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

BOARD MEETING
AGENDA

THURSDAY, MAY 3, 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.

• Presentation by June Hayes (Treasurer, San Bernardino Valley Municipal Water District)
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. March 22, 2018 Special Meeting Minutes.
2. March 29, 2018 Special Board Meeting Minutes.
3. April 5, 2018 Regular Board Meeting Minutes.
4. April 19, 2018 Regular Board Meeting Minutes.
7. Consider adding new CFO as signer on WVWD checking accounts.
8. Consider adding Ricardo Pacheco as signer on WVWD general checking account.

BUSINESS MATTERS

Consideration of:

10. Approval of Special Counsel Attorney Services with Leal Trejo, APC.
11. Approval of Varner & Brandt, LLP for professional services rendered through March 31, 2018; Account No. 23767M: $5,310.00.
12. Approval of Albright, Yee & Schmit, APC for professional services rendered in the month of March, 2018; Invoice No. 24973: $11,465.00; Invoice No. 24974: $67.50; Invoice No. 24975: $4,076.25.
13. Approval of Larson O'Brien, LLP for professional services rendered through March 31, 2018; Invoice No. 4391: $4,973.18.
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

❖ 1,261 Days without a "Lost Time" claim.

UPCOMING MEETINGS

- May 8 - 11, 2018 Association of California Water Agencies Spring Conference & Exhibition in Sacramento, CA
- May 9, 2018 - West Valley Water District Engineering and Planning Committee Meeting at 6:00 PM at the District Headquarters.
- May 17, 2018 - West Valley Water District Regular Board Meeting at 6:00 PM at the District Headquarters
- May 15, 2018 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:30 PM at 380 E. Vanderbilt Way, San Bernardino, CA
- May 21, 2018 - March 19, 2018 - Association of The San Bernardino County Special Districts' Dinner at 6:00 PM in Yucca Valley, CA
- May 22-23, 2018 – Association of California Water Agencies Policy Day in Sacramento, CA
- May 28, 2018 - West Valley Water District Closure in observance of Memorial Day

FUTURE AGENDA ITEMS

- Thursday, May 17, 2018 the Bloomington High School Virtual Enterprise Team will be giving a presentation for the Board of Directors

INFORMATION

CLOSED SESSION

- 54596.9 (d)(1) IUOE Local 12 vs. West Valley Water District: PERB Case No. LA-RR-1279-M
- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
  Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: five (5)
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 April 30, 2018.

Crystal L. 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
SPECIAL BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
March 22, 2018

OPENING CEREMONIES

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

ADOPT AGENDA

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

WVWD
Minutes: 3/22/18
PUBLIC PARTICIPATION
There was no public participation.

DISCUSSION

1. CONSIDER APPROVAL OF THE GROUNDWATER COUNCIL AGREEMENT

Assistant General Manager Greg Gage provided a brief background report of the Groundwater Council Agreement for the Board. He then introduced Robert Tincher, Deputy General Manager at Valley Water District, who gave a full presentation to the Board of Directors on the matter. The Board then engaged in a discussion with Mr. Tincher and staff regarding the presentation. President Dr. Young recommended to the Board to have the agreement reviewed by our current legal counsel. The agreement can then be brought back to the Engineering and Planning Committee and upon their satisfaction of the agreement, can recommend approval from the Board in April. The Board agreed with President Young’s recommendation and thanked Mr. Tincher for his presentation.

RESULT: REFERRED TO COMMITTEE

ADJOURN

The meeting adjourned at 7:05 PM.

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

ATTEST:

____________________________________
Crystal L. Escalera, Interim Board Secretary
MINUTES
SPECIAL BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
March 29, 2018

OPENING CEREMONIES

Pledge of Allegiance - Lead by Vice President Greg Young
Opening Prayer - Lead by Director Don Olinger
Call to Order - A Quorum was present.
Roll Call of Board Members

ADOPT AGENDA

President Young asked for any questions for the agenda. There being no questions the Board adopted the agenda by the following vote:

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

WVWD
Minutes: 3/29/18
PUBLIC PARTICIPATION
Anthony Ariza and Diana Ariza addressed the Board.

BUSINESS MATTERS

1. FY 2018 MID YEAR BUDGET REVIEW
Interim General Manager, Robert Christman presented the Mid-Year Budget for approval. President Dr. Young opened the floor for discussion and comments by the Board following Mr. Christman's report. Vice President Young began the discussion and comments by thanking the staff for getting the budget together during a time of transition for the District and pointed out the decision to build a contingency helped to make adjustments on the Capital Project side of operations a smoother process. Director Don Olinger then questioned why the General and Administrative item was up 62.4% on the budget. Mr. Christman responded that the increased was in response to the required adjustment for the retirement benefits known as Other Post-Employment Benefits (OPEB). Vice President Young added that this figure was not anticipated when the budget was developed last year and is a new requirement. Being satisfied with this answer, Director Olinger Moved to approve the budget which was approved by the following vote:

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

2. APPROVAL OF ALBRIGHT, YEE & SCHMIT, APC FOR PROFESSIONAL SERVICES RENDERED FOR THE MONTH OF FEBRUARY, 2018; INVOICE NO. 24912: $37,604.64
Interim General Manager Robert Christman recommended items No. 2, 3 and 4 of Business Matters to be taken in one vote following a brief report. President Dr. Young Moved Mr. Christman's recommendation to vote, second by Vice President Young. These items were approved with the following vote:

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

3. APPROVAL OF EADIE & PAYNE, LLP FOR SPECIAL AUDIT SERVICES PROGRESS BILLING - PER ENGAGEMENT LETTER DATED JANUARY 22, 2018; INVOICE NO. 132687: $21,405.00
Interim General Manager Robert Christman recommended items No. 2, 3 and 4 of Business Matters to be taken in one vote following a brief report. President Dr. Young Moved Mr. Christman's recommendation to vote, second by Vice President Young. These items were approved with the following vote:

WVWD
Minutes: 3/29/18
RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, President
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther, Michael Taylor

4. APPROVAL OF KAUFMAN LAW FIRM FOR PROFESSIONAL SERVICES RENDERED FOR THE MONTH OF JANUARY AND FEBRUARY, 2018; INVOICE NO. 10111 AND INVOICE NO. 10112: $45,342.75

Interim General Manager Robert Christman recommended items No. 2, 3 and 4 of Business Matters to be taken in one vote following a brief report. President Dr. Young Moved Mr. Christman's recommendation to vote, second by Vice President Young. These items were approved with the following vote:

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

5. AGREEMENT FOR PROFESSIONAL SERVICES WITH EDWARD LASAK

The recommendation to enter into a contract with Mr. Edward Lasak as a special consultant was made by Interim General Manager, Robert Christman. Mr. Lasak is a certified accountant and has been assisting the District while a search was being conducted for a full time Chief Financial Officer. Approving his contract will allow Mr. Lasak to work one day a week on a few special projects for the District until the new Chief Financial Officer transitions in.

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

INFORMATION

6. 15% Rebate Program Update.

A timeline for the 15% Water Usage Rebate Program was passed out to the Board of Directors. Mr. Christman went through the timeline and reported that the program is on schedule and checks should be mailed out in May. Several efforts were put into place to notify the consumer that a rebate would be going out. This includes letters, emails, newspaper ads and radio ads. Director Olinger asked if the Districts customers on auto pay would be notified. Mr. Christman was not sure if these customers would be noticed and will confirm at a later date but he felt confident that all the customers were receiving notices.

WVWD
Minutes: 3/29/18
CLOSED SESSION

Prior to entering into Closed Session Director Dr. Taylor asked Mr. Christman to explain the intent of the customer survey that was questioned by Mrs. Ariza during Public Participation. Mr. Christman clarified that the survey was intended to collect feedback on the Districts Customer Service only. Director Dr. Taylor had been notified by several different sources that someone in the community has been encouraging others to use the survey to slander and comment on the Board. Should the District receive survey feedback that is not related to Customer Service, that survey will be discarded. Dr. Young remarked as a former researcher that when you have interference in a survey it is standard practice to discard the entire survey.

The Board adjourned into Closed Session at 6:15 PM. Upon their return, Legal Counsel reported back that the Board hired an Assistant General Manager by a vote of 4/0/1 with Dr. Taylor recusing himself. Second, the Board also hired a Chief Financial Officer with a vote of 5/0. Third, the Board terminated Karen Logue for Cause effective April 6, 2018 by a vote of 4/0/1 with Dr. Young recusing himself. Lastly the three-month evaluation for Interim General Manager Robert Christman and Interim Board Secretary, Crystal Escalera, was completed pursuant to their contracts. This concluded Mr. Tafoya’s report.

- Public Employee Appointment - Pursuant to Government Code Section 54957 - Title: Chief Financial Officer
- Public Employee Appointment - Pursuant to Government Code Section 54957 - Title: Assistant General Manager for Public Affairs
- PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE Pursuant to Cal.Gov. Code Section 54957 Title: Human Resources Manager
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Cal. Gov. Code Section 54957 Title(s): Interim General Manager, Interim Board Secretary
- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: six (6)

ADJOURN

The meeting adjourned at 8:00 PM.
Dr. Clifford O. Young, Sr.
President of the Board of Directors
of West Valley Water District

ATTEST:

Crystal L. Escalera, Interim Board Secretary

WVWD
Minutes: 3/29/18
MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
April 5, 2018

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OPENING CEREMONIES
Pledge of Allegiance - Lead by Director Dr. Michael Taylor
Opening Prayer - Lead by Director Don Olinger
Call to Order
Roll Call of Board Member

ADOPT AGENDA

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

WVWD
Minutes: 4/5/18
PUBLIC PARTICIPATION
Director Melody McDonald from the San Bernardino Valley Water Conservation District and Executive Committee Member of Association of California Water Agencies Power Insurance Authority (ACWA JPIA) read the following statement to the Board: "Good evening Board Members. My name is Melody McDonald; I am an Elected Board member of the San Bernardino Valley Water Conservation District where I have served for almost 25 years. I am also an Elected Executive Committee Member of the Association of California Water Agencies Joint Powers Insurance Authority - ACWA JPIA. I have been made aware that when your board was considering approval of the cooperative Groundwater Counsel Framework Agreement my role on ACWA JPIA was discussed at your meeting. While my ACWA JPIA role is unrelated to the Groundwater Council, I understand the Board was offended by comments made at the ACWA JPIA Board meeting where your district was discussed. I assure you that if the General Manager was offended by anything I said or the Board was offended by his recounting of the discussion that was not my intention and I certainly apologize for any offense. I appreciate the Board's offer to consider approving the Groundwater Council Framework Agreement once this apology was proffered. I believe the Groundwater Council is a foundation for cooperation and collaboration that will provide benefits to our region for many years to come."

Don Griggs also addressed the Board.

CONSENT CALENDAR

1. TREASURER'S REPORT
The Treasurer gave a brief report on the District's financial state which included a $5,000,000 reserve per the previous Board meeting. President Dr. Young commented that the $5,000,000 reserve was added to the agenda as a cautionary measure to ensure compliance in moving the funds. He then recommended that the balance of the Consent Calendar be taken in one vote. Director Dr. Taylor Motioned to move this recommendation and Director Crowther seconded. The Motion passed by the following vote:

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

2. Approval to amend the Treasures Report to set aside $5,000,000 for employee liability claims.

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

WVWD
Minutes: 4/5/18
PUBLIC HEARING

There was no Public Hearing

BUSINESS MATTERS

1. APPROVAL OF LARSON O'BRIEN, LLP FOR PROFESSIONAL SERVICES RENDERED FOR THE MONTH OF FEBRUARY, 2018; INVOICE NO. 4285: $10,157.50

Interim General Manager Robert Chrisman recommended the Board to take item No. 3) Approval of Larson O'Brien, LLP for professional services rendered for the month of February, 2018; Invoice No. 4285: $10,157.50 and item No. 4) Approval of Varner & Brandt, LLP for professional services rendered through of February 28, 2018; Invoice No. 23767-0000: $4,952.50 for approval together.

Legal Counsel commented to the public that Larson O'Brien, LLP is not working on behalf of Tafoya & Garcia, LLP. The following vote was taken:

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

2. APPROVAL OF VARNER & BRANDT, LLP FOR PROFESSIONAL SERVICES RENDERED THROUGH OF FEBRUARY 28, 2018; INVOICE NO. 23767-0000: $4,952.50

Interim General Manager Robert Chrisman recommended the Board to take item No. 3) Approval of Larson O'Brien, LLP for professional services rendered for the month of February, 2018; Invoice No. 4285: $10,157.50 and item No. 4) Approval of Varner & Brandt, LLP for professional services rendered through of February 28, 2018; Invoice No. 23767-0000: $4,952.50 for approval together.

Legal Counsel commented to the public that Verner & Brandt, LLP is not working on behalf of Tafoya & Garcia, LLP. The following vote was taken:

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

3. CONSIDER RELEASE OF OVERLYING EASEMENT ON APN 0253-211-56

Assistant General Manager Greg Gage gave a report recommending the release of the easement for approval. The following vote took place:

WVWD

Minutes: 4/5/18
RESULT: APPROVED [UNANIMOUS]  
MOVER: Donald Olinger, Director  
SECONDER: Michael Taylor, Director  
AYES: Clifford Young, Donald Olinger, Kyle Crowther, Michael Taylor  
ABSENT: Gregory Young

4. ACCEPT GRANT OF EASEMENT FROM VALLEY-ORANGE ENTERPRISE, LLC ON APN 0254-071-45

Assistant General Manager Greg Gage gave his report for the request of approval for the grant of easement for this project. The item was approved as follows.

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

5. LAFCO: DESIGNATION OF ALTERNATE SPECIAL DISTRICT MEMBER AND SPECIAL DISTRICT ELECTION FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

President Dr. Young announced a recommendation for Ms. Cindy Saks as the Oversight Board Member from Gill Navarro (Vice President of the Board, San Bernardino County Municipal Water District). Director Olinger inquired about the length of the term and it was confirmed to be a four-year term. There was no further discussion and the following vote was taken in favor of the recommendation:

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

6. LAFCO: NOTIFICATION OF ELECTION OF REGULAR AND ALTERNATE MEMBERS TO THE COUNTYWIDE OVERSIGHT BOARD

President Dr. Young announced a recommendation T. Milford Harrison as an alternate member for the Oversight Board from Gill Navarro (Vice President of the Board, San Bernardino County Municipal Water District). Director Olinger inquired about the length of the term and it was confirmed to be a four-year term. There was no further discussion and the following vote was taken in favor of the recommendation:

WVWD
Minutes: 4/5/18
RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, President
SECONDER: Michael Taylor, Director
AYES: Clifford Young, Donald Olinger, Kyle Crowther, Michael Taylor
ABSENT: Gregory Young

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

- Board Members
  - Director Don Olinger: No comments
  - Director Dr. Taylor: Responded to Don Griggs concerns expressed during Public Participation regarding the new West Valley Water Districts website. As the Chair of the Safety and Technology Committee, Director Dr. Taylor has asked the staff to make certain changes to the website to make it more user friendly and more current. These changes are in process and will take some time to complete. He asked that the public would be patient in the process and assured that their concerns are heard regarding the website redesign.
  - Director Kyle Crowther: No comments
  - President Dr. Young: No comments

- Legal Counsel
  - Mr. Robert Tafoya: No comments

- General Manager
  - Mr. Robert Christman: Reported on the 15% Water Usage Rebate Program. The final refund amount totaled $2,260,644.31. The District will issue 19,346 checks with the average refund being $116.85 and the median refund being $66.98. Mr. Christman estimated the amount received by community as follows: Rialto - $1,090,000, Bloomington - $394,00, Fontana - $316,000, San Bernardino County Unincorporated - $245,000, Colton - $120,00, Riverside - $85,000 and Lytle Creek - $1,000. These refunds were a direct result of bond refinancing and other cost saving efforts that were made by the District.
  - The Board also asked for updates from Joanne Chan and Linda Jadeski. Joanne Chan reported that the rainfall is at 15" and Linda Jadeski reported the District received a little over $3,100,00 from capacity charges, deposit and fees from a project in Fontana in the past week.

WVWD
Minutes: 4/5/18
FUTURE AGENDA ITEMS

Ms. Escalera announced that there will be a Public Hearing at the next Board meeting on April 19, 2018 regarding the CEQA determination for a Capital Project.

INFORMATION

CLOSED SESSION

The Board adjourned into Closed Session at 6:20 PM. Upon return, Mr. Tafoya announced following discussion regarding the Public Employee Appointment for the Human Resources/Risk Manager. The Board voted in favor of appointing Deborah Martinez to the position as of Monday, April 9, 2018. The vote was 4-0, with Vice President Greg Young being absent.

- PUBLIC EMPLOYEE APPOINTMENT Pursuant to Government Code 54957 Title: Human Resources/Risk Manager
- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: five (5)

ADJOURN

The Board adjourned at 7:05 PM.

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

ATTEST:

____________________________
Crystal L. Escalera, Interim Board Secretary

WVWD
Minutes: 4/5/18
MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
April 19, 2018

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<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

OPENING CEREMONIES

Pledge of Allegiance - Lead by Director Kyle Crowther
Opening Prayer - Lead by Vice President Greg Young
Call to Order
Roll Call of Board Members

WVWD
Minutes: 4/19/18
ADOPT AGENDA

President Dr. Young introduced new staff members prior to adopting the agenda. He also announced that Interim General Manager Robert Christman will not be joining the meeting tonight due to illness and Assistant General Manager Ricardo Pacheco would be sitting in his place. Greg Gage and Director Dr. Taylor were out of town attending a conference and had been excused from the meeting. Following these announcements Director Crowther Motioned to adopt the agenda and the following vote was taken:

RESULT: APPROVED [UNANIMOUS]
MOVER: Kyle Crowther, Director
SECONDER: Gregory Young, Vice President
AYE: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther
EXCUSED: Michael Taylor

PUBLIC PARTICIPATION
Don Griggs addressed the Board and Mr. Tafoya.

CONSENT CALENDAR

President Dr. Young asked for any questions or comments from the Board regarding the Consent Calendar. Director Olinger Motioned to adopt the Consent Calendar as there were no questions or comments from the Board and Vice President Greg Young second the Motion. The following vote was then taken:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Donald Olinger, Director
SECONDER: Gregory Young, Vice President
AYE: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther
EXCUSED: Michael Taylor

1. MARCH 9, 2018 BOARD MEETING MINUTES
The Consent Calendar was approved by the following vote:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Donald Olinger, Director
SECONDER: Gregory Young, Vice President
AYE: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther
EXCUSED: Michael Taylor

WVWD
Minutes: 4/19/18
2. MARCH 15, 2018 BOARD MEETING MINUTES

The Consent Calendar was approved by the following vote:

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

3. APPROVAL OF MARCH 2018 CASH DISBURSEMENTS REPORT

The Consent Calendar was approved by the following vote:

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

4. CONSIDER THE DECLARATION OF SURPLUS PROPERTY

The Consent Calendar was approved by the following vote:

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

5. ACCEPT GRANT OF TEMPORARY EASEMENT FROM PHARRIS SYCAMORE FLATS, LLC ON APN 0239-031-52

The Consent Calendar was approved by the following vote:

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

6. CONSIDER AN AGREEMENT WITH MIKE ROQUET CONSTRUCTION INC. FOR CONSTRUCTION OF MATERIAL BINS AT THE LINDEN YARDS SITE

The Consent Calendar was approved by the following vote:

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

WVWD
Minutes: 4/19/18
7. CONSIDER WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENTS WITH LENNAR HOMES OF CALIFORNIA, INC.

The Consent Calendar was approved by the following vote:

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

8. CONSIDER A WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH LCD SIERRA CREST, LLC

The Consent Calendar was approved by the following vote:

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

9. CONSIDER A TASK ORDER WITH ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC. FOR ENGINEERING DESIGN SERVICES FOR LORD RANCH SITE GRADING AND PAVEMENT IMPROVEMENTS

The Consent Calendar was approved by the following vote:

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

10. REJECTION OF CLAIM - STAFF RECOMMENDS THAT THE DISTRICT BOARD REJECT THE FOLLOWING CLAIM(S) AND DIRECT STAFF TO SEND APPROPRIATE NOTICE OF REJECTION TO CLAIMANT(S): JORGE MCCALL AND OFELIA PEREZ; CLAIM NO. 18-0195

The Board approved the rejection of Jorge McCall and Ofelia Perez's claim by the following vote:

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

MOTION TO CLOSE THE PUBLIC HEARING

President Dr. Young opened the Public Hearing and asked the Interim Board Clerk to certify notice was made for the hearing. The Interim Board Clerk certified notice of the Public Hearing was properly noticed and posted in accordance with California Law. Linda Jadeski then gave a report on the Study/Mitigated Negative Declaration for the Lord Ranch Project. President Dr. Young announced the hearing is required by state law to receive any statements from any interested parties and official receipt of the study by the Board was asked be placed on record. The floor was then opened for public comments. There were no public comments made however, Director Olinger had a question regarding the impact of the Lord Ranch Project on the Pepper Avenue Project. Mrs. Jadeski confirmed the city did not bring any questions to the District. Director Olinger felt the city must have been satisfied with the report and had no further comments or questions. The Public hearing was then closed by a vote.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Gregory Young, Vice President</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Kyle Crowther, Director</td>
</tr>
<tr>
<td>AYES:</td>
<td>Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther</td>
</tr>
<tr>
<td>EXCUSED:</td>
<td>Michael Taylor</td>
</tr>
</tbody>
</table>

11. CONSIDER APPROVAL OF MITIGATED NEGATIVE DECLARATION FOR THE LORD RANCH FACILITY

Vice President Young Motioned to adopt the resolution as recommended by the staff report to approve the Mitigated Negative Declaration for the Lord Ranch Facility and authorize staff to file a Notice of Determination with the State Clearinghouse. Director Crowther second the Motion and the Board approved the motion as follows:

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ADOPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Gregory Young, Vice President</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Kyle Crowther, Director</td>
</tr>
<tr>
<td>AYES:</td>
<td>Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther</td>
</tr>
<tr>
<td>EXCUSED:</td>
<td>Michael Taylor</td>
</tr>
</tbody>
</table>

BUSINESS MATTERS

Based on reports prepared by Mr. Christman to approve the items listed in Business Matters, President Dr. Young recommended and motioned to have items No. 12-18 to be taken in one vote. Vice President Young second the Motion and there being no questions, the items were approved/adopted.
12. WEST VALLEY WATER DISTRICT INVESTMENT POLICY

Items No. 12-18 were approved/adopted in the vote as follows:

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

13. APPROVAL OF DAVID TURCH AND ASSOCIATES FOR PROFESSIONAL SERVICES RENDERED FOR THE MONTH OF JANUARY AND FEBRUARY, 2018; INVOICE/STATEMENT: $25,000

Items No. 12-18 were approved/adopted in the vote as follows:

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

14. APPROVAL OF DAVID TURCH AND ASSOCIATES FOR PROFESSIONAL SERVICES RENDERED FROM MARCH 9, 2018 TO APRIL 8, 2018; INVOICE/STATEMENT: $12,500

Items No. 12-18 were approved/adopted in the vote as follows:

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

15. ZIPRICK & CRAMER, LLP RETAINER AGREEMENT FOR LEGAL SERVICES

Items No. 12-18 were approved/adopted in the vote as follows:

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

16. APPROVAL OF ZIPRICK & CRAMER, LLP FOR PROFESSIONAL SERVICES RENDERED FOR THE MONTH OF MARCH, 2018; INVOICE NO. 876: $4,923.92

Items No. 12-18 were approved/adopted in the vote as follows:

WVWD
Minutes: 4/19/18
RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, President
SECONDER: Gregory Young, Vice President
AYES: Clifford Young, Gregory Young, Donald Olinger, Kyle Crowther
EXCUSED: Michael Taylor

17. REQUEST FOR EDUCATIONAL ASSISTANCE FOR GRADUATE DEGREE PROGRAM

Items No. 12-18 were approved/adopted in the vote as follows:

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

18. ADOPT RESOLUTION 388.71, APPROVING THE AMENDED HUMAN RESOURCES POLICIES AND PRACTICES MANUAL

Items No. 12-18 were approved/adopted in the vote as follows:

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

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

- Board Members
  - Director Don Olinger: No comments
  - Vice President Young: Was not able to attend the last meeting. He was attending a conference for the county for his day job.
  - President Dr. Young: No comments

- Legal Counsel
  - Robert Tafoya: No comment

- General Manager
  - Ricardo Pacheco: No comments

WVWD
Minutes: 4/19/18
FUTURE AGENDA ITEMS

June Hayes (Treasurer, San Bernardino Valley Municipal Water District) requested to be placed on the next Board agenda to give a brief presentation on a link that Valley has for drought tolerant landscaping. President Dr. Young asked Ms. Escalera to place Ms. Hayes on the next agenda.

INFORMATION

President Dr. Young announced a letter went out this week to notify the rate payers on the amount they will receive from the 15% Water Usage Rebate Program. Assistant General Manager Ricardo Pacheco informed the Board and public that checks will be going out next week and if there are any questions by the public they can call our Rebate Hot line.

CLOSED SESSION

The Board adjourned into Closed Session at 6:20 PM. Mr. Tafoya reported back that direction was given by the Board and no action was taken.

1. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: five (5)

ADJOURN

The meeting adjourned at 6:45 PM.

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

ATTEST:

____________________________
Crystal L. Escalera, Interim Board Secretary

WVWD
Minutes: 4/19/18
DATE: May 3, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: APPROVAL OF MARCH 2018 PURCHASE ORDER REPORT

BACKGROUND:

The West Valley Water District (“District”) generated sixty-six (66) Purchase Orders (“PO”) in the month of March 2018 to various vendors that provide supplies and services to the District. There were forty-nine (49) PO’s issued below the General Manager’s approval level, ten (10) PO’s issued at the General Manager’s approval level and seven (7) PO’s issued with Board approval. The total amount issued to PO’s for the month of March 2018 was $1,492,928.83. A table listing all PO’s for March 2018 is shown in Exhibit A.

FISCAL IMPACT:

There is no fiscal impact for producing the March 2018 Purchase Order Report.

STAFF RECOMMENDATION:


Respectfully Submitted,

Robert Christman, Interim General Manager

AR:ce

ATTACHMENT(S):

1. March 2018 PO Report
Exhibit A
<table>
<thead>
<tr>
<th>DATE</th>
<th>PO#</th>
<th>VENDOR NAME</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>3/2/2018</td>
<td>3612</td>
<td>VERIZON WIRELESS PHONES</td>
<td>$5,792.36</td>
<td>IPAD PRO FOR IT DEPT</td>
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<td>3/2/2018</td>
<td>3613</td>
<td>AIC COATING SERVICES INC</td>
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<td>PROVIDE PART-TIME COATING INSPECTION AT ROEMER</td>
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<td>3/7/2018</td>
<td>3614</td>
<td>ALLEN INSTRUMENTS &amp; SUPPLIES</td>
<td>$5,153.04</td>
<td>COMPUTER EQUIPMENT FOR METER DEPT</td>
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<td>3/7/2018</td>
<td>3615</td>
<td>AQUA-METRIC SALES CO</td>
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<td>MINI READER/TRANSCIEVER FOR METER DEPT</td>
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<td>3/7/2018</td>
<td>3617</td>
<td>DUNN EDWARDS CORPORATION</td>
<td>$633.57</td>
<td>2 GAL. DESERT SAND EPOXY GRIP PAINT FOR MAINTENANCE DEPT</td>
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<td>3/7/2018</td>
<td>3618</td>
<td>CDW GOVERNMENT INC</td>
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<td>LENOVO THINK STATION P320 - SFF FOR GIS</td>
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<td>CDW GOVERNMENT INC</td>
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<td>3 INCH DIAPHRAGM PUMP FOR FBR</td>
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<td>PSA PRINT GROUP</td>
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<td>3 ULTRAPENS AND TEMP TESTERS FOR ENGINEERING</td>
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<td>3/7/2018</td>
<td>3640</td>
<td>AMAZON</td>
<td>$2,959.00</td>
<td>COMPUTER AND ACCESSORIES FOR GIS INTERN</td>
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<td>3/7/2018</td>
<td>3641</td>
<td>HOME DEPOT</td>
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<td>VOLT LITHIUM-ION CORDLESS KIT FOR PRODUCTION</td>
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<td>3642</td>
<td>MILLER SPATIAL SERVICES LLC</td>
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<td>BPO- DESIGN OF LORD RANCH AERATION TANK2</td>
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<td>3/7/2018</td>
<td>3643</td>
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<td>3/7/2018</td>
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<td>WESTRUX INTERNATIONAL INC</td>
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<td>AIR BRAKE COOLER/DRYER FOR MAINTENANCE</td>
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<td>PR DIAMOND PRODUCTS INC.</td>
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<td>3/7/2018</td>
<td>3653</td>
<td>TPRE CU BROOKS</td>
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<td>WATER METER LOCKS/BACKFLOW/WQ</td>
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<td>INDUSTRIAL TRUCK BODIES &amp; EQUI</td>
<td>$9,203.75</td>
<td>CUSTOMIZATION OF SERVICE TRUCK 189 FOR MAINTENANCE</td>
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<td>3/7/2018</td>
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<td>PUMPING SOLUTIONS INC</td>
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<td>PUMPS FOR FILTERS FOR PRODUCTION</td>
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<td>3/7/2018</td>
<td>3656</td>
<td>BRENNER - FIEDLER &amp; ASSOCIATES</td>
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<td>3/7/2018</td>
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<td>PRINTER AND SOFTWARE FOR GIS</td>
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<td>3/7/2018</td>
<td>3660</td>
<td>SUEZ WTS ANALYTICAL INSTRUMENT</td>
<td>$4,200.00</td>
<td>CONTRACT RENEWAL FOR OPR TOC ANALIZER FOR ROEMER</td>
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<td>3/7/2018</td>
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<td>EMERGENCY REPAIR OF LEAK VALVE IN DIST. SYSTEM</td>
</tr>
</tbody>
</table>

**Total PO's under $10K** $144,114.73
<table>
<thead>
<tr>
<th>DATE</th>
<th>PO#</th>
<th>VENDOR NAME</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/2018</td>
<td>3610</td>
<td>BRENNTAG PACIFIC INC</td>
<td>$12,413.04</td>
<td>2500 GALLONS OF 80% ACETIC ACID FOR FBR</td>
</tr>
<tr>
<td>3/2/2018</td>
<td>3611</td>
<td>SIGNATURE PAINTING INC.</td>
<td>$19,503.00</td>
<td>PRIME AND COAT THE LAST 394 FIRE HYDRANTS</td>
</tr>
<tr>
<td>3/7/2018</td>
<td>3616</td>
<td>AQUA-METRIC SALES CO</td>
<td>$24,968.37</td>
<td>36 TO REPLACE STOCK / REST . AMR PROJECT METER DEPT</td>
</tr>
<tr>
<td>3/12/2018</td>
<td>3634</td>
<td>MIKE ROQUET CONSTRUCTION, INC.</td>
<td>$21,765.00</td>
<td>PERMANENTLY PAVE 22 EXCAVATED AREAS</td>
</tr>
<tr>
<td>3/13/2018</td>
<td>3637</td>
<td>YO FIRE</td>
<td>$10,985.33</td>
<td>STOCK ORDER</td>
</tr>
<tr>
<td>3/15/2018</td>
<td>3645</td>
<td>SOUTHWEST VALVE &amp; EQUIPMENT</td>
<td>$15,893.13</td>
<td>PUMP FOR FBR PLANT</td>
</tr>
<tr>
<td>3/16/2018</td>
<td>3652</td>
<td>LSA ASSOCIATES INC</td>
<td>$19,605.00</td>
<td>BPO- CACTUS BASIN NO. 2 MAINTENANCE PERMITTING</td>
</tr>
<tr>
<td>3/22/2018</td>
<td>3662</td>
<td>ELCO CONTRACTORS INC</td>
<td>$24,100.00</td>
<td>VAULT LID UPGRADES FOR METER DEPARTMENT</td>
</tr>
<tr>
<td>3/29/2018</td>
<td>3673</td>
<td>ENGINEERING RESOURCES INC</td>
<td>$10,667.49</td>
<td>BPO DESIGN ZONE 4-30 IN WATERLINE IN HIGHLAND AV</td>
</tr>
<tr>
<td>3/29/2018</td>
<td>3674</td>
<td>KVAC ENVIRONMENTAL SERVICES</td>
<td>$11,002.05</td>
<td>EMERGENCY CLEAN OUT FOR ARSENIC PLANT</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total PO’s GM Approval</strong></td>
<td><strong>$170,902.41</strong></td>
<td></td>
</tr>
<tr>
<td>3/16/2018</td>
<td>3647</td>
<td>ENGINEERING RESOURCES INC</td>
<td>$82,254.00</td>
<td>BPO- DESIGN OF WATERLINE AND PUMP STN 4-3 AT LORD RANCH (12/9/14)</td>
</tr>
<tr>
<td>3/16/2018</td>
<td>3649</td>
<td>WATER SYSTEMS CONSULTING INC</td>
<td>$48,520.00</td>
<td>BPO- CONSTRUCTION MGMT SERVICE FOR RECOATING OF RESERV 4-3 (3/9/18)</td>
</tr>
<tr>
<td>3/16/2018</td>
<td>3650</td>
<td>AMP UNITED, LLC</td>
<td>$890,000.00</td>
<td>BPO- RECOATING OF RESERVOIR 4-3 (3/9/18)</td>
</tr>
<tr>
<td>3/21/2018</td>
<td>3654</td>
<td>AIC COATING SERVICES INC</td>
<td>$32,385.00</td>
<td>BPO- COATING INSPECTION SERVICES RESERVOIR 4-3 INTERIOR (2/15/18)</td>
</tr>
<tr>
<td>3/21/2018</td>
<td>3657</td>
<td>DELL MARKETING LP</td>
<td>$42,300.69</td>
<td>DELL POWEREDGE R740XD TO SUPPORT GIS (3/15/18)</td>
</tr>
<tr>
<td>3/21/2018</td>
<td>3658</td>
<td>GOLD STAR FENCE, INC</td>
<td>$54,852.00</td>
<td>BPO- CHAIN LINK FENCE REPLACEMENT AT ROEMER PLANT (3/9/18)</td>
</tr>
<tr>
<td>3/29/2018</td>
<td>3670</td>
<td>SANTA ANA WATERSHED PRJ AUTHORITY</td>
<td>$27,600.00</td>
<td>WECAN - SUPPLEMENT FUNDS FOR IRRIGATION NEEDS (6/15/17)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total PO’s Board Approval</strong></td>
<td><strong>$1,177,911.69</strong></td>
<td></td>
</tr>
<tr>
<td>66 PO’s</td>
<td></td>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$1,492,928.83</strong></td>
<td></td>
</tr>
</tbody>
</table>
DATE: May 3, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: APPROVAL OF FIRST QUARTER 2018 CHANGE ORDER REPORT

BACKGROUND:

The West Valley Water District (“District”) generated twelve (“12”) Change Orders in the first quarter of 2018 to various vendors that provide supplies and services to the District. Eleven (“11”) Change Orders during this first quarter were below the General Manager’s approval level and one (“1”) Change Order was issued at the General Manager’s approval level. Six (“6”) of these Change Orders resulted in a lower dollar amount than the original Purchase Order. A table listing all Change Orders including a reason for the Change Order is shown in Exhibit A.

FISCAL IMPACT:

There is no fiscal impact for producing the Fourth Quarter 2018 Change Order Report.

STAFF RECOMMENDATION:

Receive and file the Fourth Quarter 2018 Change Order Report.

Respectfully Submitted,

Robert Christman, Interim General Manager

AR:cc

ATTACHMENT(S):

1. 1st Quarter 2018 Change Order Report
Exhibit A
<table>
<thead>
<tr>
<th>CHANGE ORDER DATE</th>
<th>PO#</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>ORIG. AMT</th>
<th>CHANGE ORDER AMOUNT</th>
<th>REVISED AMT</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5/2018</td>
<td>3473</td>
<td>BRENNTAG</td>
<td>2500 GALLONS OF 80% ACETIC ACID FOR FBR</td>
<td>$12,583.04</td>
<td>(442.92)</td>
<td>$12,140.12</td>
<td>Qty delivered is less than original PO</td>
</tr>
<tr>
<td>1/31/2018</td>
<td>3525</td>
<td>QUINN COMPANY</td>
<td>REPLACE BATTERIES FOR GENERATOR AT ROEMER</td>
<td>$1,350.24</td>
<td>(673.12)</td>
<td>$677.12</td>
<td>Correct the pricing per quote</td>
</tr>
<tr>
<td>2/1/2018</td>
<td>3548</td>
<td>INLAND EMPIRE RESOURCE</td>
<td>CONSERVATION PROGRAMS 7/1-10/31/17</td>
<td>$2,090.35</td>
<td>(150.35)</td>
<td>$1,940.00</td>
<td>To remove sales tax</td>
</tr>
<tr>
<td>2/5/2018</td>
<td>3511</td>
<td>OFFICE SOLUTIONS</td>
<td>CHAIRS AND MATS FOR METER DEPT</td>
<td>$955.47</td>
<td>(207.14)</td>
<td>$748.33</td>
<td>Price was negotiated after PO was issued.</td>
</tr>
<tr>
<td>1/12/2018</td>
<td>3476</td>
<td>PROFUSION</td>
<td>WELDING</td>
<td>$7,000.00</td>
<td>(2,360.00)</td>
<td>$4,640.00</td>
<td>Final cost was less than estimated.</td>
</tr>
<tr>
<td>2/12/2018</td>
<td>3545</td>
<td>BRENNTAG</td>
<td>FERRIC CHLORIDE 38% TO 42% FOR</td>
<td>$2,088.31</td>
<td>108.11</td>
<td>$2,196.42</td>
<td>Qty delivered is more than PO</td>
</tr>
<tr>
<td>2/15/2018</td>
<td>3530</td>
<td>BRENNTAG</td>
<td>80% ACETIC ACID FOR FBR</td>
<td>$12,583.04</td>
<td>50.35</td>
<td>$12,633.39</td>
<td>Qty delivered is more than PO and freight was less</td>
</tr>
<tr>
<td>2/21/2018</td>
<td>3566</td>
<td>ELCO CONTRACTORS</td>
<td>DISTRIBUTION SYSTEM/PLANT VALVE REPLACEMENT</td>
<td>$92,500.00</td>
<td>17,050.00</td>
<td>$109,550.00</td>
<td>Additional Tasks to dewater a line</td>
</tr>
<tr>
<td>2/26/2018</td>
<td>3602</td>
<td>THE SOCO GROUP INC</td>
<td>FUEL FOR DISTRICT VEH.</td>
<td>$10,267.24</td>
<td>367.30</td>
<td>$10,634.54</td>
<td>Hazmat fee and gallons delivered / price change</td>
</tr>
<tr>
<td>2/28/2018</td>
<td>3427</td>
<td>INTER VALLEY POOL SUPPY</td>
<td>CL2 FOR WELL SITES</td>
<td>$10,000.00</td>
<td>5,000.00</td>
<td>$15,000.00</td>
<td>Increased original PO for Chemical</td>
</tr>
<tr>
<td>2/26/2018</td>
<td>3557</td>
<td>ADVANTAGE BUSINESS FORMS</td>
<td>WWWD AQUA TALK NEWSLETTER</td>
<td>$11,986.12</td>
<td>(72.77)</td>
<td>$11,913.35</td>
<td>Qty delivered is less than original PO</td>
</tr>
<tr>
<td>3/8/2018</td>
<td>3553</td>
<td>STERLING</td>
<td>SWT 2000 (ACH) AMMONIUM HYPOCHLORITE</td>
<td>$13,365.30</td>
<td>197.34</td>
<td>$13,562.64</td>
<td>Qty delivered is more than original PO</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNTS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$176,769.11</strong></td>
<td><strong>$18,866.80</strong></td>
<td><strong>$195,635.91</strong></td>
<td></td>
</tr>
</tbody>
</table>

West Valley Water District
Quarterly Change Order Report
1st Quarter 2018
DATE: May 3, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: CONSIDER ADDING NEW CFO AS SIGNER ON WVWD CHECKING ACCOUNTS

BACKGROUND:

The District has various bank accounts. Funds must be accessed to perform the daily operations of the organization. Checks must be issued and business transacted to meet financial obligations. Certain individuals must be delegated proper authority to act on behalf of the district with regard to these financial transactions.

DISCUSSION:

Naisha Davis, the new CFO was hired on April 18, 2018. Banks require a signature card for bank signers. The district has several bank accounts that require an authorized representative to act on behalf of the district so that operational needs are met. Bank accounts owned by the district requiring signature authorization include:

- B of A - Pack N Mail Satellite Checking
- Bank of Hope - J Check Cashing Satellite Loc.
- Chase - General Government Checking
- Chase - UTC Routine Checking
- Chase - UTC Non-Routine Checking
- CalTrust Pooled Investment Fund - Short Term
- CalTrust Pooled Investment Fund - Medium Term
- US BANK – Chandler Managed Assets

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve the addition of the newly hired CFO, Naisha
Davis as an authorized signer to the aforementioned accounts. Existing internal control policies and processes with regard to signature authority in the administration of financial transactions would be adhered to by the new CFO.

Respectfully Submitted,

[Signature]
Robert Christman, Interim General Manager

ND:rc

ATTACHMENT(S):
1. AMENDED RESOLUTION NO 2018-9
2. AMENDED RESOLUTION NO 2018-10
3. AMENDED RESOLUTION NO 2018-11
4. AMENDED RESOLUTION NO 2018-12
EXHIBIT A
AMENDED 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 BANKS

WHEREAS, the West Valley Water District (“District”) Board of Directors hereby finds that the deposit and withdrawal of money in the J.P Morgan (Chase Bank Accounts) in accordance with Government Code section 16429.1 et. Seq. for the purpose of Authorizing signature card changes to the successors in office as provided therein is in the best interests of the District.

WHEREAS, amending Resolution No. 2018-2 to add additional successors to the J.P Morgan (Chase Bank Accounts) for the purpose of deposits and withdrawals of District monies in the J.P Morgan (Chase Bank Accounts) in accordance with Government Code section 16429.1 et. Seq.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes signature card changes to the J.P Morgan (Chase Bank Account) for the purpose of deposits and withdrawals of District monies in the J.P Morgan (Chase Bank Accounts) in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows: Section 1 the following District officers holding the title(s) Director Linda Gonzalez, Director Robert J. Bourland, General Manager Matthew H. Litchfield, P.E. and Chief Financial Officer Marie Ricci be removed as signers to the J.P Morgan (Chase Bank Accounts) and their successors in office Interim General Manager Robert Christman, Director Kyle Crowther, Director Dr. Michael Taylor and recently appointed Assistant General Manager Ricardo Pacheco, Chief Financial Officer Naisha Davis are each hereby authorized to order the deposit or withdrawal of monies in J.P Morgan (Chase Bank Accounts) and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the purposes of the resolution and the transaction contemplated hereby:

Robert Christman
Interim General Manager

Kyle Crowther
Director

Dr. Michael Taylor
Director

Ricardo Pacheco
Assistant General Manager

Naisha Davis
Chief Financial Officer

Section 2. That said Resolution shall be effective May 3, 2018 and shall remain in full force and effect until rescinded by Board of Directors by resolution and a copy of the resolution rescinding and or amending this resolution shall be filed with the State Treasurer’s Office.
ADOPTED, SIGNED, AND APPROVED THIS 3RD DAY OF MAY, 2018 BY THE FOLLOWING VOTE:

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

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

ATTEST:

_____________________________
Crystal L. Escalera 
Interim Board Secretary
AMENDED RESOLUTION NO. 2018-3
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT,
AUTHORIZING SIGNATURE CARD CHANGES FOR CALTRUST FUND

WHEREAS, The CalTrust Fund is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by CalTrust; and for the purpose of Authorizing signature card changes to the successors in office as provided therein.

WHEREAS, the West Valley Water District (“District”) Board of Directors hereby amend Resolution No 2018-3 in order to add an additional successor for the purpose of deposits and withdrawals of money in the CalTrust Fund in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposits and withdrawals of District monies in the CalTrust Fund in the State Treasury in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows: Section 1 the following District officers holding the title(s) Director Linda Gonzalez, Director Robert J. Bourland, General Manager Matthew H. Litchfield, P.E. and Chief Financial Officer Marie Ricci be removed from the CalTrust and their successors in office Interim General Manager Robert Christman, Director Kyle Crowther, Director Dr. Michael Taylor and recently appointed Chief Financial Officer Naisha Davis are each hereby authorized to order the deposit or withdrawal of monies in CalTrust Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the purposes of the resolution and the transaction contemplated hereby:

Robert Christman
Interim General Manager

Kyle Crowther
Director

Dr. Michael Taylor
Director

Naisha Davis
Chief Financial Officer

Section 2. That said Resolution shall be effective May 3, 2018 and shall remain in full force and effect until rescinded by Board of Directors by resolution and a copy of the resolution rescinding and or amending this resolution shall be filed with the State Treasurer’s Office
ADOPTED, SIGNED, AND APPROVED THIS 3RD DAY OF MAY, 2018 BY THE FOLLOWING VOTE:

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

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

ATTEST:

________________________________
Crystal L. Escalera
Interim Board Secretary
AMENDED 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

WHEREAS, the West Valley Water District (“District”) Board of Directors hereby finds that the deposit and withdrawal of money in the Bank of Hope in accordance with Government Code section 16429.1 et. Seq. for the purpose of Authorizing signature card changes to the successors in office as provided therein is in the best interests of the District.

WHEREAS, amending Resolution No. 2018-4 to add an additional successor to the Bank of Hope for the purpose of deposits and withdrawals of monies in the Bank of Hope in accordance with Government Code section 16429.1 et. Seq. for the purpose of Authorizing signature card changes to the successors in office as provided therein.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes signature card changes to the Bank of Hope for the purpose of deposits and withdrawals of District monies in the Bank of Hope in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

BE I FURTHER RESOLVED, as follows: Section 1 the following District officers holding the title(s) General Manager Matthew H. Litchfield, P.E. and Chief Financial Officer Marie Ricci be removed from the Bank of Hope Account and their successors in office Interim General Manager Robert Christman and President, Board of Directors Dr. Clifford O. Young, Sr. and recently appointed Chief Financial Officer Naisha Davis be added to the Bank of Hope Account. And each are hereby authorized to order the deposit or withdrawal of monies in Bank of Hope and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the purposes of the resolution and the transaction contemplated hereby:

Robert Christman
Interim General Manager

Dr. Clifford O. Young, Sr.
President, Board of Directors

Don Olinger
Director

Naisha Davis
Chief Financial Officer

Section 2. That said Resolution shall be effective May 3, 2018 and shall remain in full force and effect until rescinded and or amended by Board of Directors by resolution and a copy of the resolution rescinding and or amending this resolution shall be filed with the State Treasurer’s Office.
ADMITTED, SIGNED, AND APPROVED THIS 3RD DAY OF MAY, 2018 BY THE FOLLOWING VOTE:

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

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

ATTEST:

__________________________
Crystal L. Escalera
Interim Board Secretary
EXHIBIT D
AMENDED 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

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the West Valley Water District (“District”) Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein is in the best interests of the District.

WHEREAS, amending Resolution No. 2018-1 to add an additional successor to all investments of monies in the local agency investment fund by authorizing the successors in office to such investments of monies in the local Agency Investment Fund by authorizing signature cards to their successors.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows: Section 1, The following District officers holding the title(s) General Manager Matthew H. Litchfield, P.E. and Chief Financial Officer Marie Ricci be removed from the Local Agency Investment Fund and add their successors in office Interim General Manager Robert Christman and President, Board of Directors Dr. Clifford O. Young, Sr. and recently appointed Chief Financial Officer Naisha Davis are each hereby authorized to order the deposit or withdrawal of monies in Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the purposes of the resolution and the transaction contemplated hereby:

Robert Christman
Interim General Manager

Dr. Clifford O. Young, Sr.
President, Board of Directors

Tamara Washington
Accountant

Naisha Davis
Chief Financial Officer
Section 2. That said Resolution shall be effective May 3, 2018 and shall remain in full force and effect until rescinded by Board of Directors by resolution and a copy of the resolution rescinding and or amending this resolution shall be filed with the State Treasurer’s Office.

ADOPTED, SIGNED, AND APPROVED THIS 3RD DAY OF MAY, 2018 BY THE FOLLOWING VOTE:

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

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

ATTEST:

____________________________
Crystal L. Escalera
Interim Board Secretary
BOARD OF DIRECTORS
STAFF REPORT

DATE: May 3, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: CONSIDER ADDING RICARDO PACHECO AS SIGNER ON WVWD GENERAL CHECKING ACCOUNT

BACKGROUND:

The District has a general bank account that checks are issued from. Certain individuals must be delegated proper authority to act on behalf of the district with regard to signing checks issued from the general account.

DISCUSSION:

Ricardo Pacheco, the new Assistant General Manager was recently hired by the district. Check signers are necessary to authorize payments for services and goods provided to the district. Our policy requires two signers for amounts in excess of $5,000. Certain people must be delegated proper authority to act on behalf of the district. The Chase general banking account should have an additional signer added as an authorized agent of the district.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve the addition of the newly hired Assistant General Manager, Ricard Pacheco as an authorized signer to the Chase bank general account. Existing internal control policies and processes with regard to signature authority in the administration of financial transactions would be adhered to by the new Assistant General Manager.

Respectfully Submitted,
ATTACHMENT(S):

1. AMENDED RESOLUTION NO 2018-9
AMENDED 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 BANKS

WHEREAS, the West Valley Water District (“District”) Board of Directors hereby finds that the deposit and withdrawal of money in the J.P Morgan (Chase Bank Accounts) in accordance with Government Code section 16429.1 et. Seq. for the purpose of Authorizing signature card changes to the successors in office as provided therein is in the best interests of the District.

WHEREAS, amending Resolution No. 2018-2 to add additional successors to the J.P Morgan (Chase Bank Accounts) for the purpose of deposits and withdrawals of District monies in the J.P Morgan (Chase Bank Accounts) in accordance with Government Code section 16429.1 et. Seq.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes signature card changes to the J.P Morgan (Chase Bank Account) for the purpose of deposits and withdrawals of District monies in the J.P Morgan (Chase Bank Accounts) in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows: Section 1 the following District officers holding the title(s) Director Linda Gonzalez, Director Robert J. Bourland, General Manager Matthew H. Litchfield, P.E. and Chief Financial Officer Marie Ricci be removed as signers to the J.P Morgan (Chase Bank Accounts) and their successors in office Interim General Manger Robert Christman, Director Kyle Crowther, Director Dr. Michael Taylor and recently appointed Assistant General Manger Ricardo Pacheco, Chief Financial Officer Naisha Davis are each hereby authorized to order the deposit or withdrawal of monies in J.P Morgan (Chase Bank Accounts) and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the purposes of the resolution and the transaction contemplated hereby:

Robert Christman
Interim General Manager

Kyle Crowther
Director

Dr. Michael Taylor
Director

Ricardo Pacheco
Assistant General Manager

Naisha Davis
Chief Financial Officer

Section 2. That said Resolution shall be effective May 3, 2018 and shall remain in full force and effect until rescinded by Board of Directors by resolution and a copy of the resolution rescinding and or amending this resolution shall be filed with the State Treasurer’s Office.
ADOPTED, SIGNED, AND APPROVED THIS 3RD DAY OF MAY, 2018 BY THE FOLLOWING VOTE:

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

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

ATTEST:

_____________________________
Crystal L. Escalera
Interim Board Secretary
DATE: May 3, 2018
TO: Board of Directors
FROM: Robert Christman, Interim General Manager
SUBJECT: CONSIDER AN AGREEMENT WITH CRB SECURITY SOLUTIONS FOR THE EXPANSION OF THE ACCESS CONTROL SYSTEM TO THE ROEMER TREATMENT PLANT

BACKGROUND:

In October 2016, Staff was authorized to release a Request for Proposal ("RFP") for the installation of an access control system, (commonly referred to as a keyless entry system). The RFP instructed the vendors to provide several separate price proposals in order to allow the District to take a phased approach to implementation. The anticipated phases included:

- The District Headquarters building and the perimeter gates
- Building C
- FBR Treatment Plant
- Roemer Treatment Plant
- Other offsite facilities

In December 2016, the Board authorized the General Manager to negotiate and execute a contract with CRB Security Solutions to install an access control system for the District Headquarters building and perimeter gates.

In October of 2017, the Board approved a contract for the expansion of the access control system to Building C and the FBR Treatment Plant.

Expansion of the access control system to the Roemer Treatment Plant was to be contemplated in the Capital Budget for FY 2019, with the remaining phase for other offsite facilities to be evaluated for inclusion in subsequent year Capital Budgets.

DISCUSSION:

During the recent Mid-year Budget Review for FY 2018, the Board approved an increase of $60,000 to the Capital Budget for the expansion of the access control system to the Roemer Treatment Plant. A quote from CRB Security Solutions in the amount of $53,551.80 is attached as Exhibit A.
**FISCAL IMPACT:**

The Fiscal Year 2017/2018 Capital Budget includes $60,000 to expand the access control system to the Roemer Treatment Plant.

**STAFF RECOMMENDATION:**

Approval of an agreement with CRB Security Solutions to expand the access control system to the Roemer Treatment Plant.

Respectfully Submitted,

[Signature]

Robert Christman, Interim General Manager

---

**ATTACHMENT(S):**

1. Exhibit A - Roemer Bid
2. Exhibit B - Agreement Roemer Access Control

**MEETING HISTORY:**

04/26/18  Safety and Technology Committee  REFERRED TO BOARD
CRB Security Solutions
15154 Golden West Circle
Westminster, CA 92683
Tel: (800) 642-7675 * Fax: (714) 892-0571
SCL # 937466 - ACO # 6877

Client:
West Valley Water District
Jon Stephenson
855 W. Base Line
Rialto, CA 92377
909-875-1804 (Tel)
909-875-1361 (Fax)

Job Description: Access Security - Headquarters - Romer Building & Pre-Treatment

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Sub Total   $32,591.00
Sales Tax    $2,525.80
Bond         $1,560.00
Installation $16,875.00
Total        $53,551.80

Warranty:
CRB Security Systems warrantee all parts and labor for a term of one year. CRB will replace or repair any manufacturers defects of the equipment it installs. The warrantee does not cover any abuse or vandalism.
EXHIBIT B
AGREEMENT

THIS AGREEMENT, made this 5th day of May, 2018, by and between the WEST VALLEY WATER DISTRICT, HEREINAFTER CALLED "Owner", and Consumer Research Bureau, Inc doing business as CRB Security Solutions, * hereinafter called "Contractor".

WITNESSETH:

That for and in consideration of the payments and agreements hereinafter mentioned, it is agreed that:

1. The Contractor will commence and complete the work as set forth in the Contract Documents and Scope of Work.

2. The Contractor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the Project described herein.

3. The Contractor will commence the Work required by the Contract Documents on or before the date specified to commence work in the Notice to Proceed and will complete the same within (90 calendar days) unless the period for completion is extended otherwise by the Contract Documents.

4. District and Contractor have discussed the provisions of Civil Code 1671 and the damages, which may be incurred by District if the Work is not completed within the time specified in this Agreement. District and Contractor hereby represent that at the time of signing this Agreement, it is impracticable and extremely difficult to fix the actual damage which will be incurred by District if the Work is not completed within the number of calendar days allowed. Accordingly, District and Contractor agree that the sum of ($100) per day is a reasonable sum to assess as damages to District by reason of the failure of Contractor to complete the Work within the time specified.

5. The Contractor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of $53,551.80, or as shown in the Bid Schedule; subject to additions and deductions, if any, in accordance with said documents.

* Insert "a corporation", "a partnership", or "an individual", as applicable.
Payment shall not be made more often than once each thirty (30) days. If construction time is less than thirty (30) days, no payment shall be made until project has been completed, approved and accepted by the District. Final payment shall be made thirty-five (35) days subsequent to filing of Notice of Completion. Contractor may, upon written request and at his sole expense after approval by the Board of Directors, deposit substitute securities referenced in Government Code Section 16430, or bank or savings and loan certificates of deposit, as authorized by Public Contract Code Section 22300 in lieu of retention monies withheld to ensure performance.

6. This Agreement hereby incorporate all contract documents.
   The term "Contract Documents" means and includes the following:
   
   a. General Information
   b. Bid
   c. Bid Bond
   d. Agreement
   e. Scope of Work & Exhibit(s)
   f. Payment Bond
   g. Contract Performance Bond
   h. Certificates of Insurance & Endorsement
   i. Notice of Award
   j. Notice to Proceed
   k. Change Order
   l. Escrow Agreement for Security Deposits in Lieu of Retention

7. The District will pay to the Contractor in the manner at such times as set forth in this Agreement.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.
9. Should any litigation or arbitration be commenced between the parties hereto concerning this project, any provisions of this Contract, or the rights and obligations of either in relation thereto, the party, District or Contractor, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for his attorney's fees in such litigation, and costs.

10. Pursuant to Section 1770, of the California Labor Code, the successful Contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the District, which copies shall be made available to any interested party on request. The successful bidder shall post a copy of such determination at each job site.

11. Indemnification - Contractor shall indemnify and hold harmless and defend District, its directors, employees, agents or volunteers, and each of them from and against:

a. Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever for, but not limited to, injury to or death of any person including District and/or contractor, or any directors, officers, employees, agents or volunteers of District or contractor, and damages to or destruction of property of any person, including but not limited to, District and/or contractor and their directors, officers, employees, agents or volunteers, arising out of or in any manner directly or indirectly connected with the work to be performed under this agreement, however caused, regardless of any negligence of District or its directors, officers, employees, agents or volunteers, except the sole negligence or willful misconduct or active negligence of District or its directors, officers, employees, agents or volunteers;

b. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of contractor.

Contractor shall defend, at contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District or District's directors, officers, employees, agents or volunteers.

Contractor shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding.

Contractor shall reimburse District and its directors, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.
Contractor agrees to carry insurance for this purpose as set out in the specifications. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, or its directors, officers, employees, agents and/or volunteers.

The Contractor and each subcontractor hereby offer and agree to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C.§15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchase of goods, services, or materials pursuant to this Contract or any subcontract. This assignment shall be made and become effective at the time the District tenders final payment to the Contractor, without further acknowledgment by the parties.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the Agreement in two (2) copies each of which shall be deemed an original on the date first above written.

OWNER:

WEST VALLEY WATER DISTRICT

BY____________________________________

NAME____Robert Christman__________________

TITLE__Interim General Manager______________

CONTRACTOR:

_________________________________________

_________________________________________

BY____________________________________

NAME_________________________________ (Please type)

ADDRESS_______________________________

________________________________________

CONTRACTOR'S LICENSE NO._______________
CORPORATE CERTIFICATE

I, ________________________________, certify that I am the Secretary of the Corporation named as CONTRACTOR, in the foregoing contract; that ________________________ who signed said contract on behalf of the CONTRACTOR, was then __________________ of said Corporation; and that said contract was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its corporate powers.

______________________________

(SEAL)

ATTEST:

______________________________

Name __________________________

Title __________________________
SCOPE OF WORK

The Business Systems Manager, coordinating with the appropriate staff members at the District, will manage all access control at the District’s sites. The District is seeking an expansion of the existing access control system and services. These services will include the design support and estimating services as well as programming and installation services as further discussed. Because of the highly sensitive nature of this Scope of Work, the awarded Vendor is required to meet all requirements outlined throughout the document.

A. Electronic Security Systems/Devices: encompass computers, network connections (including wireless), data transmissions, communication devices, multiple points of monitoring, interfacing controls, sensors, and actuators. For the purposes of this Scope of Work, electronic security systems or devices include:

1. Access Control (wired and wireless): are comprised of card reader, door contacts, electric hinge or power transfer (wired systems), door strike, latch, reader interface module, interconnecting power and communication wiring, head-end intelligent system controller.

2. Electronic security systems/devices are not to be connected by hardware, integrated by software, or otherwise interfaced with any other control systems or life safety systems unless specifically required by code or approved by the District.

3. Electronic security systems/devices planning should be incorporated into the overall building design. Physical security devices and measures, as well as electronic devices and connections, are to be considered at the same time as comfort, function, energy efficiency, maintainability, life safety, accessibility, environment, inspiration and any other primary feature attributed to a facility.

B. Project specifications:

1. The District currently uses cards that also serve as employee ID badges, (approximately 80 employees).

2. The initial implementation is intended to provide access control for staff entries, so a single card reader is required at each entry point. However, the system should allow for the future addition of a second card reader at each entry point to enable the tracking of staff exits.

3. The proposed expansion must integrate with the existing system that is centrally managed with APACS, and must allow for future expansion to other smaller offsite facilities.

   a. The other smaller offsite facilities are numerous and vary. The District recognizes that the specific requirements for each of those will vary significantly.
b. Access via a mobile app is desirable, but not mandatory.

c. The proposed system must be internally redundant so that there is no single point of failure within the system.

4. The District may desire in the future to integrate the access control system with other systems, such as video surveillance systems and alarm monitoring systems. Although the capability for the access control system to integrate with other systems is not mandatory, it is desirable. The successful vendor should provide information about integration capabilities.

C. Industry Specific Standards: The vendor shall provide all necessary installation services in accordance with the current state adopted codes, and service laws or ordinances, and all rules and regulations of health, public and/or other authorities controlling or limiting the methods and materials to be used, or the actions of those engaged in this kind of work.

1. The Vendor shall adhere to the Occupational Safety and Health Administration’s (OSHA’s) most recently published safety and health regulations and general occupational safety and health standards.

2. Conformance: All work performed under this contract must conform to all applicable codes within the jurisdiction where the work is to be performed. The cost of any permits must be included in all estimates for work.

3. Permit and Code Inspections: Permit and code inspections are performed by other agencies; therefore, the requesting agency cannot control these inspection schedules. The Vendor is expected to meet all code requirements and be present for all scheduled inspections. If permit or code violations are found with work performed by the Vendor, the Vendor must correct all violations at no additional charge to the District. Failure to do so may affect the Vendor’s performance security and/or performance record.

4. Certification Requirements: Where a manufacturers’ certification to service and install equipment is required, the Vendor will supply certification documentation and agree to maintain certification.

   a. Where additional manufacturers’ certification requirements arise, the Vendor will gain certification as soon as possible, preferably within 30 days. Certification will be gained before installation and/or servicing systems that require certification.

   b. Trade:
      
      • Locksmith License w/ business certification
      • Alarm License w/ business certification
D. Other system specifications

1. The system shall comply with all industry specific standards for encryption and authentication.

2. The system shall provide the ability to define custom schedules for the purpose of managing facility access and operating auxiliary devices.

3. The system shall support multiple credentials per user, and maintain a database of all credentials associated with the account or sub-account, and the user to whom each is assigned.
   a. Credential information should be automatically updated to the appropriate access control panels without user intervention.

4. The system shall have the capability of allowing authorized operators to create fully customizable badges.

5. The system shall have the ability to dispatch e-mail and text message notifications to select administrators when select, predetermined event occur. Such as, door forced open, failed access attempts, etc.

6. The system shall include activity reports and also allow for the creation of customized reports.

E. Vendor Responsibilities

1. The Vendor shall use certified integrators to ensure system maintenance and hardware installation with software compatibility.

2. The Vendor shall be required to provide consulting services and submit a detailed written analysis for installations and other services when requested by the District.

3. The Vendor is to provide all services requested by the District in such a manner as to minimize down times and to maintain the covered access security and/or surveillance systems in good operating condition.

4. The Vendor is to furnish all labor, equipment, materials and special tools required for maintenance, emergency service, replacement of parts or devices, and furnish all electronic equipment, software and ancillary material needed to render service as part of this contract.

F. Vendor Qualifications

1. The importance of maintaining any and all District property in a safe and satisfactory operating condition requires that the services be performed by a
vendor who is regularly engaged with his/her own personnel in the services outlined in the Scope for this project.

2. Vendors shall have proper diagnostic and service equipment and personnel familiar with installed devices that comprise existing systems.

3. The Vendor shall have a minimum of ten (10) years of experience in the access control systems field.

4. A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.)

G. Warranty

1. The manufacturer shall warrant that the hardware products are free from defect in materials and/or workmanship for a period of three (3) years from the date of installation.

H. Miscellaneous: Hours; Testing; Training; etc.

1. All work performed will be at the convenience of the District.

2. Emergency response: The Vendor shall maintain 24 hours a day, 7 days a week emergency availability to coordinate any necessary resolution to system failures or problems.
   a. The Vendor shall respond within one (1) hour to all emergency service calls. A list of personnel authorized to make emergency services calls will be given to the successful vendor.

3. The installer shall perform all tests as recommended by the manufacturer to verify that the system is performing properly.
   a. The final acceptance testing shall be performed in the presence of a District representative, executing a point by point inspection against a documented test plan that demonstrates compliance with system requirements as designed and specified.

4. The installer shall provide systems operations, administration, and maintenance training to the designated District personnel.
Access points for this site include:
- All doors as indicated in the Roemer floor plan
  - Details provided in Figures 1-8
- Motorized Vehicle Gate 1: Figure 9
- Motorized Vehicle Gate 2: Figure 10

Network connectivity for this site:
- Roemer – wireless LAN
- Roemer Pretreatment – None currently
- Vehicle Gates – power only
Figure 1 – Roemer: One door as indicated by (A)
Figure 2 – Roemer: One door as indicated by (B)
Figure 3 – Roemer: Two doors as indicated by (C)
Figure 4 – Roemer: One door as indicated by (D)
Figure 5 – Roemer: Three doors as indicated by (E)
Figure 6 – Roemer: One door as indicated by (F)
Figure 7 – Roemer: Three doors as indicated by (G)
Figure 8 – Roemer: One door as indicated by (H)
Figure 9 – Roemer Motorized Vehicle Gate 1
Figure 10 – Roemer Motorized Vehicle Gate 2
Insurance and Indemnification Requirements

Indemnification Language – To the extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify West Valley Water District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney’s fees and costs, arising from all acts or omissions of Contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from West Valley Water District’s sole negligence or willful acts.

Minimum Insurance Requirements: Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Coverage - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least one million dollars ($1,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to West Valley Water District) or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars ($1,000,000) for bodily injury and property damage each accident.

3. **Workers’ Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the West Valley Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the West Valley Water District; but this provision applies regardless of whether or not the West Valley Water District has received a waiver of subrogation from the insurer.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the West Valley Water District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of
the specified minimum limits of insurance and coverage shall be available to the West Valley Water District.

**Other Required Provisions** - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** West Valley Water District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

2. **Primary Coverage:** For any claims related to this project, the Contractor’s insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the West Valley Water District, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the Member Water Agency its directors, officers, employees and authorized volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the West Valley Water District.

**Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the West Valley Water District. The West Valley Water District may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or West Valley Water District.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by West Valley Water District.

**Verification of Coverage** – Contractor shall furnish the West Valley Water District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the West Valley Water District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The West Valley Water District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

**Subcontractors** - Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that West Valley Water District its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

**Safety:**
In the performance of this contract the Contractor shall comply with all applicable federal, state and local statutory and regulatory requirements including, but not limited to California
Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act, related to their scope of work and operations. In case of conflict in regulations, the most stringent shall apply.
NOTICE OF AWARD

TO: CRB Security Solutions, 15154 Goldenwest Circle, Westminster, CA 92683

Project Description: Access Control Phase 3 (Roemer)

The Owner has considered the Bid submitted by you for the above described work in response to its Request for Proposal dated October 24, 2016, and Information for Bidders.

You are hereby notified that your Bid has been accepted in the amount of $53,551.80.

You are required by the Information for Bidders to execute the Agreement and furnish the required Contractor's Payment Bond, Contract Performance Bond, and Certificates of Insurance and Endorsements within ten (10) calendar days from the date of this Notice.

If you fail to execute said Agreement and to furnish said Bonds and Certificates of Insurance and Endorsements within ten (10) days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid is abandoned and as a forfeiture of your Bid Bond. The Owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the Owner.

Dated this 3rd day of May, 2018.

WEST VALLEY WATER DISTRICT

(Owner)

By __________________________

Robert Christman

Title  Interim General Manager
ACCEPTANCE OF NOTICE

RECEIPT OF THE ABOVE NOTICE OF AWARD IS HEREBY ACKNOWLEDGED

BY: ________________________________________________________________.

Dated this _____ day of ________________________________.

CRB SECURITY SOLUTIONS

______________________________
(Contractor)

By: ____________________________

Title: __________________________
NOTICE TO PROCEED

TO: CRB Security Solutions, 15154 Goldenwest Circle, Westminster, CA 92683

Project Description: Access Control Phase 3 (Roemer)

You are hereby notified to commence work in accordance with the Agreement dated November 2nd, 2017, on or before May 7th, 2018, and you are to complete the Work within 90 calendar days thereafter.

Dated this 3rd day of May, 2018.

WEST VALLEY WATER DISTRICT

By __________________________

Robert Christman

Title – Interim General Manager
For Professional Services Rendered Through 03/31/2018

ATTN ROBERT CHRISTMAN
WEST VALLEY WATER DISTRICT
955 W BASELINE
PO BOX 920
RIALTO CA 92377

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PLEASE INCLUDE YOUR ACCOUNT NO. ON YOUR PAYMENT
PAYMENTS INCLUDED THROUGH 04/10/2018

Page: 1
March 31, 2018
Account No: 23767M

Packet Pg. 84