



Matthew Manning, President
Linda Kuipers, Director
Chris Blessing, Director

BOARD OF DIRECTORS:

Zechariah Manning, Director
Julie Davis, Director

Jerry Phillips, General Manger

AGENDA

WESTERN HILLS WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Friday, January 22, 2021
Executive Session 3:30 pm
Open Session 5:00 p.m.

[Note: as azenized below, the WHWD will hold a closed session meeting commencing at 3:30 p.m., with the regular meeting reconvening at 5:00 p.m.]

Meeting Locations: **NONE**

NOTICE: MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE MEETING AND ADDRESS THE BOARD VIA TELEPHONE ONLY. THIS MEETING WILL NOT INCLUDE IN PERSON PUBLIC ATTENDANCE.

This meeting will be held in accordance with the Governor’s Stay at Home Executive Order N-33-20 and will not include in person public attendance. Members of the public may participate in the meeting and provide comments to the Board via telephone as described below.

Topic: **Open Session: SPECIAL MEETING OF THE BOARD OF DIRECTORS 1/22/2021 5:00pm**
Time: **Jan 22, 2021 05:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting
<https://zoom.us/j/95399477899?pwd=TjNOK1p4MVJVUtyRDFUMVMyLzR2dz09>

Meeting ID: 953 9947 7899
Passcode: 568684

One tap mobile
+16699009128,,95399477899#,,,,*568684# US (San Jose)

Dial by your location
+1 669 900 9128 US (San Jose)

Find your local number: <https://zoom.us/j/95399477899>
Note: if you wish to address the WHWD Board during public comments or on any matter on the agenda please identify yourself. Specific questions may be emailed to Ashley Wilkins at awilkins@whwdist.com, prior to the meeting.

ALTERNATE FORMATS OF THIS AGENDA WILL BE MADE AVAILABLE TO QUALIFIED INDIVIDUALS WITH DISABILITIES UPON ADVANCE REQUEST. APPROPRIATE INTERPRETIVE SERVICES FOR THIS MEETING WILL BE PROVIDED IF FEASIBLE TO QUALIFIED INDIVIDUALS WITH DISABILITIES UPON ADVANCE REQUEST. If you are a qualified individual with disabilities and need assistance, please contact the District

Secretary at (209) 895-9493, 48 hours prior to the meeting to enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Any and all of the following agenda items are subject to action being taken by the Board of Directors by motion, resolution, or ordinance. Members of the public may address the Board of Directors concerning any agenda item during the Board's consideration of that item.

1. Call meeting to order (3:30 p.m.)

2. Roll Call

3. Public Comments on Closed Session Items/Motion to Adjourn to Closed Session.

**a. Conference with Legal Counsel – Anticipated Litigation
California Government Code Section 54956.9(d)(4)
Anticipated litigation: one potential case**

5:00 p.m. – Reconvene Open Session

4. Reportable Actions Taken During Closed Session

5. Action Items

- a. Motion to Create Position of WHWD Director of Marketing and Communications and Appoint Chris Blessing.

The Position consists of the procurement and creation of content to be posted and shared with the WHWD customers via the WHWD website and social media platforms. Also utilize Zoom and town hall meetings to educate and inform WHWD customers regarding Board decisions and how those decisions are intended to affect the District and community as a whole. (This is a non-paid position)

- b. Motion to Create Position of WHWD Director of Operations and Appoint Linda Kuipers

The position consists of working with the General Manager to provide oversight of the WHWD office staff and WHWD employees. (This is a non-paid position)

- c. Motion to Create Position of WHWD Director of Real Estate and Bond Management and Appoint Julie Davis.

The position consists of investigating, developing, and presenting to the WHWD Board ideas and proposals on how to best deal with issues that arise regarding real estate within the District and issues that relate to Mello-Roos special taxes which are current or delinquent. (This is a non-paid position)

- d. Motion to Create Position of WHWD Director of Web Technology and Digital Platforms and Appoint Zechariah Manning

The position consists of consulting and assisting in the planning, development and maintenance of the WHWD website. Also contribute to the oversight and facilitation of third-party vendor service and support. (This is a non-paid position)

- e. Motion to authorize Director Blessing and Director Manning to create a new WHWD Website as well as create an official Twitter account for the WHWD to update community on actions taken by the Board.

(Neither Director Blessing nor Director Manning will receive compensation of any kind for their work on the digital platforms created for the WHWD.)

- f. Motion to Create Ad-hoc Oversight Committee for Engineering and Water Treatment Plant

Authorize WHWD Officer Mark Kovich to be the board representative.
Request community members with engineering or technical background to apply.
Applications are available online and in the WHWD office.

- g. Motion to Authorize Search for WHWD Board Secretary. Applications are available online or in WHWD office.

6. Reports by Board Members

Status of Diablo Grande U.S. Post Office

7. Public Comment on Items Not on the Agenda

Interested persons in the audience or by teleconference are welcome to introduce any topic within the District's jurisdiction. Matters presented under this agenda item may be discussed, but no action can be taken by the Board at this meeting except as follows:

- a. *Briefly respond to statements made or questions raised.*
- b. *Ask a question for clarification.*
- c. *Provide a reference to staff or other resources for factual information.*
- d. *Request staff to report back at a subsequent meeting.*
- e. *A Board member or the Board itself may take action to direct staff to place a matter of business on a future agenda.*

8. Motion to Adjourn.

Next Adjourned Regular Meeting: Wednesday, February 10, 2021.

Matter Too Late for the Agenda: *Action items may be added to the agenda upon determination by a majority vote of the Board that an emergency exists, as defined by state law, or by a 2/3 vote of the Board that (1) there is a need to take immediate action; and (2) that the need for action came to the District's attention after the agenda was posted.*