"In order to comply with legal requirements for posting of agendas, only those items filed with the District Secretary's office by noon, on Wednesday prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

OPENING CEREMONIES

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

ADOPT AGENDA

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the District Clerk. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

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

All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, Staff Member, or any member of the public request a specific item(s) be removed for separate action.

Consideration of:

1. December 20, 2018 Regular Board Meeting Minutes.

2. January 11, 2019 Special Board Meeting Minutes.


BUSINESS MATTERS

Consideration of:

6. Approval of payment to Albright, Yee and Schmit, APC for professional services rendered in October 2018, Invoice No. 25512: $33,794.93.

7. Approval of payment to Leal Trejo, APC for professional services rendered in October, 2018, Invoice No. 17284: $22,845.18.

8. Approval of payment to Leal Trejo, APC for professional services rendered in November, 2018, Invoice No. 17343: $9,868.50.

9. Approval of payment to Tafoya & Garcia, LLP for professional services rendered in October 2018, Invoice No. 18-1010: $43,395.64.

10. Approval of payment to Tafoya & Garcia, LLP for professional services rendered in November 2018, Invoice No. 18-1011: $32,679.10.

11. To send a formal request to the State Controller’s Office to conduct a full independent financial audit of all financial dealings of the West Valley Water District over the past two year including all contracts, all contractors including contractors used by legal counsel for West Valley Water District business.
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
  - 1,541 Days without a "Lost Time" claim

UPCOMING MEETINGS

- February 11, 2019 - West Valley Water District Human Resources Committee Meeting at 6:00PM at the District Headquarters
- February 11, 2019 - West Valley Water District External Affairs Committee Meeting at 6:20PM at the District Headquarters
- February 12, 2019 - West Valley Water District Safety and Technology Committee Meeting at 6:00PM at the District Headquarters
- February 13, 2019 - West Valley Water District Engineering and Planning Committee Meeting at 6:00PM at the District Headquarters
- February 15, 2019 - West Valley Water District Finance Committee Meeting at 6:00PM at the District Headquarters
- February 21, 2019 - West Valley Water District Board of Directors Regular Meeting at 6:30PM (6:00 PM Closed Session) at the District Headquarters

INFORMATION

CLOSED SESSION

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Cal. Gov. Code Section 54957 Title(s): General Manager and Board Secretary
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code Section 54956.9(a): San Bernardino Valley Municipal Water District, et al., v San Gabriel Valley Company, et al; San Bernardino County Superior Court Case No. CIVDS1311085 / Fourth District Court of Appeal Division Two, Case No. E063180
- 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 February 4, 2019.

ACTION ITEMS

Crystal L. Escalera, Board Secretary

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District’s office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to Crystal Escalera, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Escalera may be contacted by telephone at (909) 875-1804 ext. 704, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.
MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
December 20, 2018

VISITORS:
June Hayes, San Bernardino Valley Municipal Water District
Gil Navarro, San Bernardino Valley Municipal Water District

OPENING CEREMONIES
Pledge of Allegiance - Lead by Vice President Kyle Crowther
Opening Prayer - Lead by Director Don Olinger
Call to Order
Roll Call of Board Members
ADOPT AGENDA

ADD URGENT ITEM NO. 14 "RECEIVE AND FILE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)" TO THE AGENDA

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

PUBLIC PARTICIPATION
Comments were made to the board of directors

The Board of Directors took a vote after Public Participation to move the “Reports” portion of the agenda before the Consent Calendar. Dr. Michael Taylor made the motioned, Director Young second the motion and it passed unanimously. Reports were then delivered to the Board of Directors and attending public.

MOVE "REPORTS" BEFORE THE CONSENT CALENDAR AND AFTER PUBLIC PARTICIPATION

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

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

- Board Members
  No report
- Legal Counsel
  No report
- General Manager/Staff
  Assistant General Manager, Ricardo Pacheco, introduced three new employees to the Board of Directors: Naseem Farooqui, External Affairs Manager; Cynthia Birts, Customer Service Representative, and Robert Mackamul, Customer Service Representative. Mr. Farooqui and Ms. Birts both addressed the Board and expressed their enthusiasm to begin work and their gratitude to join the district. Mr. Mackamul was not in attendance. Mr. Pacheco then called forward Soccorro Pantaleon to give a brief presentation to the board of Directors regarding the West Valley Water District’s annual calendar. Soccorro made a few remarks about the calendars and highlighted the pictures that were drawn by students in our surrounding school districts as part of our water conservation outreach program.

WVWD
Minutes: 12/20/18
Naseem Farooqui then gave a presentation and overview of the West Valley Water District’s Holiday Toy Drive. West Valley Water District employees and contractors collected toys in the previous weeks to present to the Children’s Fund. Sid Pinedo from Children’s Fund was in attendance and explained the importance and value of the toy drive to the children who would be receiving the items collected. Mr. Farooqui applauded the efforts of the staff and contractors who all participated in making the toy drive a success. Following these remarks, the Board of Directors paused briefly to take pictures.

Mr. Pacheco resumed his reports and updated the Board of Directors on the progress of the "Pay by Me" program being implemented by the district. Beginning with the next business cycle, customers billing will include a barcode on the back of their bill that can be scanned at a 7-11, CVS or Payment Express to pay their water bills. Mr. Pacheco also updated the Board of Directors on the district’s progress in the Water Distribution classes being offered to all district employees. Classes are in progress and will give the employees an opportunity to earn distribution certification with the State Water Board. This concluded Mr. Pacheco’s reports.

Clarence Mansell then introduced Executive Assistant, Melissa Blount and asked her for a report on the Hydro-STEM Education program efforts she is leading. Ms. Blount reported on a recent outreach with the Rialto Unified School District. Director Olinger, Ms. Blount, Water Treatment Plant Operators Ernie Montelongo and Sergio Granda were in attendance at this event. The outreach included introducing students to classes being offered through a collaboration between the Rialto Unified School District and Sacramento State University that will give students an opportunity to earn a “Grade 1” certification with the State Water Board. More outreach efforts were currently being planned as well as water plant tours. The programs have been well received and Ms. Blount will bring back reports on future events as they occur.

* ADD EMERGENCY ITEM NO. 14 “RECEIVE AND FILE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)” TO THE AGENDA, MOVE ITEMS NO. 9, 10, 11, 13 AND 14 TO THE CONSENT CALENDAR, AND MOVE ITEM NO. 8 TO BUSINESS MATTERS

Following the Reports, the Directors discussed if the addition of Item No. 14 to “Receive and File the Comprehensive Annual Financial Report (CAFR)” was adopted correctly. President Dr. Taylor motioned to receive and file the CAFR to rectify the issue. He also clarified the emergency to approve the CAFR was created by the report being completed after the agenda was posted and needed to be approved at this meeting in order to meet the Districts report completion deadline to avoid any adverse consequences to the district. President Dr. Taylor also added to his motion to move Items No. 9, 10, 11, 13 and 14 to the Consent Calendar, and to move Item No. 8 to Business Matters. Director Dr. Young second the motion to which there was no objections.

WVWD
Minutes: 12/20/18
RESULT:  APPROVED [UNANIMOUS]
MOVER:  Michael Taylor, President
SECONDER: Clifford Young, Director
AYES: Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

CONSENT CALENDAR

1. OCTOBER 18, 2018 REGULAR BOARD MEETING MINUTES

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

2. APPROVAL OF NOVEMBER 2018 PURCHASE ORDER REPORT

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

3. CONSIDER WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH AIGGRE CEDAR AVENUE INVESTOR, LLC

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

4. APPROVAL OF OUTSTANDING BALANCE TO ZIPRICK & CRAMER, LLP FOR PROFESSIONAL SERVICES RENDERED IN SEPTEMBER 2018, INVOICE NO. 1385: $4,094.00

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

WVWD
Minutes: 12/20/18
5. **APPROVAL OF PAYMENT TO LEAL TREJO, APC FOR PROFESSIONAL SERVICES RENDERED IN SEPTEMBER 2018, INVOICE NO. 1700: $17,123.50**

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

6. **APPROVAL OF PAYMENT TO ROGERS, ANDERSON, MALODY & SCOTT, LLP FOR FINANCIAL REPORTING SERVICES, INVOICE NO. 59230: $13,000.00.**

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

7. **APPROVAL OF PAYMENT TO STRADLING YOCCA CARLSON & RAUTH FOR AUDIT RESPONSE SERVICES RENDERED IN NOVEMBER 2018, INVOICE NO. 0094: $550.00.**

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

* Item No. 8 “Approval of employment agreement with Clarence Mansell, Jr. for General Manager” was moved to Business Matters.

9. **REQUEST TO CHANGE SALARY RANGE OF ENGINEERING SERVICES MANAGER TO ACHIEVE PARITY WITH OTHER DEPARTMENT HEADS**

(Dr. Taylor had previously put forth a motion to move this item to the Consent Calendar. Director Dr. Young second the motion which passed with no objections.)

President Dr. Taylor motioned to approve the Consent Calendar which include Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14. Director Dr. Young second the motion to which there was no objection.

WVWD
Minutes: 12/20/18
RESULT:  APPROVED [UNANIMOUS]  
MOVER:  Michael Taylor, President  
SECONDER:  Clifford Young, Director  
AYES:  Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

10. APPROVE AGREEMENTS WITH GENERAL PUMP COMPANY, SUPERIOR TANK COMPANY AND CSC ENGINEERING & CONSTRUCTION FOR A DESIGN-BUILD SYSTEM FOR WELL NO. 54

(Dr. Taylor had previously put forth a motion to move this item to the Consent Calendar. Director Dr. Young second the motion which passed with no objections.)

President Dr. Taylor motioned to approve the Consent Calendar which include Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14. Director Dr. Young second the motion to which there was no objection.

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

11. CONFLICT OF INTEREST CODE

(Dr. Taylor had previously put forth a motion to move this item to the Consent Calendar. Director Dr. Young second the motion which passed with no objections.)

President Dr. Taylor motioned to approve the Consent Calendar which include Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14. Director Dr. Young second the motion to which there was no objection.

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

BUSINESS MATTERS

8. APPROVAL OF EMPLOYMENT AGREEMENT WITH CLARENCE MANSELL, JR. FOR GENERAL MANAGER

(Dr. Taylor had previously put forth a motion to move this item to Business Matters. Director Dr. Young second the motion which passed with no objections.)

Director Greg Young commented on the proposed contract and the matching contribution portion. Director Young let Clarence know that he did not have enough information to vote on the contract as presented without knowing what the surrounding General Managers in our district receive. He felt the contribution was too high and feared a domino effect would set off by the contract approval for future Executive Staff and General Managers.

WVWD
Minutes: 12/20/18
**RESULT:** APPROVED [3 TO 2]

**MOVER:** Michael Taylor, President  
**SECONDER:** Kyle Crowther, Vice President  
**AYES:** Michael Taylor, Kyle Crowther, Donald Olinger  
**NAYES:** Clifford Young, Gregory Young

### 12. ADOPTION OF POLICIES FOR RULES OF DECORUM, CENSURE, AND PRESIDENTIAL TERMS

The Censure policy was discussed in length by the Board of Directors. Discussion on Section 3 of the Procedures outlined were not agreeable to Director Dr. Young. He made a motion to amend Section 3 of the Censure Policy to remove "Executive Committee" and replace it with "full Board of Directors" and to recuse the Board member if they are the subject of the reviewing party. Director Greg Young second the motion which failed by the following vote:

**RESULT:** DEFEATED [2 TO 3]

**MOVER:** Clifford Young, Director  
**SECONDER:** Gregory Young, Director  
**AYES:** Clifford Young, Gregory Young  
**NAYS:** Michael Taylor, Kyle Crowther, Donald Olinger

Discussion continued following the defeated motion made by Director Dr. Young. Director Greg Young then raised concern about Ordinance No. 85 not matching the verbiage in the Censure Policy and motioned to amend the policy by changing "Executive Committee" to "Ad Hoc Committee" to comply. Director Olinger second the motion and a vote was taken. However, after further discussion Legal Counsel clarified that the policies being presented cannot be voted on separately since they are listed as a single agenda item and the Board must vote on it in totality.

Director Greg Young continued in discussion and asked Legal Counsel for clarification in the process set forth in the Censure Policy. Director Greg Young questioned if a Board member makes a complaint against another Board Member and the accused Board member has the right to attend the hearing, will that put the Board in a Brown Act Violation if all four Elected Directors attend? Legal Counsel clarified the actions that would violate the Brown Act and did not feel it would be a violation. Director Young expounded that his question was important for the public to hear in the event that a Brown Act Violation is suspected if this situation should arise.

Director Greg Young moved to discussion regarding the Presidential Terms Policy. Director Dr. Young felt the Presidential Terms being presented to be inconsistent with practices of the Board and requested his comment to be recorded. Discussion about the policies continued for several minutes following. At the conclusion of their discussion. President Dr. Taylor made a substitute motion to pass Item No. 12 by titles and to amend the Censure Policy by changing "Executive Committee" to "Ad Hoc Committee." Vice President Kyle Crowther second the motion and the item passed with a 3-2 vote as recorded below:
RESULT: 
ADOPTED AS AMENDED [3 TO 2]
MOVER: Michael Taylor, President
SECONDER: Kyle Crowther, Vice President
AYES: Michael Taylor, Kyle Crowther, Donald Olinger
NAYS: Clifford Young, Gregory Young

13. DISTRICT CLOSURE FOR THE WEEK OF THE 2018 CHRISTMAS HOLIDAY.

President Dr. Taylor motioned to Approve Items No. 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, and 14 of the Consent Calendar. Director Dr. Young second the motion to which there was no objection.

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

* Item No. 14 "Receive and File Comprehensive Annual Financial Report (CAFR)" was moved to the Consent Calendar.

After all the items on the agenda were voted on, Director Dr. Young made a privileged motion to adjourn. President Dr. Taylor made an amended motion to adjourn following Legal Counsels report from Closed Session. Director Young second the motion to which there was no objections. Legal Counsel reported no action was taken during Closed Session and the meeting adjourned at 7:45 PM.

MOTION TO ADJOURN FOLLOWING A REPORT FROM CLOSED SESSION

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

CLOSED SESSION

Mr. Tafoya reported no action was taken during Closed Session.

- District closure for the week of the 2018 Christmas Holiday.
- Reschedule the January 3, 2019 Board Meeting to January 10, 2019.
- CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: three (3)
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: San Bernardino Valley Municipal Water v. San Gabriel Valley Water Case No.: CIVDS1311085

WVWD
Minutes: 12/20/18
ADJOURN

The meeting adjourned at 7:45 PM.

____________________________
Dr. Michael Taylor
President of the Board of Directors
of West Valley Water District

ATTEST:

____________________________
Crystal L. Escalera, Board Secretary

WVWD
Minutes: 12/20/18
OPENING CEREMONIES

Pledge of Allegiance - Lead by Vice President Kyle Crowther
Opening Prayer - Lead by Director Don Olinger
Call to Order
Roll Call of Board Members
ADOPT AGENDA

Director Greg Young motioned to adopt the agenda which Director Don Olinger seconded. Before a vote was taken, Legal Counsel requested to remove Business Item No. 6 "Approval of payment to Tafoya & Garcia" from the agenda for further review. Director Greg Young amended his motion to adopt the agenda with exception of Item No. 6 as requested by Legal Counsel. The following vote was taken:

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

PUBLIC PARTICIPATION

Comments were made to the Board of Directors.

CONSENT CALENDAR

1. NOVEMBER 1, 2018 REGULAR BOARD MEETING MINUTES

Vice President Kyle Crowther called for a motion to adopt the Consent Calendar as presented. Director Greg Young motioned to adopt the calendar and Director Dr. Young seconded the motion. There were no objections and the motion passed as follows:

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

2. NOVEMBER 15, 2018 REGULAR BOARD MEETING MINUTES

Vice President Kyle Crowther called for a motion to adopt the Consent Calendar as presented. Director Greg Young motioned to adopt the calendar and Director Dr. Young seconded the motion. There were no objections and the motion passed as follows:

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

3. DECEMBER 6, 2018 REGULAR BOARD MEETING MINUTES

Vice President Kyle Crowther called for a motion to adopt the Consent Calendar as presented. Director Greg Young motioned to adopt the calendar and Director Dr. Young seconded the motion. There were no objections and the motion passed as follows:

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

WVWD

Minutes: 1/11/19
RESULT: ADOPTED [UNANIMOUS]  
MOVER: Gregory Young, Director  
SECONDER: Clifford Young, Director  
AYES: Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young  
EXCUSED: Michael Taylor  

BUSINESS MATTERS  

4. APPROVAL OF PAYMENT TO VARNER & BRANDT, LLP FOR PROFESSIONAL SERVICES RENDERED IN OCTOBER AND NOVEMBER, 2018, ACCOUNT NO. 23767-0000: $18,285.59 AND ACCOUNT NO. 23767-0002: $6,086.00  

Director Greg Young motioned to move Items No. 4, 5, 7 and 8 for approval, Director Olinger seconded the motion to which there were no objections. (Item No. 6 was pulled during the adoption of the agenda at the request of Legal Counsel and Item No. 9 was taken as a separate vote).  

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

5. APPROVAL OF PAYMENT TO ALBRIGHT, YEE & SCHMIT, APC FOR PROFESSIONAL SERVICES RENDERED IN JULY, 2018, INVOICE NO. 25315: $2,605.00  

Director Greg Young motioned to move Items No. 4, 5, 7 and 8 for approval, Director Olinger seconded the motion to which there were no objections. (Item No. 6 was pulled during the adoption of the agenda at the request of Legal Counsel and Item No. 9 was taken as a separate vote).  

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

6. APPROVAL OF PAYMENT TO TAFOYA & GARCIA, LLP FOR PROFESSIONAL SERVICES RENDERED IN OCTOER 2018, INVOICE NO. 18-1010: $43,395.64  

Before the agenda was adopted, Legal Counsel requested to remove Business Item No. 6 "Approval of payment to Tafoya & Garcia " from the agenda for review. This item was pulled as a result.  

RESULT: WITHDRAWN  

WVWD  
Minutes: 1/11/19
7. APPROVE CLA INVOICE FOR TREASURY SERVICES

Director Greg Young motioned to move Items No. 4, 5, 7 and 8 for approval, Director Olinger seconded the motion to which there were no objections. (Item No. 6 was pulled during the adoption of the agenda at the request of Legal Counsel and Item No. 9 was taken as a separate vote).

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

8. APPROVAL OF PAYMENT TO LARSON O'BRIEN, LLP FOR PROFESSIONAL SERVICES RENDERED IN MAY 2018, INVOICE NO. 4490: $7,228.18; AND JUNE 2018, INVOICE NO. 4561: $7,854.24

Director Greg Young motioned to move Items No. 4, 5, 7 and 8 for approval, Director Olinger seconded the motion to which there were no objections. (Item No. 6 was pulled during the adoption of the agenda at the request of Legal Counsel and Item No. 9 was taken as a separate vote).

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

9. REJECTION OF CLAIMS - STAFF RECOMMENDS THAT THE DISTRICT BOARD REJECT THE FOLLOWING CLAIM(S) AND DIRECT STAFF TO SEND APPROPRIATE NOTICE OF REJECTION TO CLAIMANT(S): CLAIM NO. 19-0321, HP COMMUNICATIONS INC. VS WEST VALLEY WATER DISTRICT

This item was taken for a vote after all the other items on the agenda were addressed.

Director Dr. Young began discussion for this item by requesting to hear the staff report for the claim since one was not provided. Legal Counsel informed the Directors that they could take the matter into Closed Session before voting if they would like to discuss the item further. Director Dr. Young made a motion to recess into Closed Session following the Reports. Director Greg Young seconded the motion to which there were no objections. The Board then went into Closed Session. At approximately 6:30 PM the Directors returned to open session. Vice President Crowther reopened the meeting and Director Dr. Young motioned to approve the rejection of the claim named. Director Greg Young second the motion to which there were no objections.
RESULT: APPROVED [UNANIMOUS]
MOVER: Clifford Young, Director
SECONDER: Gregory Young, Director
AYES: Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
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 Greg Young: Expressed his condolences to the Taylor family for their loss. Director Young also commented on his gratitude for the recent rain and wished his sister a happy birthday.
  - Director Don Olinger: Remarked on setting a tone for public participation in the West Valley governance and thanked Don Griggs and his associates, the Rate Payers Association, June Hayes, Gil Navarro, staff and other members of the community who come out regularly to attend the Board Meetings.
  - Kyle Crowther: Additionally, expressed his condolences to the Taylor family’s loss. He also thanked the Linda Jadeski and the efforts of the Engineering and Operations department for helping resolving customer issues that were brought to the Board.

- **Legal Counsel**
  - Robert Tafoya also thanked Linda and the staff for their help with the issue presented and commented that it was a usual and complicated matter and was satisfied with the outcome.

- **General Manager/Staff**
  - Clarence Mansell: No report
  - Ricardo Pacheco: Report to the Board on the completion of the Persimmon Street Project

8. **MOTION TO RECESS INTO CLOSED SESSION**

Director Dr. Young made a motion to recess into Closed Session following the Reports. Director Greg Young seconded the motion to which there were no objections. The Board went into Closed Session and returned to Open Session at approximately 6:30 PM

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

**ADJOURN**

The meeting adjourned at 6:36 PM

WVWD
Minutes: 1/11/19
Dr. Michael Taylor  
President of the Board of Directors  
of West Valley Water District

ATTEST:

Crystal L. Escalera, Board Secretary
MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
January 17, 2019

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Taylor</td>
<td>☑️</td>
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<tr>
<td>Kyle Crowther</td>
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<tr>
<td>Donald Olinger</td>
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<tr>
<td>Clifford Young</td>
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<td>Gregory Young</td>
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<tr>
<td>Clarence Mansell</td>
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<tr>
<td>Crystal L. Escalera</td>
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<tr>
<td>Ricardo Pacheco</td>
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<tr>
<td>Deborah Martinez</td>
<td>☑️</td>
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<td>❑️</td>
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<tr>
<td>Joanne Chan</td>
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<tr>
<td>Linda Jadeski</td>
<td>☑️</td>
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<tr>
<td>Jon Stephenson</td>
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<tr>
<td>Robert Tafoya</td>
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</tr>
</tbody>
</table>

VISITORS:
June Hayes,
Gill Navarro,

OPENING CEREMONIES
Pledge of Allegiance - Lead by Don Olinger
Opening Prayer - Lead by Kyle Crowther
Call to Order
Roll Call of Board Members
ADOPT AGENDA

A motion to adopt the agenda was made by President Dr. Taylor and second by Vice President Crowther. The motion passed by the following vote:

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

BOARD PRESENTATIONS

- Southern California Edison South Generation Incentive Program (SGIP) Check Presentation.

  Virginia Velasquez, Jennifer Shaw, and Espy Brache from Southern California Edison (SCE) were in attendance to present an incentive check to the district. Linda Jadeski explained to the Board that the Oliver Roemer Plant is part of the South Generation Incentive Program (SGIP) offered by SCE and will generate enough electricity to offset its electrical cost and bring savings to the district. The SCE representatives presented a check and photos were taken with the Board Directors.

- Eisenhower High School Football Team Recognition.

  Assistant General Manager, Ricardo Pacheco introduced the Eisenhower High School football team. Eisenhower High School ended with a 14-1 season and advanced to the CIF championship. The West Valley Water District sponsored four meals for the football team through the season. Director Olinger attended some of these dinners on behalf of the district along with district staff. The district also provided reusable water bottles and water to the team. Mr. Pacheco thanked the Eisenhower High School administration, Principal Frank Camacho, Head Coach Al Brown, Athletic Director Monique Marquez. Mr. Pacheco also let the audience know any future questions or future support request can be made to the External Affairs department who will be glad to give you more information. He then invited the Board of Directors to join the attending football team and administrators to take a picture and to present the team with a certificate. Following the pictures, Head Coach Al Brown reciprocated the presentation of a certificate of appreciation, football team photo and autographed football to the Directors. Further pictures were taken and the Board resumed with the agenda.

PUBLIC PARTICIPATION

  Don Griggs and Bobbie Koening made comments to the board.
CONSENT CALENDAR

Director Dr. Young motioned to pass the Consent Calendar with a change to "Approval" for the December and November 2018 Cash Disbursement Report to "Receive and File." Director Greg Young second the motion which passed by the following vote:

1. APPROVAL OF DECEMBER 2018 CASH DISBURSEMENTS REPORT

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

2. APPROVAL OF NOVEMBER 2018 CASH DISBURSEMENTS REPORT

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

3. CONSIDER A WATER SYSTEMS INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH CASMALIA HOLDINGS, LLC

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

BUSINESS MATTERS

4. CONSIDER A REQUEST FROM K. HOVnanian communities, Inc. to divide the develop billing letter into multiple payments.

Director Greg Young discussed what consequences the district would have if the proposed fee schedule were to be approved and what the financial impact would be. Linda Jadeski responded to Director Young’s questions and the Board engaged in further discussion. General Manager Mansell clarified the payments would be paid in full by the end of the fiscal year and would be secured by a bond. Director Dr. Young motioned to approve the request by K. Hovnanian. Vice President Crowther second the vote and it passed by the following vote:

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

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Minutes: 1/17/19
5. CONSIDER AWARD OF CONTRACT FOR CUSTOMER SERVICE FOYER RENOVATION PROJECT TO CALTEC CORP.

Director Greg Young opened up the discussion and felt the cost of the project was too high and suggested budgeting the item during the next fiscal year. Director Dr. Young agreed and motioned to not approve this item. Director Greg Young second the motion. The Directors continued to discuss the cost of the renovation and questioned if delaying the project would increase it further. Vice President Crowther stated that postponing the project any longer would only cause the project to increase in cost. He also discussed the budget of the project and cost saving opportunities that were identified by Ricardo Pacheco. A vote was taken following this conversation and failed 3-2 as recorded below:

REJECT THE AWARD OF CONTRACT FOR CUSTOMER SERVICE FOYER RENOVATION PROJECT TO CALTEC CORP.

RESULT: DEFEATED [2 TO 3]
MOVER: Clifford Young, Director
SECONDER: Gregory Young, Director
AYES: Clifford Young, Gregory Young
NAYS: Michael Taylor, Kyle Crowther, Donald Olinger

CONSIDER AWARD OF CONTRACT FOR CUSTOMER SERVICE FOYER RENOVATION PROJECT TO CALTEC CORP.

Following the failed vote to not approve this item, Vice President Kyle Crowther motioned to accept the item as presented. Director Olinger second the motion and the motion passed 3-2 by the following vote:

RESULT: APPROVED [3 TO 2]
MOVER: Kyle Crowther, Vice President
SECONDER: Donald Olinger, Director
AYES: Michael Taylor, Kyle Crowther, Donald Olinger
NAYS: Clifford Young, Gregory Young

6. ELECTRONIC COMMUNICATIONS POLICY ACKNOWLEDGEMENT FORM

President Dr. Taylor motioned to pass items No. 6 and 7 in a single vote. Director Dr. Young made a substitute motion to pass Items No. 6 and 7 with a presentation for Item No. 7. Director Greg Young second the motion and the Board voted unanimously to pass the substitute motion. The presentation was given following Item No. 5.

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

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7. WEST VALLEY CAFR 2017-2018

President Dr. Taylor motioned to pass items No. 6 and 7 in a single vote. Director Dr. Young made a substitute motion to pass Items No. 6 and 7 with a presentation for Item No. 7. Director Greg Young second the motion and the Board voted unanimously to pass the substitute motion. The presentation was given following Item No. 5.

Brad from Roger, Anderson, Melody and Scott (RAMS) presented to the Board a brief report on the opinion letter their firm prepared for the Comprehensive Annual Financial Report (CAFR) for fiscal year 2018. The report included was an “unmodified report” which is the highest level of assurance auditors can provide on a set of financial statements. Also included in the report was an award the district received the previous fiscal year showing the districts adherence to the highest level of financial reporting from the Government Finance Officers Association (GFOA). RAMS also felt very strongly that the report for 2018 would also receive this award. He also informed the Board that if they had come across any issues during their audit it would have also been reported in the CAFR. Brad applauded the efforts made by the districts to address items found in the past and to correct those issues. This concluded his report and there were no questions from the Board.

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

8. RESOLUTION 2019-1 PROVIDING FOR THE CREATION OF THE WATER SUPPLY RELIABILITY 2025 PROGRAM

Director Greg Young motioned to table the resolution to allow time for additional research on the subject. Discussion then ensued resulting in an amended motion being put forth by Director Greg Young to move this item to a Board Workshop at a later date. Director Olinger second the motion and it pass unanimously. President Dr. Taylor instructed Mr. Mansell to set a date for the workshop as soon as possible.

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

9. APPROVAL OF CONTRACT FOR ROB KATHERMAN CONSULTING

General Manager Mansell gave a verbal report to the Board of the events that led up to the current contract being presented for Robert Katherman as outlined in the staff report included in the packet. Directors Greg Young and Dr. Young stated concerns regarding the terms of the contract and overall cost. Discussion ensued regarding the terms of the contract and if Mr. Katherman disclosed any conflicts of interest he may have with the district. Further discussion occurred resulting with President Dr. Taylor making a motion to approve the contract for Rob Katherman Consulting as presented, second by Vice President Crowther. The vote passed 3-2. Following the vote, Dr. Young requested Legal Counsel to bring back to the Board the regulations he cited during the discussion regarding gifts and contributions to elected officials.

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and what the elected officials can and cannot vote on.

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

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

- Board Members
  o Director Olinger: No report
  o Director Greg Young: Thanked members of the community that have inquired about his mother’s help. He also expressed his gratitude to the West Valley Water District team that assisted in putting the Roemer Plant tour together for Don Griggs and his community partners. Director Greg Young also commented to a letter received over the weekend from the districts CFO, Naisha Davis, notifying the Board of detailing disturbing claims of the lack of internal controls and the shifting of money without Board approval. Director Young requested an action item to be placed on the next Board agenda to authorize the State Controller’s Office to select an auditor to conduct a full independent financial audit of all financial dealings of the district over the past two years, including all contracts and all contractors including those used by legal counsels. The Board agreed to the agenda item and will take the item up at the February 7, 2018 regular Board of Directors meeting.
  o Director Dr. Young: Reported on the City of Fontana’s Development presentation he attended in the morning and was impressed with the growth and success of the city. He also commented on the city of Rialto’s growth and was proud of West Valley Water Districts service to these areas.
  o Vice President Crowther: Thanked Southern California Edison for coming out and Don Griggs for his attendance of the Roemer tour. He also commented on the growth of Fontana and thanked the community members that were in attendance.
  o President Dr. Taylor: Echoed the statement made by Vice President Crowther.

- Legal Counsel
  o Mr. Tafoya reported during Closed Session the Board gave instruction to retain legal counsel regarding several investigations. The investigations are as follows: complaint filed by Patricia Romero with the FPPC; complaint filed by Patricia Romero with the District Attorney’s Office against the West Valley Water District, Dr. Michael Taylor, Mr. Crowther, Mr. Olinger, Mr. Mansell, Mr. Pacheco, Mrs. Martinez, Ms. Blount, Mr. Katherman, Mr. Rodriguez, and Mr. Willoughby; complaint by Mrs. Martinez, Mr. Pacheco and Mr. Mansell against Dr. Young; complaint by Mr. Griggs and Mr. Brown to the Attorney General; and a complaint by Naisha Davis against Mr. Mansell.

- General Manager
  o Ricardo Pacheco introduced Telat Yalcin, the districts GIS Coordinator. Mr. Yalcin presented to the Board a web application the District is currently working on that will allow the end user to access an online map from a computer or cell phone that

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will give the user information on the new District Divisions. This is an effort being put forth by the district to help inform our customers of the newly implemented district Divisions and to inform the customer who their elected Division Director is. The web application is still being worked on and will be available in the near future.

CLOSED SESSION

Mr. Tafoya reported during Closed Session the Board gave instruction to retain legal counsel regarding several investigations. The investigations are as follows: complaint filed by Patricia Romero with the FPPC; complaint filed by Patricia Romero with the District Attorney’s Office against the West Valley Water District, Dr. Michael Taylor, Mr. Crowther, Mr. Olinger, Mr. Mansell, Mr. Pacheco, Mrs. Martinez, Ms. Blount, Mr. Katherman, Mr. Rodriguez, and Mr. Willoughby; complaint by Mrs. Martinez, Mr. Pacheco and Mr. Mansell against Dr. Young; complaint by Mr. Griggs and Mr. Brown to the Attorney General; and a complaint by Naisha Davis against Mr. Mansell.

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: International Union of Operating Engineers Local 12 v. WVWD Charge No. LA-CE-1319-M

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

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Karen Logue v. West Valley Water District Case No.: CIVDS1818381

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Three (3)

ADJOURN

The meeting adjourned at 8:15 PM.
DATE: February 7, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: APPROVAL OF DECEMBER 2018 PURCHASE ORDER REPORT

BACKGROUND:

The West Valley Water District (“District”) generated twenty-nine (29) Purchase Orders (“PO”) in the month of December 2018 to various vendors that provide supplies and services to the District. There were twenty-two (22) PO’s issued below the General Manager's approval level and seven (7) PO’s issued at the General Manager's approval level. The total amount issued to PO’s for the month of December 2018 was $185,495.61. A table listing all PO’s for December 2018 is shown in Exhibit A.

FISCAL IMPACT:

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

STAFF RECOMMENDATION:

Receive and file the December 2018 Purchase Order Report.

Respectfully Submitted,

Clarence Mansell Jr., Interim General Manager

ATTACHMENT(S):

1. December 2018 Purchase Order 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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<tbody>
<tr>
<td>12/4/2018</td>
<td>4150</td>
<td>THERMO ELECTRON NORTH AMERICA</td>
<td>1,522.00</td>
<td>PARTS FOR DIONEX SYSTEM FOR FBR</td>
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<td>12/4/2018</td>
<td>4151</td>
<td>BANK OF AMERICA-2136</td>
<td>1,124.91</td>
<td>LAPTOP FOR FBR</td>
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<td>12/4/2018</td>
<td>4152</td>
<td>AQUA-METRIC SALES CO</td>
<td>3,124.94</td>
<td>METER REGISTER ORDER</td>
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<td>12/5/2018</td>
<td>4153</td>
<td>ADVANTAGE BUSINESS FORMS INC</td>
<td>596.00</td>
<td>NEW BUSINESS CARDS WITH UPDATED DIRECTORS’ TITLE</td>
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<td>12/5/2018</td>
<td>4154</td>
<td>BANK OF AMERICA-8005</td>
<td>775.40</td>
<td>250 CHEVRON SHOPPER TOTE BAGS FOR HYDRO EVENT</td>
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<td>12/5/2018</td>
<td>4155</td>
<td>MCCROMETER INC</td>
<td>807.05</td>
<td>METER KITS FOR WELL 5</td>
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<td>12/5/2018</td>
<td>4156</td>
<td>BANK OF AMERICA-8005</td>
<td>1,075.89</td>
<td>DAF PARTS FOR FBR</td>
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<td>12/5/2018</td>
<td>4157</td>
<td>TESCO CONTROLS INC</td>
<td>555.00</td>
<td>SCADA SYSTEM SERVICE/REPAIR</td>
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<td>12/6/2018</td>
<td>4158</td>
<td>ROBERT WILLIAM MATHIS</td>
<td>10,000.00</td>
<td>PROFESSIONAL SERVICES - CONSULTING</td>
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<td>12/6/2018</td>
<td>4159</td>
<td>PSA PRINT GROUP</td>
<td>3,944.47</td>
<td>2019 CONSERVATION CALENDAR</td>
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<td>12/6/2018</td>
<td>4160</td>
<td>MCMASTER-CARR</td>
<td>2,395.28</td>
<td>HIGH TEMPERATURE RUBBER SHEETS FOR THE DAF AT FBR</td>
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<td>12/6/2018</td>
<td>4163</td>
<td>UNIVAR USA INC</td>
<td>3,083.81</td>
<td>PHOSPHORIC 75% CHEMICAL FOR FBR</td>
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<td>12/6/2018</td>
<td>4165</td>
<td>WOLCOTT COMMUNICATIONS</td>
<td>10,000.00</td>
<td>PROFESSIONAL SERVICES - CONSULTING</td>
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<td>12/6/2018</td>
<td>4166</td>
<td>OLDCASTLE ENCLOSURE SOLUTIONS</td>
<td>3,011.61</td>
<td>XL METER BOX ORDER</td>
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<td>12/6/2018</td>
<td>4168</td>
<td>RELIABLE WATER SOLUTIONS, LLC</td>
<td>9,163.06</td>
<td>RADAR LEVEL FOR CHEMICAL TANKS IN ROEMER</td>
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<td>12/7/2018</td>
<td>4170</td>
<td>WILEY, MARK</td>
<td>2,500.00</td>
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<td>12/7/2018</td>
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<td>BANK OF AMERICA-3810</td>
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<td>SAFETY RECOGNITION FOR HR</td>
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<td>12/12/2018</td>
<td>4173</td>
<td>ENTERPRISE FLEET MANAGEMENT IN</td>
<td>7,258.01</td>
<td>PURCHASE LEASE TRUCKS</td>
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<td>12/12/2018</td>
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<td>AMAZON</td>
<td>2,940.08</td>
<td>COMPUTER AND ACCESSORIES FOR IT</td>
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<td>QUINN COMPANY</td>
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<td>GENERATOR EG1 REPLACE BATTERY FOR PRODUCTION</td>
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<td>12/12/2018</td>
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<td>QUINN COMPANY</td>
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<td>GENERATOR EG4 REPLACE BATTERY FOR PRODUCTION</td>
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<td>4177</td>
<td>GRAINGER INC</td>
<td>593.06</td>
<td>SHOP SUPPLIES (WIRES) FOR ROEMER</td>
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**Total PO's up to $10K** $68,175.48

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<th>DATE</th>
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<th>DESCRIPTION</th>
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<td>12/3/2018</td>
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<td>METER ORDER</td>
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<td>12/6/2018</td>
<td>4161</td>
<td>GENERAL PUMP COMPANY INC</td>
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<td>EAST COMPLEX NORTH WELL SERVICE</td>
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<td>12/6/2018</td>
<td>4162</td>
<td>POWER EQUIPMENT DIRECT INC</td>
<td>17,052.00</td>
<td>MULTIQUIP TRASH PUMP</td>
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<td>12/7/2018</td>
<td>4164</td>
<td>BRENNTAG PACIFIC INC</td>
<td>15,518.59</td>
<td>ACETIC ACID FOR FBR</td>
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<td>12/12/2018</td>
<td>4167</td>
<td>STERLING WATER TECHNOLOGIES LL</td>
<td>14,175.59</td>
<td>SWT 2000 (ACH) AMMONIUM HYPOCHLORITE FOR ROEMER</td>
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<td>12/12/2018</td>
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<td>MV CHENG &amp; ASSOCIATES INC</td>
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<td>PROFESSIONAL SERVICES - CONSULTING</td>
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**Total PO's GM Approval** $117,320.13

None

**Total PO's Board Approval** $-

29 PO's**

**GRAND TOTAL** $185,495.61
DATE: February 7, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., Interim General Manager
SUBJECT: CONSIDER TASK ORDER NO. 5 WITH GEOSCIENCE SUPPORT SERVICES INCORPORATED FOR CHARACTERIZATION OF WELL 2

DISCUSSION:

Recent water quality samples collected from Well 2 have reported the presence of MTBE. While Well 2 has a history of producing arsenic at concentrations above drinking water standards, the presence of MTBE is a relatively new issue. To evaluate and characterize the source zones of MTBE, West Valley Water District requested proposals for flow profiling and depth specific sampling from geotechnical firms. A summary of the bids received are as follows:

<table>
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<th>Bidder</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Geoscience Support Services Incorporated</td>
<td>$46,272.00</td>
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<tr>
<td>Richard C. Slade &amp; Associates LLC</td>
<td>$49,599.00</td>
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<tr>
<td>Wood Rogers</td>
<td>$64,600.00</td>
</tr>
</tbody>
</table>

Geoscience Support Services Incorporated (Geoscience) proposes a combination flow profile survey, paired with depth-specific sampling of groundwater from the well under dynamic (i.e., pumping) conditions. This data will identify zones throughout the well that are contributing MTBE, and will provide guidance for mitigation measures. Geoscience has proposed to gain access to the well through the existing sounding and vent tubes. Attached, as Exhibit A is the proposal from Geoscience.

FISCAL IMPACT:

The cost of the Geohydrologic Services Related to MTBE evaluation of Well 2 as outlined in Tasks 1 through 3 of the proposal is $46,272. This item was not included in the Fiscal Year 2018/2019 Budget. The FBR Offices Construction project in the Capital Improvement budget has funds available to transfer. A summary of the requested budget transfer is as follows:
**STAFF RECOMMENDATION:**

It is recommended that the Board of Directors approve Task Order No. 5 with Geoscience Support Services Incorporated for Geohydrologic Services related to MTBE evaluation at Well 2 as proposed by Geoscience Support Services Incorporated in the amount of $46,272.00.

Respectfully Submitted,

![Signature]

Clarence Mansell Jr., Interim General Manager

LJ:JC:ce

**ATTACHMENT(S):**

1. Exhibit A - Cost Proposal from Geoscience Support Services Incorporated
EXHIBIT A
January 3, 2019

Ms. Linda Jadeski
Engineering Services Manager
West Valley Water District
855 West Base Line
Rialto, CA 92377

Subject: Cost Proposal to Provide Geohydrologic Services Related to MTBE Evaluation at WVWD Well 2

Dear Linda:

As requested, we are pleased to provide this cost proposal for geohydrologic services related to the well characterization of West Valley Water District (WVWD) Well 2. It is our understanding that recent water quality samples collected from Well 2 have reported the presence of Methyl tert-butyl ether (MTBE). While Well 2 has a history of producing arsenic at concentrations above drinking water standards, the presence of MTBE is a relatively new issue. To evaluate and characterize the source zones of MTBE, GEOSCIENCE proposes a combination flow profile survey, paired with depth-specific sampling of groundwater from the well under dynamic (i.e., pumping) conditions. These data will identify zones throughout the well that are contributing MTBE, and will provide guidance for mitigation measures.

To accomplish this work, GEOSCIENCE has teamed with 1) BESST, Inc., (BESST) of San Rafael, California to provide flow meter services and assist with the collection of water quality samples, and 2) Clinical Laboratories of San Bernardino (Clinical), a State of California certified laboratory that will provide analysis of all water quality samples. By teaming with these groups, the work will be performed utilizing the existing well pump, avoiding the cost associated with removing the existing pump and installing a test pump. Based on photographs of the well head provided by WVWD, our team is confident that we can gain access to the well through the existing sounding and vent tubes. This access will be verified as detailed in Task 2.1 below. Should access prove impossible, GEOSCIENCE has provided optional scope with an alternative team. This team will consist of 1) Best Drilling and Pump (Best) of Colton, California to remove the existing well pump and associated equipment, install a test pump, operate the equipment during testing and sampling, and convey waste water to the appropriate discharge location; 2) Pacific Surveys, LLC (Pacific Surveys) of Claremont, California will provide spinner (flow meter) surveys and assist with the collection of depth-specific water quality samples; and 3) Clinical will provide analysis of all water quality samples. Our proposed scope of work is as follows:
1.0 PROJECT MANAGEMENT

1.1 Project Management and Coordination
GEOSCIENCE will provide construction management services throughout the course of the work to ensure that all aspects of the project are carried out in a proper and efficient manner. Construction management activities will include coordinating activities between contractors, the laboratory, and WVWD. In addition we will ensure that all work is performed to the satisfaction of regulatory agencies. Our work will also include email and/or phone updates to WVWD personnel, along with submittal of relevant photographs. In addition, GEOSCIENCE will assist, as necessary, with the procurement of any permitting required to perform this work-including NPDES requirements.

2.0 WELL CHARACTERIZATION UNDER DYNAMIC CONDITIONS

In order to understand the flow profile and depth-specific groundwater quality of Well 2, a dynamic (i.e., pumping) evaluation should be performed. As described below, this work will be accomplished using the existing pumping equipment.

2.1 Site Investigation for Access
Prior to attempting the flow profiling and sampling of Well 2, BESST will perform an access survey to verify that their equipment will work with the well head as it is currently configured, and to determine the most appropriate entry point(s) into the well and past the pump bowl. The survey is performed by installing a “chain survey” tool and verifying free passage throughout the screened portion of the well.

2.2 Perform Dynamic Flow Profiling by Dye Tracer
In order to understand the flow profile and contribution distribution throughout the well, BESST will utilize their dye tracer system. Under exclusive license to BESST from the U.S. Geological Survey, the dye tracer system facilitates injection of rhodamine dye solution at varying depths in the well while the well is still operating at a steady state. The return rate of the injected dye provides exceptional data that is analyzed to determine flow dynamics throughout the well.

2.3 Collect Depth-Specific and Composite Water Quality Samples
Based on the results of the dynamic flow profile, depth-specific groundwater samples will be collected by BESST utilizing their Hydrobooster Pump System. The HydroBooster Pump System integrates BESST’s miniaturized low-flow sampling pump, inert nitrogen gas, and flexible tubing to take depth-specific samples. The sampling pump is 0.625 inches in diameter and less than 7 inches in length. HydroBooster Pump System can operate during static non-pumping or steady state pumping conditions, which allows sampling to take place without interrupting water service. GEOSCIENCE personnel will collect water quality samples from up to eight (8) depth-specific intervals and deliver them to Clinical under chain-of-
custody protocol for analysis, including general mineral and physical properties, metals including arsenic, and MTBE. In addition, a composite groundwater sample will be collected and submitted for analysis. The composite sample will serve as a representation of water chemistry currently produced from the well.

3.0 FINAL WELL CHARACTERIZATION REPORT

3.1 Prepare Comprehensive Well Characterization Summary Report

At the conclusion of the field investigation, GEOSCIENCE will prepare one comprehensive letter summary report summarizing the details of the investigation, providing results of all surveys and laboratory analysis, and including recommendations for mitigation of MTBE at Well 2. The letter report will be presented to the WVWD in 100% DRAFT electronic format for review and comment. WVWD comments will be incorporated and GEOSCIENCE will issue 100% FINAL version in electronic format, as well as three (3) hard copies.

OPTIONAL TASK – WELL CHARACTERIZATION UNDER DYNAMIC CONDITIONS UTILIZING A TEST PUMP

In the unlikely event that BESST is unable to accomplish their work utilizing the existing well pump, the following Optional Tasks can be performed to properly characterize the flow profile and water quality distribution of Well 2.

O.1 Mobilization of Contractor Equipment, Removal of Existing Well Pumping Equipment, and Re-Installing Pump Equipment

In order to remove the pump from the well and prepare the site for the work, Best will mobilize equipment and personnel to the site. Best will remove the existing pump, motor, and column pipe, and all necessary associated equipment from Well 2 and store this equipment in the immediate area around the well site. At the completion of all evaluation activities, Best will reinstall the pump and equipment to their original depths.

O.2 Perform Casing Inspection Thickness Measurement (CITM)

GEOSCIENCE will coordinate and oversee CITM implementation by Pacific Surveys and Best at Well 2. The CITM tool will be lowered throughout the entire length of the well casing and screen to measure the remaining casing thickness throughout the full depth of the well. The remaining casing thickness will be compared to the original casing thickness to assess the degree of corrosion of the steel well casings. The results of the CITM surveys will be provided in the final summary letter report.
O.3 Furnish, Install, and Remove Test Pump and Motor
Best will install and remove a test pump, motor, and all required column and discharge pipe necessary to perform dynamic testing of Well 2. For cost estimating purposes, it is assumed that the test pump will be set at a depth of 500 ft or less, and that 400 ft of discharge pipe will be available to convey water to the discharge location. In addition, Best will provide equipment operators throughout the entirety of the testing and sampling events. Best will also comply with any and all NPDES discharge monitoring and reporting requirements.

O.4 Perform Dynamic Spinner Survey
Once the test pump has been installed, Well 2 will be pumped for an adequate amount of time to allow pumping water levels to stabilize and drawdown to typical levels. Once the flow rate and pumping water level has stabilized, a dynamic spinner (flowmeter) survey will be performed by Pacific Surveys, supervised by GEOSCIENCE. The dynamic spinner survey will characterize the flow contribution throughout the screened interval of the well, and will be useful if well modifications are deemed necessary in the future.

O.5 Collect Depth-Specific Water Quality Sample
Based on the results of the spinner survey, depth-specific intervals will be identified for sampling. Pacific Surveys, under the supervision and with the assistance of GEOSCIENCE personnel, will collect depth-specific water quality samples from each zone selected. The purpose of the depth specific water quality samples is to characterize changes in water chemistry throughout the length of the well. Samples are collected by deploying a sealed sample chamber to the desired depth. Once in position, the sample chamber is opened by a remote control operated at the surface. Once the chamber is filled with water, the valve is closed before the sample chamber is retrieved. To minimize the mixing of waters, samples will be collected from the shallower depths first, with each subsequent sample collected from a deeper depth. GEOSCIENCE personnel will be on site to collect the samples, place them in appropriate sample containers, and transport the samples to the laboratory. For cost estimating purposes, it is assumed that eight (8) samples will be collected from the well.
Our cost proposal for the work described in Tasks 1 through 3 is $46,272, as detailed in the attached Table 1. Should the proposed method for surveying and sampling utilizing the existing well pumping equipment fail, our cost proposal to perform the work as detailed in Task 1, Task 2.1, Task 3, and the Optional Tasks is $79,379. All costs include GEOSCIENCE labor and cost of services for the above-described subcontractors.

Should you have any questions, please do not hesitate to call me at (909) 451-6650.

Sincerely,

Terry Watkins, PG, CHG  
Senior Geohydrologist

Encl.

cc. Joanne Chan – West Valley Water District
## Cost Proposal to Provide Geohydrologic Services Related to MTBE Evaluation at WVWD Well 2

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Principal Hydrologist</th>
<th>Senior Geohydrologists</th>
<th>Project Manager/Project Geohydrologists</th>
<th>Staff Geohydrologists</th>
<th>GIS/Technical Illustrator</th>
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<td>2.2 Perform Dynamic Flow Profiling by Detracer</td>
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<td>2.3 Collect Depth-Specific and Composite Water Quality Samples (assumes up to 8)</td>
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<td>1,280</td>
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<td>3.0 FINAL WELL CHARACTERIZATION REPORT</td>
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<td>3.1 Prepare One Comprehensive Well Characterization Summary Report (assumes 100% DRAFT in electronic format and 100% FINAL submittal in electronic and bound format, three (3) bound copies)</td>
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<td>4.0 TOTAL PROJECT COST (TASKS 1-3)</td>
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<td>5.0 TOTAL PROJECT INCLUDING OPTIONAL COST (TASKS 1, 2.1, 3, AND OPTIONAL TASKS)</td>
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### Notes:

1. BESST, Inc., of San Rafael, California (BESST) will perform dye tracer flow survey and assist with the collection of depth-specific water quality samples.
2. Best Drilling and Pump of Colton, California (Best) is available to assist by removing the existing pumping equipment, operation of equipment during pumping, and convey waste water to the appropriate discharge location.
3. Pacific Surveys, LLC of Claremont, California (Pacific Surveys) is available to provide the CITM survey and analysis, dynamic spinner (flow meter) survey and analysis, and assist with the collection of depth-specific water quality samples.
4. Clinical Laboratories of San Bernardino, California (Clinical) is a State of California certified laboratory and will provide analysis of all water quality samples.

The costs of these subcontractors are included in Reimbursable Expenses and include a 10% administrative fee.

Reimbursable expenses include mileage, field per diem at $145/day, report reproduction costs, and subcontractors.
ALBRIGHT, YEE & SCHMIT, APC  
888 West 6th Street, 14th Floor  
Los Angeles, California 90017-3442  
(213) 833-1700  
Fax: (213) 833-1710  
www.ayslaw.com  

West Valley Water District  
ATTN: Ms. Crystal Escalera (Board Secretary)  

**WVWD - Logue Matter (1092.04)**  
*In Reference to:* Logue Matter (1092.04)  

**Detailed Statement of Account**  

**Current Invoice**  

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<th>Invoice Number</th>
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Terms 30 days.  

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC  

We Also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 229.  

*Taxpayer ID #37-1779958*
January 12, 2019

Roberto Manuel Nacionales Tafoya  
General Counsel  
West Valley Water District  
316 W. 2nd Street Suite 1000  
Los Angeles, CA 90012

Re: Professional Services Rendered through October 2018 for  
West Valley Water District – General Legal matters.

Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal * Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

| General | Inv. No. 17284 | $ 22,845.18 |

Kindly make your check payable to Leal * Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,

LEAL * TREJO APC

H. Francisco Leal

HFL/meg  
Enclosures
January 17, 2019

Roberto Manuel Nacionales Tafoya  
General Counsel  
West Valley Water District  
316 W. 2nd Street Suite 1000  
Los Angeles, CA 90012

Re: Professional Services Rendered through November 2018 for West Valley Water District – General Legal matters.

Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

| General     | Inv. No. 17343 | $   9,868.50 |

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,

LEAL • TREJO APC

H. Francisco Leal

HFL/meg  
Enclosures
Statement No.:  
Date: October 2018  
Billing Period: October 1, 2018-October 31, 2018  

Bill to: West Valley Water District  
855 West Base Line Road  
Rialto, California 92376

**PROFESSIONAL SERVICES**

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<td>Total Costs</td>
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Statement No.: 18-1011
Date: November 2018
Billing Period: November 1, 2018-November 30, 2018

Bill to: West Valley Water District
855 West Base Line Road
Rialto, California 92376

PROFESSIONAL SERVICES

Total Fees for November 2018: $ 32,587.50

Total Costs: $ 91.60

November 2018 Total: $ 32,679.10