

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

**February 9, 2021**

**DIRECTORS PRESENT**

Philip Erwin, Director  
Tony Lopez, Director

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Justin Scott-Coe, General Manager  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
John Hughes, Water Systems Superintendent  
Hilton Saenz, Maintenance Superintendent  
Omar Abutaleb, Capital Improvement Program Engineer

**OTHERS IN ATTENDANCE**

None.

**ITEM 1: CALL TO ORDER**

Director Lopez called the meeting to order at 4:39 p.m.

**ROLL CALL**

General Manager Justin Scott-Coe stated that the Engineering 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 Director Erwin, seconded by Director Lopez, and unanimously carried:

**M21-02-01**

**MOVED:** To appoint Director Tony Lopez to serve as Engineering Committee Chair, as by roll call vote:

Director Lopez	aye
Director Erwin	aye

**B. Meeting Minutes: November 10, 2020**

Upon motion by Director Lopez and unanimously carried (Director Erwin abstaining):

**M21-02-02**

**MOVED:** Approved the November 10, 2020 Engineering Committee minutes, as by roll call vote:

Director Lopez	aye
Director Erwin	abstained

**C. Bandera-San Bernardino Pipeline Replacement Project**

Superintendent Hilton Saenz explained the committee in the past the District's approach to distribution system pipeline replacement projects was to design these project in-house and contract out the survey portion. He said the District suffered staffing loss and identified the need for a consulting firm to perform complete design services in order to keep the project moving and maintain the schedule. Mr. Saenz said complete design services include surveying, preparation of plans, specifications, and cost estimate. Furthermore Mr. Saenz said TKE Engineering already had background information on the project, they were able to respond quickly and submitted a proposal for total design services fee of \$94,200. He said staff recommends authorization to amend the approved budget of \$32,400 to \$97,200. Discussion ensued.

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

**M21-02-03**

**MOVED:** The Engineering Committee recommended that the Board of Directors:

1. Approve the transfer of \$66,800 from reserves into Capital Improvement Project EN2021-07; and
2. Authorize the Board of Directors president and general manager to amend the contract with TKE Engineering, Inc. in not-to-exceed amount of \$94,200 to provide survey and design services for the Bandera-San Bernardino Pipeline Replacement Project, as by roll call vote:

Director Lopez	aye
Director Erwin	aye

**ITEM 5: AJOURNMENT**

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

**M21-02-04**

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

Director Lopez	aye
Director Erwin	aye

There being no further business, Director Lopez adjourned the meeting at 4:57 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary