

MONTE VISTA WATER DISTRICT

Teleconference: (773) 231-9226 Meeting ID 238-267-3925 Password 007304

Video: <https://meetings.ringcentral.com/my/boardmeeting> Password 007304

NOTICE AND AGENDA OF MANAGEMENT ASSESSMENT COMMITTEE MEETING

THURSDAY, APRIL 15, 2021 • 4:30 P.M.

Committee Members

President Rose

Vice President Milhiser - Chair

Consistent with the provisions set forth in the Governor's Executive Order N-29-20, this meeting will be conducted telephonically by the committee. Interested members of the public may participate in the meeting to observe and/or provide public comment by using the access information listed above.

1. CALL TO ORDER

2. PUBLIC COMMENT

3. AGENDA CHANGES/ADDITIONS

4. DISCUSSION AND/OR ACTION ITEMS

A. Committee Meeting Minutes

Meeting Date: February 17, 2021

Recommendation: Approve as presented.

B. Performance Evaluation Process for General Manager and Assistant General Manager/Chief Financial Officer

Presenter: Justin Scott-Coe, General Manager

Recommendation: Review and approve the proposed performance evaluation process for the general manager and assistant general manager/chief financial officer.

5. ADJOURNMENT

DECLARATION OF POSTING

In accordance with the requirements 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 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 Secretary at (909) 267-2160, or by email at ggarcia@mvwd.org. Notification 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 MANAGEMENT ASSESSMENT COMMITTEE
OF THE MONTE VISTA WATER DISTRICT
BOARD OF DIRECTORS**

February 17, 2021

DIRECTORS PRESENT

Sandra Rose, President
G. Michael Milhiser, Vice President

DIRECTORS ABSENT

None.

STAFF PRESENT

Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Juan Ventura, Customer Service Supervisor

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER

Vice President Milhiser called the meeting to order at 4:30 p.m.

ROLL CALL

General Manager Justin Scott-Coe stated that the Management Assessment Committee of the Board of Directors (Board) of the Monte Vista Water District (District) meeting will be conducted pursuant to Executive Order N-29-20 and sections of the Brown Act unaffected by that Order. Each director confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each director. The directors and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote. General Manager Justin Scott-Coe provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Committee Chair Appointment

General Manager Justin Scott-Coe explained that the District Bylaws require each Board committee to designate a committee chair.

Upon motion by President Rose, seconded by Vice President Milhiser, and unanimously carried:

M21-02-01

MOVED: To appoint Vice President Milhiser to serve as Management Assessment Committee Chair, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye

B. Meeting Minutes: October 19, 2020

Upon motion by President Rose, seconded by Vice President Milhiser, and unanimously carried:

M21-02-02

MOVED: Approved the October 19, 2020 Engineering Committee minutes, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye

C. Water Meter Testing Policy

Customer Service Supervisor Juan Ventura explained to the Management Assessment Committee that on October 09, 2015, Governor Brown signed into law Senate Bill (SB) 555 which added section 10608.34 to the Water Code. SB 555 directs the State Water Resources Control Board to adopt a state-wide standardized water loss audit for urban retail water suppliers and requires urban retail water suppliers to meet performance standards for the volume of water losses. Mr. Ventura said the District reviewed the recommendations in the American Water Works Association M6 Manual and the California Public Utility Regulations, as well as the best practices of other urban water agencies. He provided an overview of staff's recommendations and said the District would greatly benefit and potentially reduce water loss. Discussion ensued

Upon motion by President Rose, seconded by Vice President Milhiser, and unanimously carried:

M21-02-03

MOVED: Recommended that the Management Assessment Committee recommend the Board of Directors adopt Resolution 784-21, establishing a Water Meter Testing Policy, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye

ITEM 5: AJOURNMENT

Upon motion by President Rose, seconded by Vice President Milhiser, and unanimously carried:

M21-02-04

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

President Rose	aye
Vice President Milhiser	aye

There being no further business, Vice President Milhiser adjourned the meeting at 4:49 p.m.

Respectfully submitted,

Justin M. Scott-Coe
General Manager/Secretary

**Performance Evaluation Process for
General Manager and
Assistant General Manager/Chief Financial Officer**