

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE MONTE VISTA WATER DISTRICT**

January 13, 2021

DIRECTORS PRESENT

Sandra Rose, President
G. Michael Milhiser, Vice President
Manny Martinez, Board Auditor
Philip Erwin, Director
Tony Lopez, Director

DIRECTORS ABSENT

None.

STAFF PRESENT

Andrew Gagen, Legal Counsel
Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Betty Conti, Human Resources & Risk Administrator
Kelley Donaldson, Community Affairs Manager
John Hughes, Water Systems Superintendent
Hilton Saenz, Maintenance Superintendent
Juan Ventura, Customer Service Supervisor
Leah Nazaroff, Accounting Supervisor
Gabby De La Cruz, Community Affairs Coordinator
Gabby Garcia, Executive Assistant

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER/FLAG SALUTE

President Rose called the meeting to order at 6:30 p.m.

President Rose led those assembled in the Flag Salute.

ROLL CALL

Legal Counsel Andrew Gagen stated that the Board of Directors (Board) meeting of the Monte Vista Water District (District) 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. President Rose provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC COMMENT/OPEN FORUM

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: CONSENT CALENDAR

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

M21-01-01

MOVED: Approval of Consent Calendar as by roll call vote:

- A. Meeting minutes of December 9, 2020
- B. Destruction of Records
- C. Fiscal Year Ending 2022 Budget Calendar
- B. Monthly Financial Reports – November 2020

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye
Director Erwin	aye

ITEM 5: DISCUSSION AND/OR ACTION ITEMS

A. Election of Officers

General Manager Justin Scott-Coe explained that the District’s Bylaws call for the election of officers every two years following an election. General Manager Scott-Coe requested that the Board hold elections for the positions of President, Vice President, and Board Auditor. Board discussion ensued.

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

M21-01-02

MOVED: Director Sandra Rose will serve as President; Director Michael Milhiser will serve as Vice President; Director Manny Martinez will serve as Board Auditor, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye
Director Erwin	aye

B. Water Availability for 4700 Huntington Drive

Maintenance Superintendent Hilton Saenz explained to the Board that Trammell Crow Residential has submitted a letter of request to provide water service for a new development of 170 residential units located at 4700 Huntington Drive, Montclair. Mr. Saenz said that according to District Ordinance 28 any person or entity who desires to provide a water system for or within a tract of land shall be required to make a written application with the District. Furthermore, he said the developer is responsible for constructing a new water pipeline from the existing distribution system to the parcel and is required to meet the District’s design and construction standards. In addition, inspection will also be conducted by District staff during construction. Mr. Saenz said staff recommends that the Board approve the water service application by Trammell Crow Residential and authorize the general manager to issue a permit when all fees have been deposited with the District, according to Ordinance 28. Board discussion ensued.

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

M21-01-03

MOVED: Approved the following actions:

1. Approve the water service application by Ashley Swarts, Trammell Crow Residential (TCR), for development of property located at 4700 Huntington Drive, Montclair; and
2. Authorize the general manager to issue a permit when all fees have been deposited in accordance with Ordinance 28, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye
Director Erwin	aye

C. Association of California Water Agencies Joint Powers Insurance Authority Commitment to Excellence

Human Resources & Risk Administrator Betty Conti explained to the Board that on June 13, 2020, the Board adopted Resolution 731-18, consenting to enter into the Joint Protections Programs of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA). Ms. Conti said ACWA JPIA is a partnership of water agencies dedicated to avoiding the high cost of commercial insurance. She further stated that since 2018 ACWA JPIA has been providing the District with administrative support of its General Liability, Property, and Worker's Compensation insurance programs. Ms. Conti said the Commitment to Excellence program requires the District to review the current risk control practices and to make on-going improvements by closely analyzing loss history and exposure information. In addition, she said staff will be asked to further implement best practices with the goal of minimizing potential losses and exposures. Ms. Conti said the ACWA JPIA requests that the Board and general manager sign a certificate as a pledge of the District's focused commitment to participating fully in the program. Board discussion ensued.

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

M21-01-04

MOVED: Authorized the Board of Directors and general manager to sign the Association of California Water Agencies Joint Powers Insurance Authority's Commitment to Excellence certificate pledging Monte Vista Water District to implement best practices to mitigate risk management losses, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye
Director Erwin	aye

D. Monte Vista Gives Back Program

Assistant General Manager/Chief Financial Officer Stephanie Reimer explained to the Board that District employees have long demonstrated their generous spirit through a history of participating in fundraising events for charity, donating to those in need, and volunteering their time and talents to serve our local community. Ms. Reimer provided an overview of the Monte Vista Gives Back Program which will serve as a guiding document for a small group of committed District employees to develop, communicate, and coordinate volunteer opportunities. Ms. Reimer said with continuous development and refinement the District desires to see this program grow to enhance the District's reputation as an

engaged community partner and to enrich our community through volunteerism. Board discussion ensued, and the overview of the program was received and filed.

ITEM 6: GENERAL MANAGER’S REPORT

In addition to his written report, General Manager Scott-Coe briefed the Board on the COVID-19 public health crisis and issues and activities of the past month.

Mr. Scott-Coe ended his report by recognizing the passing of President Rose’s mother and City of Chino community leader Reva Salter (“Ma Chino”) and her many accomplishments.

ITEM 7: INFORMATION ITEMS

None.

ITEM 8: BOARD COMMITTEE REPORTS

None.

ITEM 9: BOARD COMMENTS (Reports on Conferences/Meetings Attended at District Expense)

Vice President Milhiser commented on the passing of Reva Salter, congratulated her on her many accomplishments, and said she was a great lady.

Director Erwin commented on the passing of “Ma Chino,” and said she was a good neighbor and friend and she will be missed.

Board Auditor Martinez thanked the Board and District staff for their well wishes during his hospitalization due to COVID-19. He extended his condolences to President Rose for her mom’s recent passing.

Director Lopez extended his condolences to President Rose for her mother’s recent passing.

President Rose commented on her mother’s accomplishments.

ITEM 10: NO CLOSED SESSION

ITEM 11: AJOURNMENT

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

M21-01-05	
MOVED: Approved to adjourn the meeting, as by roll call vote:	
President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye
Director Erwin	aye

There being no further business, President Rose adjourned the meeting in memory of her mother, Reva Salter, at 7:17 p.m.

Respectfully submitted,


Justin M. Scott-Coe
General Manager/Secretary