

**MINUTES**  
**REGULAR BOARD MEETING**  
of the  
**WEST VALLEY WATER DISTRICT**  
January 9, 2020

<b>Attendee Name</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Board of Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Taylor	<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"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremiah Brosowski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal L. Escalera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Martinez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shamindra Manbahal	<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"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosa Gutierrez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Gunn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<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 Pastor Sergio Gonzalez, Sunrise Church  
Call to Order  
Roll Call of Board Members

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## ADOPT AGENDA AS AMENDED

President Channing Hawkins motioned to adopt the agenda with a change to the order of the items as follows: No 1, 2, 7, 8, 9, 10, 11, 12, 5, 6, 7, 13, 14, and 15. Director Dr. Taylor seconded the motion. Before a vote was taken Director Greg Young requested discussion. The Directors engaged in discussion regarding the volume of the packet, if action would be taken on the items and the new contracts being presented as opposed to review of existing contracts. After a lengthy discussion it was clarified that the Board would not take action on any items and that the Board would take as much time as needed to thoroughly review each contract presented. The vote was then taken and the motion passed with Director Dr. Young and Director Greg Young voting "No."

<b>RESULT:</b>	<b>APPROVED [3 TO 2]</b>
<b>MOVER:</b>	Channing Hawkins, President
<b>SECONDER:</b>	Michael Taylor, Director
<b>AYES:</b>	Channing Hawkins, Michael Taylor, Kyle Crowther
<b>NAYS:</b>	Clifford Young, Gregory Young

## PUBLIC PARTICIPATION

At this time the Board Secretary informed the public that the Board would only be taking comments for items listed on the agenda.

Patricia Romero came forward at this time and made comments to the Board.

## BUSINESS MATTERS

### 1. CONSIDER A CIP BUDGET AND CONTRACT AMENDMENTS TO IMPLEMENT A COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) UTILIZING MAXIMO SOFTWARE

Diana Gunn, Asset Management Manager presented the staff report to the Board then introduced Raj Sivalingam from Raintek Enterprises, and David Hartman from Maximo. Mr. Sivalingam and Mr. Hartman then gave a presentation on the Maximo software. Following the presentations, President Hawkins opened discussion. The Directors engaged in a lengthy discussion on why Maximo was selected, optional asset management systems, when Maximo was approved and presented to the Board of Directors, integration of Tyler with Maximo, the total cost of Tyler and Maximo, cost savings of Maximo, the selection of Reintek, and how many purchase orders for Maximo are active. Following the discussion President Hawkins inquired with Legal Counsel on the correct procedure to close discussion for Item No. 1. Legal Counsel confirmed that the Board cannot take action on budget related items at a Special Meeting. No final vote was taken.

<b>RESULT:</b>	<b>No Vote Was Taken</b>
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**2. CONSIDER A CIP BUDGET AMENDMENT TO FACILITATE ADDITIONAL MAXIMO USER LICENSING AND HOSTING SERVICES WITH POLARIS SOLUTIONS**

President Hawkins began discussion by distinguishing the difference between Items No. 1 and 2. Item No. 1 was related to the Reintek contract for Maximo and Item No. 2 is in relation to licenses for Maximo. Diana Gunn, Asset Manager, presented the staff report to Board explaining that delay in approving the license for Maximo through Polaris has resulted in Maximo being suspended and placed on hold beginning December 23, 2019 since the initial agreement made in October 2019 was done in “good faith.” The Directors then engaged in discussion to fully understand how a purchase order was approved when it was not approved by the Board of Directors. Further information was needed to understand the exact dates and amounts of the executed contract and it was decided to bring the item back to the Board at the next meeting. No vote was taken.

**RESULT: No Vote Was Taken**

**7. AGREEMENT FOR PROFESSIONAL SERVICES WITH ROB KATHERMAN CONSULTING**

This item was taken following Item No. 2. Linda Jadeski, Engineering Manager, came forward to present the staff report to the Board of Directors. She emphasized that the report was only for review and no approval was being requested. President Hawkins inquired which projects Mr. Katherman was working on and discussion ensued. No vote was taken.

A 5-minute recess was taken following this item.

**RESULT: No Vote Was Taken**

**6. REVIEW OF PROFESSIONAL SERVICES AGREEMENT WITH TKE ENGINEERING, INC. FOR THE DESIGN OF THE 24-INCH WATERLINE IN PEPPER AVENUE**

Following a 5-minute recess President Hawkins announced that the contractor for Item No. 6 was in attendance. This was not initially known to the Board who had agreed to review the items for contractors that were in attendance first. Therefore, this item was taken following Item No. 7.

Rosa Gutierrez, Senior Engineer, came forward at this time and introduced Terry Renner, Senior Vice President of TKE Engineering. Mrs. Gutierrez then delivered the staff report to the Board of Directors. During discussion Director Greg Young commented that there was an unanticipated delay by the county that affected the work timeline for TKE Engineering. No other comments were made and no vote was taken.

**RESULT: No Vote Was Taken**

**8. REVIEW OF PROFESSIONAL SERVICES AGREEMENT FOR DR. R. WILLIAM MATHIS**

Dr. Bill Mathis came forward and introduced himself and the scope of work he performed for the district and clarified that he does not have a current active contract with the district. Following his presentation President Hawkins then inquired what services would be provided in the proposed contract. Mr. Mansell replied that the proposed service would include developing a business plan. Discussion then changed to the recruitments he worked on and discussion ensued regarding the job descriptions and recruitment process. No vote was taken.

**RESULT: No Vote Was Taken**

**9. REVIEW OF PROFESSIONAL SERVICES AGREEMENT FOR LOS ANGELES COUNTY PUBLIC SAFETY AND SECURITY SERVICES, LLC**

Daniel Rodriguez, President and CEO of L.A. County Safety, Security and Emergency Management Consulting Services LLC came forward and introduced himself to the Board and gave a presentation on the services he provided to the district which include a safety and security assessment, hazard mitigation plan, and emergency response plan. President Hawkins inquired when he anticipated his projects to be complete. Mr. Rodriguez anticipated the hazard mitigation plan and emergency response plan to be complete in June 2020. Mr. Rodriguez also informed the Board that the district does not have an appointed Safety Officer and suggested appointing one. There was no further discussion and no vote was taken.

**RESULT: No Vote Was Taken**

**10. REVIEW OF PROFESSIONAL SERVICES CONTRACT WITH THE PUN GROUP FOR REGULATORY ANNUAL AUDIT**

Shamindra “Ricky” Manbahal, Chief Financial Officer, delivered the staff report to the Board of Directors and introduced Gary from The Pun Group. The Directors engaged in a short discussion of The Pun Groups previous work with the district that was estimated to have been during 2015. Mr. Manbahal informed the Board that a Request for Proposal (RFP) would be sent out for auditing services in February since The Pun Group was engaged to perform a special audit. There were no further questions or comments and no final vote was taken.

**RESULT: No Vote Was Taken**

**11. PROFESSIONAL SERVICES AGREEMENT WITH CHAMBERLAYNE PR, PUBLIC RELATIONS CONSULTANT FOR REVIEW**

Jeremiah Brosowske, Assistant General Manager, delivered a staff report and introduced Charles Chamberlayne of Chamberlayne PR to the Board. President Hawkins then announced that he personally knows Mr. Chamberlayne and commented on his vast breadth of professional experience and qualifications. Director Dr. Young asked for clarification if the contract being presented was for approval or review only to which President Hawkins confirmed was only for review. Mr. Chamberlayne then came forward and reviewed the services and timeline proposed in the contract being reviewed. There were no questions and no vote was taken.

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**RESULT: No Vote Was Taken**

**12. CONSIDER AN AGREEMENT FOR AS-NEEDED, ON-CALL TECHNICAL SERVICES WITH CAROLLO ENGINEERS, INC. FOR FIXED BED (FXB) & FLUIDIZED BED (FBR) BIOTREATMENT SYSTEMS AND WATER RESOURCES SUPPORT**

Joanne Chan, Engineering Manager, presented the staff report to the Board of Directors and introduced Jeff Barn from Carollo Engineers, Inc. Mr. Barn then came forward to discuss the scope of work proposed in the contract being reviewed. President Hawkins then requested a more in depth presentation to be made by Carollo at a future meeting to better understand the plant operation. Following this request, Mr. Mansell brought to the Boards attention that the contract language had been amended but the service remained the same. Director Greg Young requested a redline version to see where the changes were made. No further questions or comments were made and no vote was taken.

Vice President Crowther then requested the conversation and contract review to be continued at a future meeting. The Board then discussed a future meeting date and agreed upon January 25, 2020 to continue the meeting. President Hawkins then requested that staff prepare contracts that require action to be placed on a regular Board meeting agenda and that the Board would only be reviewing contacts at the January 25th meeting. There was then a brief discussion on the date expected by the Board to receive their packets to review by.

**RESULT: No Vote Was Taken**

**3. AGREEMENT FOR PROFESSIONAL SERVICES WITH AKEL ENGINEERING GROUP, INC. FOR ENGINEERING SERVICES TO UPDATE THE WATER FACILITIES MASTER PLAN AND CREATE A HYDRAULIC WATER MODEL**

Linda Jadeski, Engineering Manager, came forward and informed the Board that Mr. Akel was attending the American Society of Civil Engineers (ASCE) Conference and was not able to attend the meeting. She then presented the staff report to the Board of Directors. The Directors then engaged in a short discussion on the status of the final report which is anticipated to be ready for Board approval in March 2020. No further comments were made and no vote was taken.

**RESULT: No Vote Was Taken**

**4. REVIEW OF PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL BAKER INTERNATIONAL FOR ENGINEERING SERVICES INCLUDING PUMP STATION 7-2 AND BLOOMINGTON PHASE 3A**

Rosa Gutierrez, Senior Engineer, came forward and introduced Patrick Hanify and Dan Smith from Michael Baker International. Mrs. Gutierrez then presented the staff report to the Board. Mr. Smith and Mr. Hanify were available for questions however there were no questions from the Board and no vote was taken.

**RESULT: No Vote Was Taken**

**5. REVIEW OF PROFESSIONAL SERVICES AGREEMENT WITH ALBERT A. WEBB & ASSOCIATES FOR ENGINEERING SERVICES FOR THE DESIGN OF THE SANTA ANA TRANSMISSION MAIN**

Rosa Gutierrez, Senior Engineer, came forward and informed the Board that Albert Webb was scheduled to attend the January 9, 2020 but was unable to attend. At the time of the January 9<sup>th</sup> meeting the project was 95% complete and has since been completed. This contract was for review only and no further services were being sought. There were no questions or comments from the Board and no vote was taken.

**RESULT: No Vote Was Taken**

**13. CONSIDER CONTRACT AMENDMENT TO ADD TASK ORDER #2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH CLIFTON ENGINEERING FOR ENGINEERING SERVICES**

President Hawkins announced that this item was listed on the agenda as seeking approval for a contract amendment however, no action would be taken at this meeting and the staff would need to present this item at a regular meeting for approval. With that being said Mr. Mansell delivered then delivered the staff report to the Board. He then introduced Mr. Neil Clifton from Clifton Engineering who gave a brief report on the projects he worked on for the district. The Directors engaged in a lengthy discussion regarding the various contract projects, contract amounts, contractor selection, the allocated budget for the project, and qualification of the contractor. No final action or vote was taken.

**RESULT: No Vote Was Taken**

**14. REVIEW OF PROFESSIONAL SERVICES CONTRACT FOR DAKOTA COMMUNICATIONS**

Mr. Mansell presented the staff report to the Board for this item and informed them that Dakota Communications would be engaged to build coalitions for the Pacific River Project and gave a brief background on the efforts of the district with congressional staff in Washington, DC. This then raised a question by Director Dr. Young on if and when the Pacific River Project was Board approved. Mr. Mansell responded that the Board adopted Resolution 2019-1 early last year (March 21, 2019) approving the project. Director Greg Young then made a point of clarification that the resolution did not list specific project names and that the projects would need to be brought back to the Board to be voted on. Discussion then ensued. Following this discussion, Director Greg Young then questioned the scope of work listed on "Task Order 1" of the contract. The scope of work neglected to list the coalition building referred to by Mr. Mansell during his staff report. President Hawkins also commented on his concern for the boiler plate language that has been used by the district and limitation of detail used for the scope of work. The Directors then agreed that a separate workshop or study session should be scheduled to further discuss the Pacific River Project however a date was not set at that time. There were no further comments and no vote was taken.

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**RESULT: No Vote Was Taken**

**15. REVIEW OF PROFESSIONAL SERVICE AGREEMENT WITH ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC. FOR ENGINEERING SERVICES INCLUDING LORD RANCH, VALLEY BOULEVARD, BLOOMINGTON PHASE 3A, AND PRESSURE ZONE 7 PRV**

Rosa Gutierrez, Senior Engineer, presented the staff report to the Board and gave an update on the various project status. There were no comments or questions and no vote was taken.

**RESULT: No Vote Was Taken**

**CLOSED SESSION**

No final action was taken during Closed Session.

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

Legal Counsel reported on Closed Session following the roll call of the Board members. He announced that there was only one matter discussed and no action or vote was taken.

**ADJOURN**

**MOTION TO ADJOURN THE MEETING TO A FUTURE DATE TO REVIEW ITEMS NO. 3, 4, 5, 13, 14 AND 15.**

President Hawkins motioned to adjourn and continue the meeting to January 25, 2020. Director Dr. Taylor then made a friendly amendment to the motion to move Items No. 3, 4, 5, 13, 14, and 15 to the January 25th meeting which was accepted by President Hawkins. Director Dr. Taylor then seconded the motion and the following vote was recorded and the meeting adjourned to January 25, 2020 at 9:48 PM.

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

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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**