

MONTE VISTA WATER DISTRICT

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

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

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NOTICE AND AGENDA OF MANAGEMENT ASSESSMENT COMMITTEE MEETING

TUESDAY, OCTOBER 26, 2021 • 12:00 P.M.

Committee Members

Vice President Milhiser – Chair

President Rose

Consistent with the provisions in Government Code section 54953 (e)(2), the Management Assessment Committee will conduct this meeting by video and teleconference. 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: August 23, 2021

Recommendation: Approve as presented

B. Resolution 798-22: Establishing Cell Phone Stipend Policy

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

Recommendation: It is recommended that the Management Assessment Committee recommend the Board of Directors adopt Resolution 798-22 establishing a Cell Phone Stipend Policy.

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.



Justin Scott-Coe, PhD
GENERAL MANAGER

October 25, 2021

Honorable Management Assessment Committee
Monte Vista Water District

SUBJECT: Resolution 798-22: Establishing Cell Phone Stipend Policy

STAFF RECOMMENDATION:

It is recommended that the Management Assessment Committee recommend the Board of Directors adopt Resolution 798-22 establishing a Cell Phone Stipend Policy.

PRIOR BOARD ACTION:

None.

FINANCIAL IMPACT:

The Fiscal Year Ending 2022 Amended Budget provides funding for this activity under Account Number 562.200 – Telecommunications. The total line-item budget amount is \$51,200. Year-to-date expenditures total \$9,180.

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

Strategic Goal 1: Continually strive to provide high quality customer service.

BACKGROUND

In March 2020, Monte Vista Water District's (District) general manager took several actions in response to the COVID-19 public health crisis. Those actions included temporary closure of the District's administrative offices. Administration employees were sent home with resources to conduct District business by telecommuting. Consideration for the use of one's personal cell phone, home internet, and other electronic devices was provided via a monthly stipend.



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Sandra S. Rose
PRESIDENT

G. Michael Milhiser
VICE PRESIDENT

Manny Martinez
DIRECTOR / BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

DISCUSSION

Staff is recommending the Board of Directors adopt a Cell Phone Stipend Policy (Policy) which will give designated staff the option to use their personal cell phone for District business consistent with the provisions set forth in the attached Policy.

The District understands that cellular phones and other mobile communications devices are an efficient and important method of conducting business. Such communication devices can help provide efficiency in the provision of District services, help ensure the safety and security of District personnel and others, and help to protect District property.

Under the Policy, the general manager or designee determines which positions' duties require the use of a cell phone. The employee then has the option to use a District-supplied cell phone or to use their personal cell phone for District business consistent with the Policy. An appropriate monthly stipend amount will be determined through the adoption of the annual budget.

Respectfully submitted,



Stephanie A. Reimer
Assistant General Manager/
Chief Financial Officer



Justin M. Scott-Coe
General Manager

Attachments

RESOLUTION 798-22
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTE VISTA WATER DISTRICT,
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
ESTABLISHING A CELL PHONE STIPEND POLICY

WHEREAS, the Board of Directors of the Monte Vista Water District have the authority to establish policies regarding the operations of the Monte Vista Water District; and

WHEREAS, the Monte Vista Water District currently maintains the Monte Vista Water District Policy Manual for use in carrying out the Board of Directors' directives; and

WHEREAS, on October 14, 2020, the Board of Directors of the Monte Vista Water District adopted its 2025 Strategic Plan, including Initiative 1.3 which states that the Monte Vista Water District will improve standardized policies, procedures, and work processes across the District; and

WHEREAS, the adoption of a Cell Phone Stipend Policy will enable to Monte Vista Water District to provide a reimbursement to designated employees for the use of their personal cell phones used to conduct Monte Vista Water District business.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of Monte Vista Water District have acknowledged and reviewed the Cell Phone Stipend Policy, attached hereto as Exhibit A, and the policy is hereby approved and adopted.

APPROVED AND ADOPTED this 27th day of October 2021.

Sandra S. Rose
President of the Board of Directors
MONTE VISTA WATER DISTRICT

ATTEST:

Justin M. Scott-Coe
Secretary to the Board of Directors
MONTE VISTA WATER DISTRICT

**DISTRICT POLICY MANUAL
HUMAN RESOURCES & RISK
CELL PHONE STIPEND**

1. POLICY STATEMENT

It is the policy of the District that eligible employees may choose to use their personal mobile device (e.g. smart phone) or other current technology if the nature of the work and/or the need to maintain contact with the District to effectively accomplish assigned work is best accomplished through the use of this technology.

2. CELL PHONE STIPEND OPTION

Designated employees are provided with a District mobile device. The employee's decision to forgo a District-provided mobile device, and to use instead a personal mobile device, is entirely voluntary.

3. ELIGIBILITY

The general manager of his/her designee shall determine whether and to what extent each position's duties require a cell phone and are eligible for the cell phone stipend.

4. STIPEND

Employees authorized to use personal devices under this policy will receive a monthly stipend, to be paid with the first regular pay of each month. An appropriate monthly stipend amount will be determined through the adoption of the annual budget. The stipend shall be taxable compensation consistent with Internal Revenue Service regulations.

5. EMPLOYEE RESPONSIBILITIES

Employees receiving stipends must provide smart cell phones at their own expense and must, upon the District's request, submit copies of all records for incoming and outgoing calls or texts. By accepting the stipend, the employee agrees that he or she maintains no reasonable expectation of privacy regarding call or text logs from their personal phone. The District reserves the right to examine any District-related information transmitted or stored on the employees' personal cell phone. Such examinations may occur at any time and may or may not include advance notification to the employee. If examination is performed as part of an investigation, it will be coordinated with the employee's supervisor and the Human Resources Department.

6. PARAMETERS OF USE FOR PERSONAL CELL PHONES

Employees are required to make and receive business-related calls, texts, email, video conferences etc. through the District's designated applications. The employee will not disseminate their personal cell phone number for business-related telephone calls and texts.

Non-exempt employees are discouraged from incurring unauthorized overtime by conducting business on their personal cell phone outside of business hours.

7. RECORDS MANAGEMENT/RETENTION

All stored or transmitted District-related data is property of the District and shall not be shared with other parties without permission from the department's respective division head. Exporting or saving District records to removable media as a means of circumventing District records management policies is prohibited. Records related to ongoing or potential litigation or any investigation must be retained and cannot be disposed of, even if the retention period has been met, except as advised by legal counsel. Please refer to the District's Retention Policy for details.

8. USE OF TECHNOLOGY WHILE DRIVING

Employees shall comply with all applicable laws and regulations regarding the use of mobile technology while operating a motor vehicle. Employees charged with traffic infractions as a result of the use of a cell phone will be responsible for paying any fines or other associated costs. This would include the usage of a personal or business cell phone while in a District vehicle.

Employees are not to engage in the use of a cellular phone while at any work site during which the operation of a cellular phone will be a distraction to the user and/or may create an unsafe work environment. Such work sites include, but are not limited to: road repair; maintenance and construction; and operating or repairing energized equipment such as electrical panels, motors, or energized circuits.