

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
February 20, 2020

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crystal L. Escalera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IQM2 Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**OPENING CEREMONIES**

Pledge of Allegiance - Led by - Vice President Kyle Crowther  
Opening Prayer - Led by- Reverend Bill Magard, Grace Lutheran Church  
Call to Order  
Roll Call of Board Members - At this time President Hawkins gave a brief update of the West Valley Water District and progress made.

**ADOPT AGENDA**

**1. ADOPT AGENDA**

Director Dr. Young motioned to adopt the agenda as presented, seconded by Director Dr. Taylor. The following vote was then recorded:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Clifford Young, Director
<b>SECONDER:</b>	Michael Taylor, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

## PRESENTATIONS

### 1. Rialto Unified School District Science Fair Participants Recognition.

Cynthia Birts, Public Affairs Analysts, presented the winners of the Rialto Unified School Districts Science Fair to the Board of Directors, Sean \_\_\_ and \_\_\_. West Valley Water District awarded each winners respective classroom \$500.00 to further continued education of water treatment.

### 2. Lions Club 2020 Student Speaker Contest Participants Recognition.

Cynthia Birts then introduced Ms. Carol \_\_, Coordinator of the Lions Club. Students of the 2020 Speaking Competition were then presented certificates of participation in the event. Participants Katylyn and Melissa were in attendance. The topic for their speeches was based on the question of “A Solution to Homelessness in California.” President Hawkins served as a judge at this event and wanted to acknowledge the participants for their participation. Seven students participated

### 3. Senate Bill 998 Update.

## PUBLIC PARTICIPATION

At this time President Hawkins asked the Board Secretary to announce the changes that were made to the agenda and Public Participation. Ms. Escalera announced that the language for Public Participation had been changed allowing comments will be taken at the time of the item as well as during the Public Participation portion of the agenda. She informed the public that Public Comments request forms still need to be submitted to the clerk and the speaker needs to indicate the time at which they wish to speak. Also, the agenda had been updated to include the districts phone number and fax in a prominent place as well as the names of the Directors.

Diana Araiza then came forward and made comments to the Board of Directors.

## CONSENT CALENDAR

Director Dr. Young motioned to adopt the Consent Calendar as presented. Director Greg Young second the motion and the following vote was taken:

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<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Clifford Young, Director
<b>SECONDER:</b>	Gregory Young, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

1. **MONTHLY CASH DISBURSEMENT REPORTS AS OF DECEMBER 2019 AND JANUARY 2020**
2. **WVWD MONTHLY FINANCIAL REPORTS AS OF DECEMBER 2019 AND JANUARY 2020**
3. **JANUARY 2020 PURCHASE ORDER REPORT**
4. **2176 : TREASURER REPORTS AS OF OCTOBER 2019 THRU JANUARY 2020**
5. **CONSIDER WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH MV AMCV, LLC FOR ARROWHEAD MEADOWS TRACT NO. 18827**
6. **CONSIDER GRANT OF EASEMENT FROM SC FONTANA DEVELOPMENT COMPANY, LLC FOR TRACT NOS. 17039 AND 17039-1**
7. **CONSIDER AN AGREEMENT WITH ERS INDUSTRIAL SERVICES, INC. FOR FBR FILTER UNDERDRAIN REPAIR PROJECT**
8. **CONSIDER REPAIRING RESERVOIR 3-A-1 JOINTS FROM RSH CONSTRUCTION SERVICES**
9. **AUTHORIZATION TO APPROVE CHANGE ORDER NO. 2 WITH MERLIN JOHNSON CONSTRUCTION, INC. FOR WELL 41 ION EXCHANGE TREATMENT PROJECT PRE-FILTER INSTALLATION**
10. **CONSIDER AN AGREEMENT WITH FIL-TREK CORPORATION FOR THE WELL 41 ION EXCHANGE TREATMENT PROJECT PRE-FILTER AND CARTRIDGES**

**BUSINESS MATTERS**

**1. US BANK CREDIT CARD PROGRAM (CAL CARD)**

Shamindra “Ricky” Manbahal, Chief Financial Officer, presented the staff report to the Board for considering approval of the Cal Card program. He informed the Board that the Cal Card would be used as the only credit card for the district. Director Dr. Taylor motioned to approve the item, and Director Dr. Young seconded. The following vote was then taken:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Clifford Young, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

## 2. AUTHORIZATION FOR SIGNATORY CHANGES

Ricky Manbahal, Chief Financial Officer, informed the Board that the item presented was to correct errors that were discovered on the prior resolution. Some of the errors he listed included listing Don Olinger in the resolution and omitting Jeremiah Brosowske from the signers. Director Greg Young then motioned to approve the item, seconded by Vice President Kyle Crowther. The item was approved by the following vote:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gregory Young, Director
<b>SECONDER:</b>	Kyle Crowther, Vice President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

## 3. OTHER POST EMPLOYEE BENEFITS (OPEB) AS OF JUNE 30, 2018, COMPLETED AUGUST 12, 2019

Ricky Manbahal, Chief Financial Officer, also spoke to the Board on this item. He informed the Board that he was seeking approval of payment for the district's annual OPEB obligations. Director Greg Young motion to approve the payment, seconded by Director Dr. Taylor. The item was approved by the following vote:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gregory Young, Director
<b>SECONDER:</b>	Michael Taylor, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

## 4. REQUEST FOR CRITICAL NEED PAYROLL POSITION: ACCOUNTING SPECIALIST I, II, OR III

President Hawkins commented on this item and reminded the public that the district currently is observing a hiring freeze however there is a critical need in the Payroll department to fill a vacancy which is why the request has been brought to the Board. Director Dr. Young then motioned to approve the item and Director Dr. Taylor seconded. Director Greg Young made a point of clarity that the staff report did not specify the position being sought and requested to specify the position. Mr. Manbahal clarified that the position will be for an "Accounting Specialist I, II, or III." He further explained that this will be done to capture a broad candidate pool, and the selected candidate will then be placed in one of the three categories based on their qualifications and experience. Director Greg Young requested the Board Secretary to note this comment. Ms. Escalera then confirmed with Director Dr. Young to include the specified position to be included in his motion to which he agreed. Director Dr. Taylor likewise seconded the amended motion and the following vote was taken:

**RESULT:** ADOPTED AS AMENDED [UNANIMOUS]  
**MOVER:** Clifford Young, Director  
**SECONDER:** Michael Taylor, Director  
**AYES:** Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

**5. CONSIDER PURCHASING METER BOX LIDS AS PART OF THE AUTOMATIC METER READING (AMR) PROJECT FROM WESTERN WATER WORKS SUPPLY COMPANY**

Joanne Chan, Operations Manager, gave the staff report to the Board requesting approval of the item. Director Greg Young motioned to approve the item, seconded by Director Dr. Young. This item was approved by the following vote:

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Gregory Young, Director  
**SECONDER:** Clifford Young, Director  
**AYES:** Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

**6. EMERGENCY REQUEST FOR CIP BUDGET AMENDMENT TO FACILITATE ADDITIONAL MAXIMO USER LICENSING AND HOSTING SERVICES WITH POLARIS SOLUTIONS**

Director Greg Young motioned to reject the item, seconded by Director Dr. Young. The Board then voted unanimously to reject the item. As a point of clarity, a “yes” vote would be made to *reject* the item.

**RESULT:** DEFEATED [UNANIMOUS]  
**MOVER:** Gregory Young, Director  
**SECONDER:** Clifford Young, Director  
**AYES:** Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

**7. APPROVAL OF PAYMENT FOR FINAL INVOICES FROM MV CHENG & ASSOCIATES INC. FOR FINANCIAL CONSULTING SERVICES**

Director Dr. Taylor motioned to approve payment, seconded by Director Greg Young. The item was approved with Director Dr. Young voting “no.” President Hawkins commented that the payment was for a final invoice only and did not include a new contract.

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

**8. APPROVAL OF PAYMENT TO ALBRIGHT, YEE AND SCHMIT, APC FOR PROFESSIONAL SERVICES RENDERED IN NOVEMBER 2019, DECEMBER 2019 AND JANUARY 2020. INVOICE NO. 26158: \$16,799.71, INVOICE NO. 26159:**

**\$1,235.16, INVOICE NO. 26197: \$1464.75, INVOICE NO. 26198: \$24,574.01 AND INVOICE NO. 26199: \$216.82**

Director Dr. Taylor motioned to approve payment, seconded by Director Greg Young. The motion passed with Director Dr. Young voting “no.”

<b>RESULT:</b>	<b>APPROVED [4 TO 1]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Gregory Young, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther, Gregory Young
<b>NAYS:</b>	Clifford Young

**9. APPROVAL OF PAYMENT TO LAW OFFICES OF WILLOUGHBY & ASSOCIATES FOR PROFESSIONAL SERVICES RENDERED IN JULY 2019, INVOICE NO. 2002: \$8,720.00 AND AUGUST 2019, INVOICE NO. 2007: \$2,420.00.**

Director Dr. Taylor motioned to approve payment for this item, seconded by Vice President Kyle Crowther. There was no discussion for this item which was approved with Director Greg Young abstaining, and Director Dr. Young voting "no."

<b>RESULT:</b>	<b>APPROVED [3 TO 1]</b>
<b>MOVER:</b>	Michael Taylor, Director
<b>SECONDER:</b>	Kyle Crowther, Vice President
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther
<b>NAYS:</b>	Clifford Young
<b>ABSTAIN:</b>	Gregory Young

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

**1. Board Members**

- **Director Dr. Clifford Young:** No report
- **Director Dr. Michael Taylor:** No report
- **Vice President Kyle Crowther:** No report
- **Director Greg Young:** Commented on the remark made by President Hawkins at the beginning of the meeting regarding IMW Law Group. He stated that he also abstained on the vote to approve IMW Law Group. His decision was not based on their qualifications but out of concern of President Hawkins relations with the firm which he made public. He also thanked the public for their attendance. Requested to have staff report on a large leak he saw on Valley Blvd. Joanne Chan, Operations Manager informed the Board that a hydrant was hit and the crew had a bit of difficulty isolating the leak which was stopped.
- **President Channing Hawkins:** Requested to have Mr. Manbahal present a proposed schedule for mid-year workshops. Mr. Manbahal passed out a proposed schedule to the Board. President Hawkins announced the proposed dates to the Board at that time. President Hawkins then announced a “preliminary recruitment contact sheet log” that listed firms contacted to conduct the Assistant General Manager recruitment. President Hawkins announced had no relation to the

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“Hawkins Company” which was a listed firm. The contact sheet was developed by the Interim Human Resources Manager and the General Manager.

## 2. Legal Counsel

- **Robert Tafoya:** Reported that the Board gave him direction to settle the dispute with Polaris Co. The original demand was for \$129,000.00 however the direction was given to Mr. Tafoya to settle the case for \$99,000.00. Additionally, Mr. Tafoya received direction to retain a lawyer to handle the Patricia Romero EEOC claim, and to retain a lawyer to assist the district in its global mediation efforts regarding potential and existing litigations.

## 3. General Manager

No report

## CLOSED SESSION

Mr. Tafoya reported out of Closed Session during the “Reports” section of the agenda. He announced that the Board gave him direction to settle the dispute with Polaris Co. The original demand was for \$129,000.00 however the direction was given to Mr. Tafoya to settle the case for \$99,000.00. Additionally, Mr. Tafoya received direction to retain a lawyer to handle the Patricia Romero EEOC claim, and to retain a lawyer to assist the district in its global mediation efforts regarding potential and existing litigations.

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: Nine (9)
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Clifford Young, Patricia Romero, Naisha Davis, West Valley Water District v. Tafoya and Garcia, et al. Case No.: 19STCV05677
3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Kenny Hernandez v. West Valley Water District San Bernardino County Case No.: CS1825805
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Cal. Gov.Code Section 54957(b)(1) Title:

## ADJOURN

Being no further business, the meeting adjourned at PM.

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**Channing Hawkins**  
**President of the Board of Directors**  
**of West Valley Water District**

**ATTEST:**

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**Crystal L. Escalera, Board Secretary**

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