

**WESTERN HILLS WATER DISTRICT  
MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS**

**January 22, 2021**

**1. Call to Order**

The meeting of the Board of Directors of the Western Hills Water District was called to order in special session by M. Manning. at 3:33pm. Meeting was held via Zoom pursuant to the Governor's Stay at Home Executive Order N-33-20.

**2. Roll Call**

Present Directors were: President M. Manning, Director Z. Manning, Director J. Davis, Director L. Kuipers and Director C. Blessing, Director J. Davis; also present was Treasurer M. Kovich and General Counsel David Hobbs. Approximately 30 members of the public participated in the meeting.

**3. Public comments on Closed Session Items/Motion to adjourn to Closed Session.**

Motion to adjourn to closed session/convened at 3:33pm. Reconvene open session at 5:00pm.

**4. Reportable Actions Taken During Closed Session:**

No reportable action taken.

**5 Action Items:**

a. Motion to Create Position of WHWD Director of Marketing and Communications and Appoint Chris Blessing. Motion made by Director M. Manning and seconded by Director L. Kuipers, with all board members voting in favor.

b. Motion to Create Position of WHWD Director of Operations and Appoint Linda Kuipers. Motion made by Director M. Manning and seconded by Director C. Blessing, with all board members voting in favor.

c. Motion to Create Position of WHWD Director of Real Estate and Bond Management and Appoint Julie Davis. Motion made by Director M. Manning and seconded by Director Z. Manning, with all board members voting in favor.

d. Motion to Create Position of WHWD Director of Web Technology and Digital Platforms and Appoint Zechariah Manning Motion made by Director M. Manning and seconded by Director J. Davis, with all board members voting in favor.

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. Motion made by Director M. Manning and seconded by Director L. Kuipers, with all board members voting in favor.

f. Motion to Create Ad-hoc Oversight Committee for Engineering and Water Treatment Plant Authorize WHWD Officer Mark Kovich to be the board representative. Motion made by Director M. Manning and seconded by Director C. Blessing, with all board members voting in favor.

g. Motion to Authorize Search for WHWD Board Secretary. Motion made by Director M. Manning and

seconded by Director C. Blessing, with all board members voting in favor.

**6. Reports of Board Members**

Director M. Manning provided an explanation of the status of the USPS office arrangement moving forward.

**7. Public Comment on Items Not on the Agenda**

Comments and questions were made with regards to the WHWD Board familiarity with the Brown Act and training. One question was made concerning the status of litigation.

**8. Motion to Adjourn.**

Meeting adjourned by motion made by M. Manning and seconded by Z. Manning. All board members were in favor.

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.*

Respectfully submitted:

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Secretary of the Board

Approved:

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Matthew Manning, President