

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

February 8, 2023

The Board of Directors (Board) meeting of the Monte Vista Water District (District) was conducted consistent with the provisions in California Government Code section 54953(e), as amended by Assembly Bill 361 (2021), and pursuant to District Resolution.

**DIRECTORS PRESENT**

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

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Justin Scott-Coe, General Manager  
Kari Vozenilek, Legal Counsel  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
Bill Schwartz, Director of Engineering, Operations, and Maintenance  
Betty Conti, Human Resources and Risk Manager  
Juan Ventura, Customer Service and Information Technology Manager  
Kelley Donaldson, Community Affairs Manager  
Leah Nazaroff, Accounting Manager

**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.

**ITEM 2: ROLL CALL**

Mr. Justin Scott-Coe called roll call and noted all members as present.

Ms. Kari Vozenilek reminded Directors that any votes taken during the portion of the meeting when Directors or the public are participating remotely must be taken by roll call vote.

**ITEM 3: PUBLIC COMMENT/OPEN FORUM**

There were no public comments.

**ITEM 4: AGENDA CHANGES/ADDITIONS**

There were no agenda changes or additions.

**ITEM 5: CONSENT CALENDAR**

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

**M23-02-01**

**MOVED:** Approve the Consent Calendar, as by roll call vote:

- A. **Meeting Minutes of January 25, 2023:** Approve as presented.
- B. **Monthly Financial Reports – December 2022:** 1) accept the Register of Demands for the month ending December 31, 2022; and 2) approve the Financial Summaries for the month ending December 31, 2022.
- C. **Enter into Contract Change Order 4 with Psomas Engineering, Inc. to Provide On-Call Environmental Consulting Services:** Authorize the Board President and General Manager to enter into Contract Change Order 4 with Psomas Engineering, Inc. for the amount of \$47,500 and a total not-to-exceed contract amount of \$142,500 to provide on-call environmental consulting services.

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

**ITEM 6: DISCUSSION AND/OR ACTION ITEMS**

**A. Main Office Site Renovation Project Update**

Mr. Bill Schwartz provided a presentation in support of staff’s recommendation.

Vice President Milhiser inquired if the District will continue with the permitting process. Mr. Schwartz confirmed that the permitting process that has already been initiated and funded would be completed.

Director Erwin questioned what the plans are for the building that requires remediation. Mr. Schwartz detailed a plan to demolish a portion of the building and bring in electrical and sewer equipment.

President Rose stated that the Main Office Site Renovation Ad Hoc Committee recommended to pause the project and to mitigate known issues. President Rose also mentioned that the Ad Hoc Committee would no longer be needed.

Director Martinez inquired whether there is current space that can be expanded to house displaced staff. Mr. Schwartz stated that there may be office space in various buildings that can be explored for limited expansion.

Upon motion by President Rose, seconded by Director Erwin, and unanimously carried:

**M23-02-03**

**MOVED:** 1) Authorize staff to implement an indefinite pause on current comprehensive Main Office Renovation Site Project planning documentation and permit activities; and 2) direct staff to bring back to the Board proposed main office site renovation activities to address near-term issues, as by roll call vote.

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

**ITEM 7: GENERAL MANAGER'S REPORT**

In addition to the written report, Mr. Justin Scott-Coe briefed the Board on issues and activities of the past two weeks. Topics covered include the statewide drought emergency; the District was named a 2022 Top Workplace by the Inland News Group; retirement celebration for James Trott, Water Utility Operator III; Southern California Water Coalition announcement of Fontana Mayor Acquanetta Warren as its new Board chair for a two-year term; attendance at the California Society of Municipal Finance Officer's Annual Conference and gave a presentation on the District's 2020 Master Plan Mini-Update and its use of internal staff knowledge to update our Capital Improvement Plan; letter received from the Division of Occupational Safety and Health and internal investigation; *Chino Champion* article regarding the local pipeline leak; inquiry from Montclair Chamber of Commerce for interest in serving on their Board; attendance at the Urban Water Institute's Spring Conference in Palm Springs later this month; Chino Basin Water Conservation District's Chino Groundwater and Sustainability Tours on February 16 and June 1; Plant 30 Ribbon Cutting Ceremony on March 7; District's first Waterwise Expo; and Association of County Water Agencies Spring Conference and California Special District's Association Annual Conference's held in Monterey on May 9-11 and August 28-31, respectively.

**ITEM 8: INFORMATION ITEMS**

Information items were included in the agenda packet.

**ITEM 9: BOARD COMMENTS (including reports on conferences/meetings attended at District expense)**

Director Erwin detailed his attendance at the Cyber Security Awareness training held in Highland on January 31.

President Rose provided a brief overview of her meeting with Inland Empire Utilities Agency President Marco Tule.

**ITEM 10: CLOSED SESSION**

President Rose recessed the meeting to closed session at 7:14 p.m. to discuss:

- A. Conference with Legal Counsel – Existing Litigation (Gov. Code §54956.9[d][1])**  
CBMWD v. City of Chino et al. (Superior Court of California, County of San Bernardino, Case Number RCV 51010)
- B. Conference with Legal Counsel – Initiation of Litigation (Gov. Code §54956.9[d][4])**  
Number of Potential Cases: One

President Rose reconvened the meeting into open session at 7:20 p.m. Ms. Vozenilek stated that there was no reportable action.

**ITEM 11: ADJOURNMENT**

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

**M23-02-04**

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

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

There being no further business, President Rose adjourned the meeting at 7:20 p.m.

Respectfully submitted,



*JM* Justin M. Scott-Coe  
General Manager/Secretary