

# MONTE VISTA WATER DISTRICT

10575 Central Avenue, Montclair, California • (909) 624-0035

## NOTICE AND AGENDA OF FINANCE AND TECHNOLOGY COMMITTEE MEETING

TUESDAY, FEBRUARY 13, 2024 • 4:30 P.M.

### Committee Members

Board Auditor Lopez – Chair

Director Erwin

#### 1. CALL TO ORDER / ROLL CALL

#### 2. PUBLIC COMMENT

#### 3. AGENDA CHANGES/ADDITIONS

#### 4. DISCUSSION AND/OR ACTION ITEMS

##### A. Committee Meeting Minutes

**Meeting Date:** December 5, 2023

**Recommendation:** Approve as presented.

##### B. Debt Issuance Conceptual Approval

**Presenter:** Stephanie Reimer, Assistant General Manager/Chief Financial Officer

**Recommendation:** It is recommended that the Finance and Technology Committee recommend that the Board of Director provide conceptual approval for the authorization to issue one or more series of debt to fund necessary capital projects for a combined not-to-exceed amount of \$65 million over the next five to eight years.

##### C. Grant Program Update (Verbal)

**Presenter:** John Hughes, Acting Director of Engineering, Operations, and Maintenance

**Recommendation:** It is recommended that the Finance and Technology Committee receive and file a grant program update.

#### 5. CHIEF FINANCIAL OFFICER'S REPORT (VERBAL)

#### 6. CLOSED SESSION

##### A. Conference with Legal Counsel – Threat to Public Services or Facilities (Gov. Code §54957(a).)

#### 7. ADJOURNMENT

#### DECLARATION OF POSTING

In accordance with the requirement of California Government Code §54954.2, this agenda has been posted in the display case at the gated entrance to our main office at 10575 Central Avenue, Montclair, California not less than seventy-two (72) hours prior to the meeting date and time above.

Written materials relating to open session agenda items, including those distributed to the majority of the Board of Directors after distribution of this agenda package, are available for public inspection during normal business hours at the District's main office, located at 10575 Central Avenue, Montclair, California.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting may request such modification or accommodation from the District's Board Secretary at (909) 624-0035 or by email at [BoardSecretary@mvwd.org](mailto:BoardSecretary@mvwd.org). Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

**MINUTES OF THE REGULAR MEETING  
OF THE FINANCE AND TECHNOLOGY COMMITTEE  
OF THE MONTE VISTA WATER DISTRICT  
BOARD OF DIRECTORS**

**December 5, 2023**

**DIRECTORS PRESENT**

Tony Lopez, Board Auditor – Chair  
Philip Erwin, Director

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
Juan Ventura, Customer Service and Information Technology Manager  
Brandi Goodman-Decoud, Executive Assistant II

**OTHERS IN ATTENDANCE**

None.

**ITEM 1: CALL TO ORDER**

Board Auditor Lopez called the meeting to order at 4:30 p.m.

**ROLL CALL**

Each Committee member confirmed their attendance.

**ITEM 2: PUBLIC COMMENT**

None.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

Ms. Stephanie Reimer stated that a Chief Financial Officer update will be added after the Discussion items.

**ITEM 4: DISCUSSION AND/OR ACTION ITEMS**

**A. Meeting Minutes: November 2, 2023**

Upon motion by Director Erwin, seconded by Board Auditor Lopez, and unanimously carried:

**M23-12-01**

**MOVED:** Approve as presented, as by roll call vote:

Board Auditor Lopez	aye
Director Erwin	aye

**B. Review Proposals from Information Technology Managed Service Providers**

Mr. Juan Ventura provided a brief report on the total eleven proposals received and staffs recommendation to continue services and award a contract to Resource Computer Solutions and consider a second Managed Service Provider solely for the District’s cybersecurity needs.

Upon motion by Director Erwin, seconded by Board Officer Lopez, and unanimously carried:

**M23-12-02**

**MOVED:** Recommend that the Board of Directors award a contract to Resource Computer Solutions and consider a second Managed Service Provider solely for the District’s cybersecurity needs, as by roll call vote:

Board Auditor Lopez	aye
Director Erwin	aye

**ITEM 5: CHIEF FINANCIAL OFFICER UPDATE (VERBAL)**

Ms. Stephanie Reimer updated the Committee regarding the completion of the rate study; ongoing work with financial consultants to create a plan to fund capital improvements projects; the software implementation for the Enterprise Resource Planning system is on track for February 2024 with ongoing training and other modules to go live later in 2024; and ongoing conversations with investment consultant to implement investment strategies on behalf of the District.

**ITEM6: ADJOURNMENT**

Upon motion by Director Erwin, seconded by Board Auditor Lopez, and unanimously carried:

**M23-12-03**

**MOVED:** Approved to adjourn the meeting, as by roll call vote:

Board Auditor Lopez	aye
Director Erwin	aye

There being no further business, Board Auditor Lopez adjourned the meeting at 4:46 p.m.

Respectfully submitted,

Justin M. Scott-Coe  
General Manager/Secretary



February 13, 2024

Honorable Finance and Technology Committee  
Monte Vista Water District

**SUBJECT: Debt Issuance Conceptual Approval**

**STAFF RECOMMENDATION:**

It is recommended that the Finance and Technology Committee recommend that the Board of Directors provide conceptual approval for the authorization to issue one or more series of debt to fund necessary capital projects for a combined not-to-exceed amount of \$65 million over the next five to eight years.

**PRIOR BOARD ACTION:**

On January 24, 2024, the Board of Directors conducted a public hearing to receive public input on and possible ratepayer protests to the proposed increases in the Monte Vista Water District's water rates; and adopt Resolution 867-24, establishing water rates pursuant to Ordinance 28 – Fire Services.

On November 8, 2023, the Board of Directors conducted a public hearing to receive public input on and possible ratepayer protests to the proposed rate increases to Monte Vista Water District's water rates; and adopted Resolution 862-23, establishing water rates pursuant to Ordinance 28.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION:**

Staff has determined the recommended action is not subject to the California Environmental Quality Act because it is not a discretionary project that has potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment.

**FINANCIAL IMPACT:**

There is no direct impact to the Fiscal Year Ending 2024 Budget as a result of this item.

**CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:**

Strategic Goal 5: Maintain responsible stewardship of District funds to address future needs.

**W a t e r   D i s t r i c t**

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Sandra S. Rose  
PRESIDENT

G. Michael Milhiser  
VICE PRESIDENT

Tony Lopez  
DIRECTOR / BOARD AUDITOR

Philip L. Erwin  
DIRECTOR

Manny Martinez  
DIRECTOR

**BACKGROUND:**

On November 8, 2023, the Monte Vista Water District (District) Board of Directors (Board) adopted a schedule of water rate increases based on the Rate Study (Study) prepared by Carollo Engineers.

The Study includes an update to the District's financial master plan which contains new borrowing necessary to keep water rate increases at eight percent over the next four years while providing funding for operations and critical capital improvements.

**DISCUSSION:**

At this afternoon's meeting, staff seeks the Finance and Technology Committee's conceptual approval to move forward with a debt issuance strategy first discussed during the presentation given by Mark Panny of Carollo Engineers, the District's rate consultant, at the November 8, 2023, Board meeting. The presentation highlighted the need for new borrowing to address critical infrastructure improvement needs while minimizing rate increases for ratepayers.

Subsequent to the adoption of water rates in November, Staff have been working with the District's financial consultants Fieldman Rolapp to further develop the debt issuance strategy to address the District's remaining critical infrastructure improvement needs.

The proposed borrowing discussed at today's meeting includes funds generating from debt issued in the public market and future applications to the Environmental Protection Agency and State Water Resources Control Board for certain State and Governmental loan programs. There can be no guarantees that such future State and Governmental borrowing will be issued or accepted.

Upon the Board's conceptual approval, staff and consultants will submit the final debt issuance documents at a March board meeting, with proceeds from the bond issuance being made available to the District in April.

Respectfully submitted,



Stephanie A. Reimer  
Assistant General Manager/  
Chief Financial Officer



Justin M. Scott-Coe  
General Manager

**Grant Program Update  
(verbal)**

**Chief Financial Officer  
Update  
(verbal)**