gregory Young

2. AUTHORIZE SIGNATURES CHANGES AT VARIOUS FINANCIAL INSTITUTIONS.

Dr. Clifford O. Young, Sr. recommended to the Board that items 2, 4, 5, 6 & 7 of Business Matters be approved.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Gregory Young, Director
SECONDER: Michael Taylor, Director
AYES: Michael Taylor, Kyle Crowther, Clifford Young, Donald Olinger, Gregory Young

3. PAYMENT TO LARSON O' BRIEN, LLP FOR LEGAL SERVICES RENDERED NOVEMBER 30, 2017; $3,645.92

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Olinger, Director
SECONDER: Gregory Young, Director
AYES: Michael Taylor, Kyle Crowther, Clifford Young, Donald Olinger, Gregory Young

4. Adoption of Resolution No. 2018-1: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT, AUTHORIZING SIGNATURE CARD CHANGES FOR LOCAL AGENCY INVESTMENT FUND.

5. Adoption of Resolution No. 2018-2: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT, AUTHORIZING SIGNATURE CARD CHANGES - J.P. MORGAN CHASE BANK.


7. Adoption of Resolution No. 2018-4: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT, AUTHORIZING SIGNATURE CARD CHANGES FOR BANK OF HOPE.

WVWD
Minutes: 1/4/18
REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

1. Board Members

   a. Director Dr. Michael Taylor asked for status of the study of the pay raises for the employees. Bob responded report should be ready in February or March 2018. There is no preliminary report available otherwise.

   b. Vice President Greg Young thanked those that have reached out to him regarding his mother who is ill.

   c. President Dr. Clifford O. Young, Sr. requested staff to prepare a report for the board regarding maintaining no rate increases for the next 2 years and on preparing a 15% rebate to customers based on the water usage for 2017. Interim General Manager Robert Christmas will have reports ready for the next Board Meeting.

2. Legal Counsel

   No report.

3. Interim General Manager

   d. Interim General Manager Robert Christman introduced Ed Lasak who is the new Interim Chief Financial Officer and welcomed him to the West Valley Water District. Also indicated to board his appreciation of Greg Gage's return as Assistant General Manager.

   e. President Dr. Clifford O. Young, Sr. introduced new Interim Board Secretary, Crystal Escalera and Assistant Board Secretary, Patricia Romero.

4. Staff Reports

   No reports.

   • 1,107 Days Without a "Lost Time" Claim

CLOSED SESSION

At 6:42 P.M. the Board convened to Closed Session. At 7:46 p.m., the Board reconvened to Open Session. Instructions were given to Legal Counsel on the other closed session items and there were no reportable items.

1. DISCUSSION OF CLOSED SESSION: Special Meeting November 29, 2017

   No report.

WVWD
Minutes: 1/4/18
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): Southern California Edison v. Fontana I Medical Properties, et al; San Bernardino County Superior Court Case No. CIVDS1621129.

No report.

3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): San Bernardino Valley Municipal Water District, et al., v San Gabriel Valley Company, et al; San Bernardino County Superior Court Case No. CIVDS1311085 / Fourth District Court of Appeal Division Two, Case No. E063180.

No report.

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): Suzanne Cook v. West Valley Water District & Clifford O. Young; San Bernardino County Superior Court Case No. CIVDS1713213

No report.

5. CONFERENCE WITH LEGAL COUNSEL – THREATENED LITIGATION – Pursuant to Government Code Section 54956.9(b) (1): Matthew Litchfield v. Clifford O. Young, Sr. and West Valley Water District.

No report.

6. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): EEOC Complaint, Kenny Hernandez, Case Number 480-2017-00835

No report.

7. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - Pursuant to Government Code Section 54956.9(b): EEOC Complaint, Shanae Smith, Case Number 480-2017-00219

Attorney Robert Tafoya reported back the following:
The board voted 4/0 with 1 abstention, to waive any attorney client privilege or work product privilege that may attach to the investigative report regarding the EEOC charge by Shanae Smith and related documents. He also stated that the Board gave direction to Interim General Manager to make public the West Valley Water District Internal Investigation report for the Shanae Smith Equal Employment Opportunity Commission claim at the next meeting.

8. CONFERENCE WITH LEGAL COUNSEL - Pursuant to Government Code Section 54946: Public Employee Discipline/Dismissal/Release, Title(s): Board Secretary and Human Resources Manager

No report.

WVWD
Minutes: 1/4/18
9. CONFERENCE WITH LEGAL COUNSEL-POTENTIAL LITIGATION- Pursuant to Government Code Section 54956.9(b) Johnson, Claim Number 18-0338

No report.

FUTURE AGENDA ITEMS

ADJOURN

The meeting adjourned at 7:50 P.M.

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

ATTEST:

__________________________
Crystal L. Escalera, Board Secretary

WVWD
Minutes: 1/4/18
DATE: February 1, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: NEW ASSISTANT GENERAL MANAGER OF PUBLIC AFFAIRS POSITION

BACKGROUND:
The current duties and responsibilities conducted within the External Affairs/Conservation department have required the need for an Assistant General Manager of Public Affairs. This classification will assist the District develop and manage legislative policy and advocacy programs, monitor the District’s programs, projects and activities; communicate information to the public and represent the District’s positioning regarding legislation to special interests.

DISCUSSION:
Consider approval of the Assistant General Manager of Public Affairs position and salary placement range 80 ($152,173 - $214,510 annually) which is consistent with the current Assistant General Manager salary range.

Attached as Exhibit A is the Assistant General Manager of Public Affairs job description.

FISCAL IMPACT:
The estimated costs of the addition of this position will be $287,494 (including benefits). This will require a Budget adjustment that will be presented at the Budget mid-year review.

STAFF RECOMMENDATION:
Consideration for approval of an Assistant General Manager of Public Affairs Position

Respectfully Submitted,

Robert Christman, Interim General Manager
ATTACHMENT(S):

1. Exhibit A - Draft Assistant General Manager of Public Affairs Job Description and Classification Schedule
EXHIBIT A
(DRAFT)
ASSISTANT GENERAL MANAGER OF PUBLIC AFFAIRS

Department: External Affairs/Conservation FLSA Status: Exempt
Range. Effective Date: January 19, 2018

General Purpose

Under general direction from the General Manager and the Assistant General Manager, the Assistant General Manager of Public Affairs provides accurate, comprehensive, and systematic communications about the programs, functions, and activities of the District; serves as a liaison with the local news media; develops and disseminates information and communications about service problems and issues which are of interest to the general public and other government agencies. Oversees the District's water and energy conservation programs and serves as the Public Information Officer (PIO); and performs related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related, similar duties.

- Coordinates assigned public awareness, information or community involvement programs or internal communication projects. Prepares news releases, maintains effective media relations, drafts public service announcements, and electronic publications, and other outreach materials, including newsletters, general interest materials, brochures, and briefing booklets on specific issues; serves as editor for paper/electronic publications.

- Develops and manages legislative and policy advocacy programs and projects; monitors, tracks, and analyzes legislation affecting the District's programs, projects, and activities; communicates information and develops status reports for the Board and General Manager; in concert with the District Lobbyist, represents the District's position regarding legislation to special interests.

- Assists in developing, coordinating, promoting and implementing workshops, tours, special events, school education programs, and exhibits promoting water use efficiency and other community programs and innovations in the field of public information, community outreach, water conservation, and legislative policies.

- Serves as a liaison with other agencies, including partnering on special projects related to public relations and speaking at various community events and industry association meetings.

- Participates in strategic planning for the District and sets goals for area of responsibility; develops policies, procedures, and protocols to implement these District goals and objectives.

- Participates in activities associated with the District's Emergency Preparedness Program; develops emergency response training seminars, drills and simulation exercises.

- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
Makes presentations to community, school and other groups on public information issues impacting the District and its customers. Serves as a liaison and represents the District at meetings with community and industry groups.

Prepares and manages contracts for consultants and vendors providing conservation and communications services.

Participates in the preparation and administration of the District budget for assigned area; submits budget recommendations and monitors expenses.

Supervises, plans, organizes, coordinates, directs or conducts administrative work relating to the District’s Water Conservation Program activities.

Coordinates all District public relations information for conservation as well as maintains District conservation website pages.

Plans, coordinates and staffs special events, workshops and professional seminars; makes presentations to community groups, schools, and other groups; Relating to water conservation; coordinates and participates in water awareness demonstrations.

Oversees the development of appropriate environmental documents to achieve environmental compliance for District capital projects and maintenance activities.

Prepares reports and presentations using sound judgment based on knowledge and expertise of environmental regulations and programs.

Ensures regular attendance at work site. Participates in District safety meetings.

Performs other related duties as assigned.

**Qualifications**

**Knowledge of:**

- Principles and practices of program development, project management and administration.
- Principles and practices of public relations and public information.
- Principles, practices and methods of conservation programs.
- Basic functions and authorities of public agencies and special districts, including the role and responsibilities of a public governing board.
- Modern office procedures, methods and equipment including computers.
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Legislative activity, especially in California.
- Principles and practices of public speaking.
Ability to:

- Plan, research, organize, administer, coordinate, implement, review, and evaluate a public information and community affairs program.
- Research, assemble, and document data applicable to water resources engineering projects, environmental, and conservation programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Identify and implement effective course of action to complete assigned work.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances. Effectively represent the division and the District in meetings with governmental agencies, professional, and regulatory, and legislative organizations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions in day-to-day activities and in emergency situations.
- Plan, research, organize, coordinate, and implement a variety of public information, media, and legislative related activities and programs.
- Develop effective public and community outreach strategies and campaigns; work effectively with diverse groups of different ages and various socio-economic backgrounds; listen to and discuss problems and complaints tactfully.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Coordinate conservation programs effectively with public and private agencies.
- Conduct research and make sound analyses relating to policy and program recommendations.
- Prepare clear, concise and accurate reports and other written materials.
- Interpret and apply applicable laws, regulations, policies and procedures.
- Develop and maintain accurate records and files.
- Communicate clearly and concisely, both orally and in writing.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office.

Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree in public administration, business administration, engineering or engineering management, public relations or related field from an accredited four-year college or university.

A Master's degree in Public Relations, Public Administration or Business Administration is desirable. Public Information Officer (PIO) Institute certification from the California Association of Public Information Officials (CAPIO) (or a similar professional organization) is highly desirable.
Experience:

A minimum of ten (10) years increasingly responsible corporate communications, media relations, public relations, community relations, project management or related experience within the most recent ten years, including two years of management and supervision of professional and technical staff is desirable.

**Necessary Special Requirements**

Must possess an appropriate and valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

**Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Article 3.306**

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and/or certificate, whichever may be appropriate or both.
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### WEST VALLEY WATER DISTRICT

**JOB CLASSIFICATIONS - EFFECTIVE 7/1/2017**

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<th>Job Classification Title</th>
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BOARD OF DIRECTORS
STAFF REPORT

DATE: February 1, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: RECLASSIFICATION OF ADMINISTRATIVE ASSISTANT AND EXECUTIVE ASSISTANT II POSITIONS TO A "CONFIDENTIAL" CLASSIFICATION

BACKGROUND:
The current duties and responsibilities of the Administrative Assistant and the Executive Assistant II Positions provides for confidential administrative assistance to the General Manager, Assistant General Manager and Board of Director’s as well as the accessibility of confidential information. These positions are not classified as “confidential positions”.

Attached as Exhibit B is the current job descriptions for the positions of Administrative Assistant and the Executive Assistant II positions.

DISCUSSION:
The reclassification of the job descriptions for the Administrative Assistant and the Executive Assistant II Positions will be updated and provided to the Wage and Compensation Consultant to classify accordingly.

FISCAL IMPACT:
None at this time.

STAFF RECOMMENDATION:
Consideration and Approval of the reclassification as “Confidential” of the Administrative Assistant and the Executive Assistant II positions by the Board of Directors.

Respectfully Submitted,

Robert Christman, Interim General Manager
DM:ce

**ATTACHMENT(S):**
1. Exhibit B - Job Descriptions
EXHIBIT B
ADMINISTRATIVE ASSISTANT

Department: Administration/Engineering
Human Resources/Finance

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under general supervision, to perform responsible and confidential administrative duties in support of Administration, Finance, Engineering and/or Human Resources/Risk Management functions as assigned; to collect data, maintain official records and prepare a variety of reports; and to perform other related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

All positions:

• Provides confidential administrative assistance to the Assistant General Manager, District Engineer, Chief Financial Officer and/or Human Resources/Risk Manager as assigned; arranges and maintains appointment schedules; secures travel arrangements as required.

• Screens telephone calls, determines purpose and refers to others when appropriate; researches problems and provides information to callers.

• Compiles and enters data; completes a variety of forms and reports; prepares invoices; types and edits documents ranging from general correspondence to technical reports to spreadsheets.

• Creates and maintains various filing/record keeping systems including highly confidential and official district, regulatory and/or personnel records.

• Composes letters independently or from brief instructions.

• Evaluates and make recommendations and independent decisions on improvements to District operations and programs and work with management to take appropriate actions to institute.

• Participates in District safety meetings.
Performs other related duties, as assigned.

In addition to the above, when assigned to Administration, performs the following duties under general direction from the Assistant General Manager:

- Serves as office manager for administration; orders office supplies as needed; opens, sorts, distributes and handles mail.

- Assists with a variety of administrative tasks including insurance reporting, maintenance and renewal of cellular tower agreements, District surplus disposition, grant applications, District permits, Business Plan reports and other special projects.

- Provides administrative assistance to various associations connected with the water industry and/or internal committees; attends meetings, takes minutes and maintains records.

- Assists the General Manager in review of District contracts, agreements, and real estate transactions.

- In the absence of the Executive Assistant, attends Board meetings and takes minutes and performs other duties of this position, as necessary.

- Develops power point presentations from general instructions for the Board and other meetings as required.

- Assists in the organization of District tours, conferences and other related functions.

- Assists in arrangements for numerous organizational events and civic involvements.

In addition to the above, when assigned to Human Resources, performs the following duties under general direction from the Human Resources/RiskManager:

- Serves as office manager for Human Resources; orders office supplies as needed; opens, sorts, distributes and handles mail.

- Assists with recruitments; prepares job announcements and advertisements; receives applications; sends applicant notifications; coordinates testing and selection panels; maintains records of selection processes.

- Assists in completing the hiring process for new employees; conducts background checks, schedules pre-employment physicals, sets up new employee records; coordinates benefit enrollments.
• Assists in administering the employee benefits program; answers employee questions; coordinates annual open enrollment; coordinates annual employee cash-out options.

• Assists with scheduling employee training; maintains employee records of training needed and completed.

• Maintains personnel records and system database, and generates a variety of reports for supervisors and managers.

• Conducts and responds to surveys; compiles information to be sent, or received in summary form.

• Assists in distributing District newsletters to schools, mobile home parks, and other groups.

**Qualifications**

**Knowledge of:**

• Principles of office organization and administration.
• Principles of customer service and customer relations.
• Basic English usage, spelling, grammar, and punctuation.
• Modern office practices, equipment, and procedures.
• Business correspondence and filing systems.
• Personal computer operation and related software applications including basic level Microsoft Office, e-mail and web-based communication tools.
• District organization, functions and policies.
• Statistical and record keeping methods.
• Brown Act and Robert’s Rules of Order.
• Safe work practices.

**Ability to:**

• Effectively organize and prioritize work.
• Perform a variety of responsible and confidential administrative tasks.
• Work efficiently and accurately.
• Interpret and effectively apply a variety of legal requirements and District policies.
• Understand and interpret technical material.
• Maintain a variety of administrative files and records.
• Exercise a high degree of discretion in handling confidential material and information.
• Establish and maintain cooperative working relationships with others.
• Deal tactfully and courteously with a wide range of employees, supervisors, administrators, officials and members of the general public.
• Represent the District in a professional manner at community functions, conferences and business meetings.
• Communicate clearly and concisely, both orally and in writing.
• Operate a vehicle observing legal and defensive driving practices.
• Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
• Take notes at meetings and prepare clear and concise reports and/or minutes.
• Keyboard at 50 wpm.
• Observe proper safety precautions.

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, preferably supplemented by the completion of college level courses in business, accounting and/or information technology; and

Experience:

A minimum of three (3) years of progressively responsible experience in providing administrative support and assistance to a manager or administrator; experience in preparing minutes and agendas for a board or committee is highly desirable.

Necessary Special Requirements

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
Article 3.306
Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and/or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.
EXECUTIVE ASSISTANT II

Department: Administration  FLSA Status: Non-Exempt
Range: 44  Effective Date: 12/10/2010

General Purpose

Under general supervision, to perform highly responsible, confidential secretarial and administrative duties in support of General Manager; to exercise independent judgment in conducting office duties and handling administrative details.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Serves as personal assistant, and provides administrative assistance; arranges and maintains appointment schedule.

- Screens telephone calls, determines purpose and refers to others when appropriate; researches problems and exercises independent judgment in providing information to callers.

- Takes notes and transcribes correspondence on important and confidential matters to officials of the District and other organizations.

- Serves as Secretary to various associations connected with the water industry; attends meetings, takes minutes and maintains records; assists in preparing reports of a complex nature.

- Assists in arranging numerous organizational events and civic involvements.

- Secures travel arrangements and reservations for the General Manager and Board members.

- Acts as Secretary to the Board; prepares agenda for Board meetings; attends and takes minutes at Board meetings, and maintains official District records; coordinates the election process and provides packets to new candidates.

- Devises and maintains filing systems; reviews newspapers daily and clips articles pertaining to District activities for review by the General Manager.
• Evaluates and make recommendations and independent decisions on improvements to District operations and programs and work with management to take appropriate actions to institute.

• Composes letters independently or from brief instructions.

• Participates in District safety meetings.

• Performs other related duties, as assigned.

**Qualifications**

**Knowledge of:**

• Principles of office organization and administration.
• Principles of customer service and customer relations.
• Basic English usage, spelling, grammar, and punctuation.
• Modern office practices, equipment, and procedures.
• Business correspondence and filing systems.
• Personal computer operation and related software applications including basic level Microsoft Office, e-mail and web-based communication tools.
• District organization, functions and policies.
• Statistical and record keeping methods.
• Brown Act and Robert's Rules of Order.
• Safe work practices.

**Ability to:**

• Effectively organize and prioritize work.
• Perform a variety of responsible and difficult administrative tasks.
• Work efficiently and accurately.
• Interpret and apply a variety of legal requirements and District policies.
• Understand and interpret technical material.
• Maintain a variety of detailed and confidential administrative files and records.
• Exercise a high degree of discretion in handling confidential material and information.
• Establish and maintain cooperative working relationships with others.
• Deal tactfully and courteously with a wide range of employees, supervisors, administrators, officials and members of the general public.
• Represent the District in a professional manner at community functions, conferences and business meetings.
• Communicate clearly and concisely, both orally and in writing.
• Operate a vehicle observing legal and defensive driving practices.
Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
Take notes at meetings and prepare clear and concise reports and/or minutes.
Keyboard at 50 wpm and use a 10-key calculator by touch.
Observe proper safety precautions.

**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, preferably supplemented by the completion of college level courses in business, accounting and/or information technology; and

**Experience:**

A minimum of five (5) years of progressively responsible experience in providing administrative support and assistance to a high level executive or administrator, including preparing minutes and agendas for a board.

**Necessary Special Requirements**

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

**Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

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DATE: February 1, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: CONSIDER DISTRICT PARTICIPATION IN THE DEFEND THE DROP PROGRAM WITH SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT AND REGIONAL PARTNERS

BACKGROUND:

In 2014, the Water Conservation Subcommittee for the Basin Technical Advisory Committee (“BTAC”) was asked to develop a plan to promote water-use efficiency throughout the Inland Empire region. These agencies include San Bernardino Valley Municipal Water District ("Valley District"), San Bernardino Valley Water Conservation District, City of Colton, East Valley Water District, City of Loma Linda, City of Redlands, City of Rialto, Riverside Highland Water Company, San Bernardino Municipal Water Department, West Valley Water District, and Yucaipa Valley Water District. As a result, the iEfficient Public Outreach Campaign was set in motion and served as a resource for local water agencies to assist families and businesses in learning more about water-use efficiency, both indoors and outdoors.

The West Valley Water District Board of Directors approved District participation in both Fiscal Years (FYs) 2014-15 and 2015-16 iEfficient campaigns. In 2016, the District decided not to participate in the FY 2016-17 iEfficient campaign, as the District was considering other, more effective methods to best target and reach its customers.

DISCUSSION:

In 2017, the BTAC Water Conservation Subcommittee decided to release a Request for Proposals ("RFP") to consider a different approach to the proposed iEfficient campaign for FY 2017-18. After the RFP and interview evaluations were completed, a new consultant, ETA was selected to continue this public outreach campaign, with a total professional services budget of $99,425, which did not include advertising costs.

On September 20, 2017, the External Affairs Committee approved participation in the new campaign by committing to pay professional services, totaling $2,408, with the condition to bring back this item to committee for consideration of further participation once the advertising plan was developed by ETA in collaboration with the participating local water agencies.

The new outreach campaign, now known as “Defend the Drop,” for FY 2017-18 will build upon the effective elements of the previous campaign and expand advertising efforts in areas where local water agencies suggest improvements. It will bring awareness to customers through direct advertising on billboards, bus tails, gas station TV, in-theater ads, Pandora radio, True X Interactive...
Video, GumGum Advertising, Social Media, Google paid search, and public access television. Also, ETA has been given direction to work with each retail agency to meet anticipated goals for individual needs. The expected focus of the FY 2017-18 campaign would generally include:

- Supporting the statewide theme of “Making Conservation a Way of Life”
- Educating the public that more water is used outdoors than indoors
- Informing the public about rebates for water conservation products
- Establish Defend the Drop as the expert in water-related issues

Attached as Exhibit A is the proposed 2017-18 Defend the Drop Public Outreach Campaign submitted by ETA. Attached as Exhibit B is the Cost Sharing for Advertising for the participating agencies from the San Bernardino Valley Municipal Water District.

**FISCAL IMPACT:**

The District’s share of the Professional Services and Advertisements/Hard costs of this campaign is $27,959. Programs of this type are anticipated and costs will be funded from the District’s Fiscal Year 2017-18 Operating Budget - “Outreach Program” with a budget of $183,585.

**STAFF RECOMMENDATION:**

That the Board approve participation in the new Defend the Drop campaign for FY 2017-18.

Respectfully Submitted,

Robert Christman, Interim General Manager

RC: df

**ATTACHMENT(S):**

1. Exhibit A – 2017-18 Defend the Drop Public Outreach Program
2. Exhibit B – 2017-18 Defend the Drop Cost Sharing for Advertising
defend the drop

Public Outreach Program
BRANDING/NAME CHANGE

After ETA was contracted, we conducted a kickoff meeting with the participating agencies of the iEfficient campaign. As we discussed goals, objectives and how success will be measured, we were drawn back to the name of the campaign and possible problems it presented in the marketplace. While the term “efficient” is used internally and by those in the industry, it is likely not a term that is easily relatable to your target audience. “Conversation” and “Being Efficient” do not explain the need to save water and do not encourage action. Another issue was the fact that iEfficient automatically corrects to inefficient so we were seeing numerous instances of users spelling it incorrectly. Lastly, our concern also revolved around the hashtag “End Water Waste” since it tells people that they are wasting water. Research shows that people do not think they are actually “wasting” water, but instead need to be positively encouraged in water saving habits.

These findings led to a collective decision from the participating water agencies to explore other name options for the campaign that would allow customers to relate to the campaign. The name that was chosen with unanimous approval was “Defend the Drop”. The campaign’s naming mission is as follows:

Let’s take a moment to think about water. Sure, it’s made up of tiny drops. But every drop matters.

Now, let’s think about the fact that we SHARE this water supply. It’s important to us — so it’s WORTH protecting.

But let’s not just THINK about protecting it. Let’s actually DO it. Hey, that’s easy enough, right? Just use a little less.

And let’s make a pact to KEEP ON doing this. Until each of us saves a few drops of water EVERY DAY.

And let’s make THIS our rally cry: Defend the Drop!

Let’s make our “save the water supply”-plan BIGGER than just you and me. Let’s get our ENTIRE COMMUNITY involved.

And let’s never forget how IMPORTANT water is to ALL of us. If we ALL work together to defend our precious drops, we can keep our water supply going strong FOREVER.

So, let’s do it!
MEDIA RECOMMENDATION

Planning Parameter/Objectives

The planning parameter that was used to develop the following media plan is to develop a media recommendation that educates and informs San Bernardino customers of the need to reduce water usage and continue to fight the ongoing “drought fatigue” throughout California. The markets covered in the campaign are focused on the 10 participating water agencies:

1. San Bernardino Valley Municipal Water District
2. San Bernardino Valley Water Conservation District
3. City of San Bernardino Municipal Water Department
4. West Valley Water District
5. Riverside Highland Water Company
6. City of Loma Linda
7. East Valley Water District
8. Rialto Utility Authority
9. Yucaipa Valley Water District
10. City of Redlands

The objective for the campaign is to educate customers in the Valley District service area (retail and business) on developing habits to reduce water usage for long term conservation. Our strategy is to generate brand recognition through broad awareness; achieve audience engagement through targeted media; and affect user behavior through continuous messaging.

The messages of the campaign will focus on the communication goals outlined in the request for proposal:

- Support the statewide theme of “Making Conservation a Way of Life”.
- Educate the public that more water is used outdoors than indoors.
- Inform customers about rebates for water conservation products.
- Rebrand and generate awareness for the new campaign name “Defend the Drop”.

MEDIA RECOMMENDATION (cont.)

Target Audience
When considering the target audience for the campaign and the budget size, the most effective method is to find out the target segment that can generate the most change. In this instance, the 18-49 age group make up 46% of the overall San Bernardino market. They are heavy users of smart devices and concerned with sustainability issues. While this doesn’t mean other target groups won’t be reached through the campaign, this segment will be the “sweet spot” and the area where we will see the most results. We also wanted to consider the heavy commuter market with over 45% spending at least 30 minutes on the road so tactics to reach these customers during their daily commute will be highly beneficial. In addition, San Bernardino has a Hispanic population of almost 50% so we included strategies to reach this group in our media recommendation plans.

MEDIA APPROACH

![Diagram](image)

**Awareness**

In order to effectively target customers, we broke the approach down into three levels to reach audiences at various touchpoints to promote change and encourage action. At the top of the funnel is awareness. Awareness supports the statewide theme of “Making Conservation a Way of Life” and also generates awareness for the new campaign name. Awareness allows customers to realize there is a problem that needs to be solved through a large-scale mass media format. It aims to educate the market on the brand message. Our recommended media tactics for the awareness builders are billboards, bus tails, gas station TV, in-theater ads and public access television as they are high reach mediums that allow us to target the general market.
MEDIA APPROACH (cont.)

• Out-of-Home
Billboard and transit advertising, when strategically placed, will be seen by a greater number of people than other traditional mediums. San Bernardino is a commuter market and drivers are often taking the same routes every day, increasing frequency and higher recall. We have chosen two freeway billboards that are on located busy travelled freeways, and super bus tails where the ad placement is located on the back of buses and travel through key neighborhoods where billboards are limited.

• Gas Station TV
Gas station TV will show a four-minute video loop, which is the average time it takes to fill up a tank of gas. The campaign video will play on the gas pump digital screen between content that includes current events, weather, trivia, sports and entertainment news. This medium is recommended for its ability to deliver to a captive audience, targeting drivers who are over the age of 16 and, on average, fill up 3-4 times per month (potentially more for the San Bernardino commuter market). The medium is measured by live impressions, which means an impression is counted only when a transaction is active, so you won’t be paying for any idle impressions, minimizing waste and making the ad dollars work harder. The plan includes 48 gas stations and 519 screens located in the participating agencies’ service area.

• In-Theater Ads
Local cinema advertising gives impact to the campaign message by running a 15 second branded video on the big screen during the movie pre-show. The ad will appear after the first POD, where 75% of attendees are seated and is the closest ad placement for a regional advertiser to the start of the movie. In-theater ads are recommended as it provides flexibility to run in selected movie theaters, delivering in a clutter free environment and with a captivated audience away from multi-tasking, channel surfing or fast-forwarding TV commercials. Cinema advertising has 2-3 times greater recall than TV, which is one of the highest recall levels compared to other traditional advertising media outlets.

• Public Access TV
Public Access TV is a no-cost advertising solution providing space for public service announcements on local and affiliates TV stations. We will repurpose and run the in-theater 15 second video on public access TV, increasing reach within the San Bernardino area.
MEDIA APPROACH (cont.)

- **Direct Response**
  Direct Response is a means to increase campaign exposure by leveraging each agency’s existing marketing efforts and their customer database. Bill stuffers, newsletters, magazines ads and such will help add value to the campaign by educating and promoting the audience.

**Influence & Action**

To support the mid-to-lower funnel approach, media was selected for their ability to target by location, behavioral web patterns and demographic information to influence change and encourage action. This section of the funnel will allow us to communicate more specific messaging, such as available rebates, educating customers that more water is used outdoors than indoors, and providing various ways to reduce water usage. Online media will drive traffic to DefendtheDrop.com, providing learnings for customers and analytics will allow ETA to optimize the campaign to get the highest return on investment. ETA will be creating and running interactive video, streaming radio, display ads, paid search and social media across various platforms.

- **Pandora Streaming Radio**
  Pandora is a radio streaming service where 80% of listeners are listening through their mobile phone app. Mobile display banners and 30 second audio messages will be served when the users interact with the app, such as changing a song or selecting a new station. This ensures the messages will be delivered when the listener is most attentive and engaged.

- **True X Interactive Video**
  True X promotes brand engagements through mobile interactive video. Viewers have the option to enjoy a commercial free experience by opting-in to interact with the branded content (i.e. watch video, take a survey, etc.) or continue to watch their TV program with the standard commercial breaks. Participating networks include, but are not limited to, ABC, FOX and Hulu. Viewers must spend a minimum of 30 seconds with the branded content, ensuring viewer engagement or the advertiser will not be charged for the media. In addition, we can survey the viewers after they have watched the 15 second video, asking questions, such as do you live in an apartment or house, is more water used indoors or outdoors, etc. We’ll be able to monitor the campaign performance and develop learnings based on the viewers response to the questions.
Influence & Action (cont.)

• GumGum
GumGum technology will reach users through keyword targeting. It will identify the images and keywords from news articles that align with our selected categories and topics, such as water Conservation, Home & Garden, Health and Wellness, and serves the user a display ad. The brand message will appear in-image where the ad is displayed within the editorial photos or in-screen where the brand message will remain at the bottom of their desktop or mobile screen as the user scrolls through the article. The brand message will have higher visibility and recall when compared to standard banner ads.

• Social Media
Social Media will be beneficial in influencing change by staying top of mind. This platform provides an opportunity to create branded content that can be published and shared across multiple social media channels, minimizing waste and reaching a more targeted audience by using real user data, such as age, geographic location and behavioral patterns. It is a cost effective medium, provides flexibility to distribute content, opportunities for client/customer interaction and delivers across all devices.

• Google Paid Search
Paid Search means you are advertising within the sponsored listing of the Google search engine. This involves keywords bidding and ad placement based on the user keyword inquire, for example, water conservation, saving water, going green, environmentally-friendly lawn, etc. This tactic increases visibility by being the top advertisers for the search terms and driving traffic to the website.
MEDIA ACTIVITIES

We have scheduled the campaign to start mid-February with the core media running for approximately four months leading up to the end of the fiscal year. We have the interactive video, social and paid search running a bit longer to keep media awareness present before recommending continuing the campaign mid-September onwards. Direct response or public access TV are not included on the media flowchart as this is will vary by participating agencies’ involvement. A survey will be scheduled and conducted at the end of the core media run to measure the success of the campaign.

| Week of (Monday) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 |
|-----------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Week #          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 |
| Holidays        | NV | NE |  |  |  |   |  |  | C |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Freeway Bullets |    |    |    |    |    |    |    |    |    | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters | 4 Theaters |
| OOH Total       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Digital         |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Streaming Radio |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| In-Image/In-Canvas Display |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Interactive     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Paid Social     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Paid Search     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Digital Total   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Other           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Paid Research   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Other Total     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

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San Bernardino – 2018 Defend The Drop Media Total: $35,908,254 $400,000

ADVERTISING BUDGET

Brand messages are more effective when customers are exposed repeatedly. With the proposed budget spend, the core target is estimated to see the campaign an average of 23 times during the course of the campaign, or 5-6 times per month. Previous studies have shown that customers need to hear a message 6-8 times to be able to recall the message.
SURVEY RESEARCH METHODOLOGY

In the previous years, the iEfficient campaign has only surveyed voters, which limits the pool of participants and does not represent the entire customer base of the Districts. In addition, the research did not include the same ethnic breakdown to the county overall. Lastly, the last survey stated that 15% of respondents had heard about the iEfficient campaign, but this only equated to 60 people (out of a 400 sample size), which is an unstable pool size to develop any learnings or recommendations. For the 2018 research study, we recommend surveying a sample of registered voters and each participating agency’s customer database to increase participation, through phone and online survey. The surveys would be offered in both English and Spanish and survey a demographic that reflects the San Bernardino market.

BUDGET

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<th>Valley District</th>
<th>Advertisements/Hard Costs</th>
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<td>REDLANDS, CITY OF</td>
<td>77,852</td>
<td>14%</td>
<td>$14,361</td>
<td>$15,528</td>
<td>$29,888</td>
</tr>
<tr>
<td>RIALTO UTILITY AUTHORITY</td>
<td>48,623</td>
<td>8%</td>
<td>$14,361</td>
<td>$9,698</td>
<td>$24,059</td>
</tr>
<tr>
<td>RIVERSIDE HIGHLAND WATER COMPANY</td>
<td>16,000</td>
<td>3%</td>
<td>$14,361</td>
<td>$2,191</td>
<td>$17,552</td>
</tr>
<tr>
<td>SAN BERNARDINO</td>
<td>204,366</td>
<td>35%</td>
<td>$14,361</td>
<td>$40,761</td>
<td>$55,122</td>
</tr>
<tr>
<td>WEST VALLEY WATER DISTRICT</td>
<td>68,179</td>
<td>12%</td>
<td>$14,361</td>
<td>$13,598</td>
<td>$27,959</td>
</tr>
<tr>
<td>YUCAIPA VALLEY WATER DISTRICT</td>
<td>51,458</td>
<td>9%</td>
<td>$14,361</td>
<td>$10,263</td>
<td>$24,624</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>576,002</td>
<td>100%</td>
<td><strong>$114,885</strong></td>
<td><strong>$114,885</strong></td>
<td><strong>$229,770</strong></td>
</tr>
</tbody>
</table>
2017-18 Defend the Drop Public Outreach Program
Cost Sharing for Advertising in the Valley District Service Area

Advertisements/Hard Costs $400,000
Professional Services $79,540
Total Cost $479,540

Regional Agencies
San Bernardino Valley Municipal Water District ($239,770) 25,283.57 $214,486
San Bernardino Valley Water Conservation District ($10,000) 1,426.47 $8,574
Sub total Regional Agencies Participation ($249,770)

BALANCE (Retail Water Agencies) ($229,770)

Cost-Sharing - Retail Agencies

<table>
<thead>
<tr>
<th>Retail Agency</th>
<th>Population</th>
<th>% Population</th>
<th>Equal (50%)</th>
<th>Proportioned by Population (50%)</th>
<th>SUBTOTAL</th>
<th>Unspent Funds (16-17)</th>
<th>TOTAL DUE</th>
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<tbody>
<tr>
<td>EAST VALLEY WATER DISTRICT</td>
<td>97,318</td>
<td>17%</td>
<td>($14,361)</td>
<td>($19,410.31)</td>
<td>($33,771)</td>
<td>$3,187</td>
<td>($30,583)</td>
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<tr>
<td>LOMA LINDA</td>
<td>12,206</td>
<td>2%</td>
<td>($14,361)</td>
<td>($2,434.52)</td>
<td>($16,795)</td>
<td>$1,559</td>
<td>($15,236)</td>
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<tr>
<td>REDLANDS, CITY OF</td>
<td>77,852</td>
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<td>($14,361)</td>
<td>($15,528)</td>
<td>($29,888)</td>
<td>$2,815</td>
<td>($27,073)</td>
</tr>
<tr>
<td>RIALTO UTILITY AUTHORITY</td>
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<td>8%</td>
<td>($14,361)</td>
<td>($9,698)</td>
<td>($24,059)</td>
<td>$2,256</td>
<td>($21,803)</td>
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<tr>
<td>RIVERSIDE HIGHLAND WATER COMPANY</td>
<td>16,000</td>
<td>3%</td>
<td>($14,361)</td>
<td>($3,191)</td>
<td>($17,552)</td>
<td>$1,632</td>
<td>($15,920)</td>
</tr>
<tr>
<td>SAN BERNARDINO</td>
<td>204,366</td>
<td>35%</td>
<td>($14,361)</td>
<td>($40,761)</td>
<td>($55,122)</td>
<td>$5,236</td>
<td>($49,886)</td>
</tr>
<tr>
<td>WEST VALLEY WATER DISTRICT</td>
<td>68,179</td>
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<td>($14,361)</td>
<td>($13,598)</td>
<td>($27,959)</td>
<td>$0</td>
<td>($27,959)</td>
</tr>
<tr>
<td>YUCAIPA VALLEY WATER DISTRICT</td>
<td>51,458</td>
<td>9%</td>
<td>($14,361)</td>
<td>($10,263)</td>
<td>($24,624)</td>
<td>$2,310</td>
<td>($22,314)</td>
</tr>
<tr>
<td>TOTALS</td>
<td>576,002</td>
<td>100%</td>
<td>($114,885)</td>
<td>($114,885)</td>
<td>($229,770)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.1.b Packet Pg. 60
DATE: February 1, 2018  
TO: Board of Directors  
FROM: Robert Christman, Interim General Manager  
SUBJECT: APPROVAL OF LARSEN O’BRIEN, LLP FOR PROFESSIONAL SERVICES RENDERED THROUGH DECEMBER 31, 2017; INVOICE NO. 4126: $5,180.45

BACKGROUND:

Attached for the Board of Directors (“Board”) review and consideration is the invoice for Larson O’Brien, LLP for professional services rendered for the month of December, 2017.

FISCAL IMPACT:

This item is included in the FY 2017/2018 Administration/Legal budget.

STAFF RECOMMENDATION:

Approve payment to Larson O’Brien, LLP for professional services through December 31, 2017 for the San Bernardino Valley Municipal Water District Matter; Invoice No. 4126; $5,180.45.

Respectfully Submitted,

Robert Christman, Interim General Manager

ATTACHMENT(S):

1. Larson O’Brien, LLP Invoice No. 4126 Through December 31, 2017

GG:na
Attn: Matt Litchfield

RE: adv. San Bernardino Valley Municipal Water Dist.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/05/2017</td>
<td>Communications with M. Litchfield and joint defense team regarding settlement strategy and consider possible mediators in lieu of further principal meetings; review mediators proposed by D. Alacjem and confer with S. Larson regarding same.</td>
<td>405.00</td>
<td>0.90</td>
<td>364.50</td>
</tr>
<tr>
<td>12/06/2017</td>
<td>Communications with counsel regarding settlement and mediation strategy in light of Colton's intention to abandon settlement discussions.</td>
<td>405.00</td>
<td>0.70</td>
<td>283.50</td>
</tr>
<tr>
<td>12/08/2017</td>
<td>Conference call with Plaintiffs' counsel regarding mediation strategy and related developments regarding principals' meetings.</td>
<td>405.00</td>
<td>0.80</td>
<td>324.00</td>
</tr>
<tr>
<td>12/11/2017</td>
<td>Further communications with plaintiffs counsel regarding possible mediators and request to lift stay by Rialto and Colton.</td>
<td>405.00</td>
<td>0.50</td>
<td>202.50</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>Conference call with plaintiffs' counsel regarding mediation strategy in advance of status conference and in light of developments at principals' meetings.</td>
<td>405.00</td>
<td>0.70</td>
<td>283.50</td>
</tr>
<tr>
<td>12/13/2017</td>
<td>Continued communications with plaintiffs' counsel regarding mediation strategy; efforts to reach M. Litchfield regarding same; review and strategize regarding possible avenues of resolution for client regardless of Rialto and Colton positions.</td>
<td>405.00</td>
<td>1.30</td>
<td>526.50</td>
</tr>
<tr>
<td>Date</td>
<td>Timekeeper</td>
<td>Description</td>
<td>Rate</td>
<td>Hours</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>12/14/2017</td>
<td>PAR</td>
<td>Conference calls with plaintiffs' counsel regarding strategy related to mediation and settlement in advance of status conference; review and revise draft emails to Fontana's counsel and related correspondence with plaintiffs' counsel.</td>
<td>405.00</td>
<td>0.90</td>
</tr>
<tr>
<td>12/15/2017</td>
<td>PAR</td>
<td>Travel to and attend case management conference with all parties and related follow-up with plaintiffs' counsel regarding scheduling.</td>
<td>405.00</td>
<td>3.50</td>
</tr>
<tr>
<td>12/18/2017</td>
<td>PAR</td>
<td>Communications with counsel regarding settlement negotiations and related strategy; further research regarding individual settlement opportunities with respect to basin management issues.</td>
<td>405.00</td>
<td>1.10</td>
</tr>
<tr>
<td>12/19/2017</td>
<td>PAR</td>
<td>Email correspondence and conference call with plaintiffs' counsel in response to defendants' request for mediation and related research regarding 998 issues; draft and revise related correspondence to opposing counsel.</td>
<td>405.00</td>
<td>2.00</td>
</tr>
<tr>
<td>12/20/2017</td>
<td>PAR</td>
<td>Correspondence with opposing counsel regarding mediation; communications with G. Gage regarding status of litigation and mediation strategy.</td>
<td>405.00</td>
<td>1.40</td>
</tr>
<tr>
<td>12/21/2017</td>
<td>PAR</td>
<td>Conference call with opposing counsel regarding mediation proposals.</td>
<td>405.00</td>
<td>0.80</td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Timekeeper</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul A. Rigali</td>
<td>14.60</td>
<td>$405.00</td>
<td>$5,913.00</td>
</tr>
</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2017</td>
<td>Postage - Neopost - December 2017</td>
<td>0.46</td>
</tr>
<tr>
<td></td>
<td>Total Expenses</td>
<td>0.46</td>
</tr>
</tbody>
</table>
West Valley Water District  
Account No. 1008.0002  
RE: adv. San Bernardino Valley Munici  

Invoice Date: 01/19/2018  
Invoice No. 4126  
Page No. 3

Total Current Work  
5,913.46

Previous Balance  
$3,645.92

Payments

01/19/2018 Payment  
-4,378.93

Balance Due  
$5,180.45

Aged Due Amounts

<table>
<thead>
<tr>
<th>Stmt Date</th>
<th>Stmt #</th>
<th>Billed</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2017</td>
<td>3965</td>
<td>2,146.96</td>
<td>2,146.96</td>
</tr>
<tr>
<td>12/10/2017</td>
<td>4009</td>
<td>1,498.96</td>
<td>1,498.96</td>
</tr>
</tbody>
</table>

3,645.92

Your trust account balance is

12/29/2017  
Opening Balance  
Payment for Invoice No. 3965 and  
duplicate payment for Invoice No. 3889  
via Check No. 71678  
$0.00

01/19/2018  
Payment  
PAYEE: Larson O'Brien LLP  
$4,378.93

Closing Balance  
$5,180.45

Please Remit  
$5,180.45
LARSON · O’BRIEN LLP

West Valley Water District
855 West Baseline Road
Rialto, CA 92376

Attn: Matt Litchfield

RE adv. San Bernardino Valley Municipal Water Dist.

Previous Balance  Fees  Expenses  Advances  Payments  Balance
1008-0002  3,645.92  5,913.00  0.46  0.00  -4,378.93  $5,180.45

Wiring Instructions (if applicable):
Bank: Wells Fargo Bank
433 N. Camden Drive
Beverly Hills, CA 90210
310-285-5865

Please reference the following:
Client/Matter #: 1008.0002
Client Name: West Valley Water District
Invoice Number: 4126

ABA #: 121000248 (For Wires only)
ABA #: 121000248 (For ACH only)
SWIFT Code: WFBIUSSS (For international use)
Account #: 9340641720
Beneficiary Name: Larson O’Brien LLP
Beneficiary Address: 555 S. Flower Street, Suite 4400
Los Angeles, CA 90071
213-436-4888  dceballos@larsonobrienlaw.com

Please detach and return this portion with your remittance.

Please remit payments to the following address:
Larson O’Brien LLP
555 South Flower Street
Suite 4400
Los Angeles, CA 90071

Amount Remitted _____________________________
Check No. _____________________________
Invoice Date 01/19/2018
Invoice No. 4126
Matter No. 1008.0002

INTEREST CHARGED ON UNPAID BALANCE AFTER THIRTY DAYS - 1% PER MONTH
BOARD OF DIRECTORS
STAFF REPORT

DATE: February 1, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: CONSIDER ADOPTION OF RESOLUTION 2018-6 PLEDGING REVENUES FOR REPAYMENT OF STATE REVOLVING FUND LOANS FOR THE PLANNING AND DESIGN OF WELLHEAD TREATMENT FACILITIES FOR WELL NOS. 36 AND 39

BACKGROUND:

The State Water Resources Control Board (SWRCB) administers the State Revolving Fund (SRF) program. The SRF program has a fixed amount of funds available each fiscal year and provides loans to water and wastewater utility agencies on a first-come-first-served basis. Under this program, eligible projects can apply for loans with interest rates that are roughly half of the State General Obligation Rate. These favorable terms help lower total project costs without depleting reserves, thus minimizing the financial impacts of projects on ratepayers.

On February 16, 2017 the Board of Directors adopted resolutions authorizing the submission of applications to the SWRCB Drinking Water State Revolving Fund financial security packages to fund the design of wellhead treatment facilities for Wells 36 and 39 in the amount of $850,000. As part of the application process, the District needed to adopt a Debt Management Policy and a Pledge of Revenues Resolution. The Debt Management Policy was reviewed by the Finance Committee on October 19, 2017 and was subsequently approved by the Board on November 16, 2017. The Pledge of Revenues Resolution is the final item required by the SWRCB for review of the District’s application.

DISCUSSION:

Section 603 of the Federal Clean Water Act Amendments requires each financing recipient to establish one or more pledged sources of revenue for SRF assistance. The attached resolution follows the template provided by the SWRCB. Since the SRF assistance is additional debt to the District, staff worked with Bond Counsel, Stradling, Yocca, Carlson & Rauth, P.C., to draft the resolution and conduct the debt coverage test to ensure that if the District is approved and accepts the funding, that the District will still be in compliance with the Series 2016A bond covenants. The bond covenants require that the District’s net revenues equal 120% of debt service every fiscal year, which the District will be able to maintain if approved for SRF.

If the Board of Directors does not adopt the resolution, then the District’s application will be deemed incomplete and SWRCB will not approve low-interest rate funding for the District’s project.
FISCAL IMPACT:

There is no direct fiscal impact associated with this action.

STAFF RECOMMENDATION:

That the Board of Directors approve Resolution No. 2018-6 establishing pledged sources of revenue for repayment of a State Revolving Fund financing agreement.

Respectfully Submitted,

Robert Christman, Interim General Manager

GG:gg

ATTACHMENT(S):

1. Exhibit A - Resolution No. 2018-6 SRF Pledge of Revenues Feb 2018
RESOLUTION NO. 2018-6

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT, SAN BERNARDINO COUNTY, STATE OF
CALIFORNIA ESTABLISHING PLEDGED SOURCES OF REVENUE FOR
REPAYMENT OF A STATE REVOLVING FUND FINANCING AGREEMENT

WHEREAS, the West Valley Water District (District) seeks financing from the State Water Resources Control Board for a project to design and construct Wellhead Treatment Facilities for Wells 36 and 39 (Project); and

WHEREAS, the State Water Resources Control Board requires, as a condition of approval of the financing agreement, the establishment of pledged sources of revenue to repay the State Revolving Fund financing; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the West Valley Water District does hereby resolve as follows:

BE IT FURTHER RESOLVED, as follows:

1. The General Manager and Assistant General Manager are hereby authorized and directed to sign and file, for and on behalf of the District a financial assistance application for a financing agreement from the State Water Resources Control Board for the Project;
2. The General Manager and Assistant General Manager are hereby authorized to sign the DWSRF program financing agreement for the Project and any amendments thereto, and to provide the assurances, certifications and commitments required therefore;
3. The General Manager and Assistant General Manager are hereby authorized to represent the District in carrying out the District’s responsibilities under the financing agreement, including approving and submitting disbursement requests (including Claims for Reimbursement) or other required documentation, compliance with applicable State and federal laws and making any other necessary certifications;
4. The District does hereby dedicate and pledge its net water revenues of the Enterprise Fund to payment of the DWSRF financing for the project;
5. The District commits to collecting such revenues and maintaining such funds throughout the term of such financing and until the District has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement is outstanding, the District commits to maintaining the fund and revenues at levels sufficient to meet its obligations under the financing agreement.
ADOPTED, SIGNED, AND APPROVED, that the foregoing Resolution was duly adopted at a
Regular Meeting of the Board of Directors of West Valley Water District of the State of
California by motion made, seconded, and duly carried on the 1st day of February, 2018.

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

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

ATTEST

_______________________________
Crystal Escalera
Interim Board Secretary
BACKGROUND:

In February, 2016 the District entered into a grant funding agreement with the State Water Resources Control Board (State Board) for funding of the Fixed Bed Bioreactor project. Construction of the project was completed in 2017 in accordance with the approved grant funding agreement, and the District has continued to periodically submit grant invoices to the State Board. To date, the District has received $1,132,069, and is preparing to submit invoices totaling $1,412,003.

In December, 2017 staff for the State Board advised the District that a resolution approved by the Board of Directors was needed to update the District personnel listed as authorized agents for the grant agreement, since some of the personnel designated by the District were no longer involved in submitting or processing grant invoice documents.

In accordance with the State Board’s request, Resolution 2018-5 includes the updated District designee language, and if adopted, will be submitted to the State Board along with related forms to allow for disbursement of remaining grant funds to the District. All other terms and conditions within the resolution and grant agreement remain unchanged from the Board’s original approval of these documents.

FISCAL IMPACT:

There is no direct fiscal impact associated with this action. The District will invoice the State Board for approximately $1.41 million in remaining grant funds as the project approaches final closeout for the funding agreement.

STAFF RECOMMENDATION:

That the Board of Directors approve Resolution No. 2018-5.
Respectfully Submitted,

[Signature]
Robert Christman, Interim General Manager

GG:na

ATTACHMENT(S):
  1. Resolution No 2018-5 Designation of Authorized Agents
RESOLUTION NO. 2018-5
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT DESIGNATING AUTHORIZED AGENTS FOR GRANT FUNDING AGREEMENT NO. D15-11-383

WHEREAS, the West Valley Water District (District) and the State Water Resources Control Board (Board) entered into a grant agreement in February 2016 for funding of construction and operation of a Fixed-Bed Bioreactor to remove ammonium perchlorate from groundwater; and,

WHEREAS, the District Board of Directors previously adopted Resolution 2016-02 approving the grant funding agreement and designating authorized representatives for the District to administer the grant funding agreement; and

WHEREAS, the District has undergone changes in personnel that necessitate a change in designation for the authorized agent to administer the grant funding agreement;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the West Valley Water District, on February 1, 2018 that:

1. Mr. Robert Christman, Interim General Manager and Mr. Greg Gage, Assistant General Manager are hereby authorized and designated to sign, for and on behalf of West Valley Water District, the funding agreement for the project and any amendments thereto; and

2. Mr. Robert Christman, Interim General Manager and Mr. Greg Gage, Assistant General Manager are hereby authorized and designated to represent the West Valley Water District in carrying out the District’s responsibilities under the funding agreement, including approving and signing invoices and requests for reimbursement of project costs.

BE IT FURTHER RESOLVED that the Secretary of the District is authorized and instructed to make all required and proper filings of this Resolution.

ADOPTED, SIGNED, AND APPROVED THIS 1st DAY OF FEBRUARY 2018.

__________________________
Dr. Clifford O. Young
President of the Board of the West Valley Water District

ATTEST:

__________________________
Crystal Escalera
Interim Board Secretary
DATE: February 1, 2018  
TO: Board of Directors  
FROM: Robert Christman, Interim General Manager  
SUBJECT: RESCIND MERIT INCREASE SUSPENSION

BACKGROUND:
The West Valley Water District (“District”) has not conducted a comprehensive Job Analysis and Salary Survey since 2010. In an audit of the Human Resources function completed in May 2016, it was recommended that the District implement a regular and systematic cycle for the Compensation Plan for internal/external equity. The Board of Director's approved to obtain the professional services of a subject matter expert to conduct a comprehensive review of the District’s job descriptions and classifications salary structure. Resolution No. 388-66 was adopted at a special Board of Directors meeting held on June 26, 2017, to suspend the practice of automatically awarding step salary increases until the completion of the Comprehensive Employee Compensation and Benefits Study.

DISCUSSION:
The Comprehensive Wage and Classification study began in July, 2017, and is in the Class Specifications Phase. There are two other phases to be conducted before its completion. It was projected for the study to be completed by the end of the calendar year. Once completed, it will not become effective until it has been reviewed and approved. The new Job Descriptions and Classifications will not become effective until fiscal year (FY) 2018-19.

FISCAL IMPACT:
None at this time. Merit increases were included in the 2017-18 Budget.

STAFF RECOMMENDATION:
Staff is requesting to rescind Resolution No. 388-66 suspending step increases until the comprehensive district wide compensation study is completed. Merit increases will be made retroactive to employees’ performance evaluation anniversary dates. New Classifications will be implemented in 2018-19 FY.

Respectfully Submitted,