

**MINUTES OF SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF
WALNUT VALLEY WATER DISTRICT**

**March 20, 2014
At the Offices of the District**

DIRECTORS PRESENT:

Barbara A. Carrera, President
Theodore L. Ebenkamp
Scarlett P. Kwong
Edwin Hilden

STAFF PRESENT:

Michael Holmes, General Manager
Erik Hitchman, Assistant General Manager/Chief Engineer
Brian Teuber, Director of Finance
Gabriela Sanchez, Executive Secretary
Carmen Fleming, Executive Assistant

DIRECTORS ABSENT:

Allen Wu

The meeting was called to order at 4:02 p.m. with President Carrera presiding.

Guests and others in attendance: Mr. Henry Woo and Mr. David Kim of Henry Woo Architects, Inc.

Item 3: Public Comment –President Carrera

- ◆ There were no requests.

Item 4: Discuss and Review the Status, Design and Progress of the District’s Proposed Administrative Facilities and Site Plan

- ◆ A PowerPoint presentation of the District Administrative Facility Project was provided by Mr. Henry Woo of Henry Woo Architects. The presentation illustrated preliminary plans of the proposed District headquarters facility, proposed modifications to the current operations building, and the south frontage view of the proposed facility and conservation garden. Following review of the visual presentation, discussion was held regarding multipurpose uses for the proposed Board room. Mr. Hitchman indicated the Board room will also function as a training room and an Emergency Operations Center (EOC), a central command center responsible for carrying out emergency management functions. Therefore, the Board room will be equipped with the technology and audio/visual equipment necessary to carry out the functions of a training room and an EOC. In addition, the Board expressed their desire for a raised dais (approximately 6-inch elevation.) Discussion continued regarding parking, the relocation of utilities and items currently situated in the District pipe yard, temporary office relocation of staff during the construction phase, and possible contract of a construction manager.
- ◆ Mr. Woo indicated a project estimated cost will be generated following completion of the electrical/mechanical engineering study.
- ◆ Additional workshop meetings will be scheduled upon refinement of elevations, finishes, materials, low-impact requirements, and architectural landscape.
- ◆ As this was an informational presentation only, no Board action was taken on this matter.

Adjournment at 5:36 p.m.

Motion No. 14-03-615: *Upon consideration thereof, it was moved by Director Ebenkamp, seconded by Director Hilden and unanimously carried (4-0), to adjourn the meeting.*

President Carrera indicated Motion No. 14-03-615 was approved by a 4-0 vote