

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

**February 9, 2022**

**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**

Justin Scott-Coe, General Manager  
Andrew Gagen, Legal Counsel  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
A. William Schwartz, Director of Engineering, Operations, & Maintenance  
Betty Conti, Human Resources & Risk Administrator  
Kelley Donaldson, Community Affairs Manager  
John Hughes, Water Systems Superintendent  
Leah Nazaroff, Accounting Supervisor  
Hilton Saenz, Maintenance Superintendent  
Juan Ventura, Customer Service & Information Technology Manager

**OTHERS IN ATTENDANCE**

Elizabeth Skrzat, Chino Basin Water Conservation District

**ITEM 1: CALL TO ORDER/FLAG SALUTE**

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

Director Lopez led those assembled in the Flag Salute.

**ROLL CALL**

Mr. Gagen stated that the Board of Directors (Board) meeting of the Monte Vista Water District (District) will be conducted consistent with the provisions in Government Code section 54953(e), as recently amended by Assembly Bill 361, and pursuant to District Resolution. 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 portion of the meeting when Board members or the public are participating remotely must be taken by roll call vote. President Rose provided brief instructions on appropriate conduct during the meeting.

**ITEM 2: PUBLIC COMMENT/OPEN FORUM**

Elizabeth Skrzat, the general manager of Chino Basin Water Conservation District, invited District representatives to an event launching the redesigned Inland Valley Garden Planner website.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

Mr. Scott-Coe informed the Board that Item 5A would be presented by Ms. Conti and Item 5B would be presented by himself.

**ITEM 4: CONSENT CALENDAR**

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

**M22-02-01**

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

- A. Approve meeting minutes of January 26, 2022.
- B. Approve Monthly Financial Reports: December 2021.
- C. Adopt Resolution 806-22, re-authorizing remote teleconference meetings pursuant to Brown Act provisions.
- D. Authorize the general manager to enter into Contract Change Order 1 with TKE Engineering, Inc. for \$28,750 resulting in a total contract not-to-exceed amount of \$122,950 to provide additional survey and design services for the Bandera-San Bernardino Pipeline Replacement Project.

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

**ITEM 5: DISCUSSION AND/OR ACTION ITEMS**

**A. Comprehensive Compensation Study**

Ms. Conti provided a brief presentation in support of staff’s recommendation, inclusive of additional recommendations by the Personnel Committee.

President Rose clarified that the Executive Team is comprised of the general manager; assistant general manager/chief financial officer; and director of engineering, operations, & maintenance.

Director Erwin clarified that the proposed Bereavement Leave is per occurrence for immediate family members.

Board Auditor Martinez complemented staff and the consultant on the thoroughness of the analysis.

Mr. Scott-Coe thanked Ms. Conti for her immense work on this project over the past many months.

Vice President Milhiser reported on the Personnel Committee’s recommendation and emphasized the value of the recommended action in preserving the District as an employer of choice.

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

**M22-02-02**

**MOVED:** 1) Review and discuss the Comprehensive Compensation Study included in the 2022 Monte Vista Water District Organizational Structure and Staffing Assessment Report by Raftelis; 2) approve the revised Fiscal Year Ending 2022 Staffing Plan; 3) amend the Fiscal Year Ending 2022 Salary Grade Wage Table to include the recommended position range changes, reclassifications, and title changes, retroactive to January 1, 2022; 4) amend the Fiscal Year Ending 2022 Amended Budget by \$133,000, adjusting salary and benefits related accounts to reflect the recommended compensation changes as a result of the Monte Vista Water District Organizational Structure and Staffing Assessment Report; 5) approve the transfer of \$133,000 from reserves to appropriate salary and benefits related accounts in the Fiscal Year Ending 2022 Amended Budget; 6) approve twenty-four hours of Administrative Leave time for management staff; and 7) approve four days of Bereavement Leave per occurrence for immediate family members, as by roll call vote:

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

**B. Organizational Assessment Study**

Mr. Scott-Coe provided a brief presentation in support of staff’s recommendation.

Board Auditor Martinez complemented staff and the consultant on another thorough analysis and constant interest in improvement.

Vice President Milhiser reported on the Personnel Committee’s recommendation and expressed appreciation for the summary attachment listing the recommendations.

Director Lopez explained the clarification provided by staff during the the Personnel Committee regarding Recommendation 8.

The Organizational Assessment recommendations included in the 2022 Monte Vista Water District Organizational Structure and Staffing Assessment Report by Raftelis were received and filed.

**ITEM 6: GENERAL MANAGER’S REPORT**

In addition to his written report, Mr. Scott-Coe briefed the Board on issues and activities of the past two weeks. Topics covered include the COVID-19 public health emergency, the statewide drought emergency, nominations for the California Special Districts Association (CSDA) Board of Directors and the Local Agency Formation Commission for San Bernardino County (LAFCO), new employees, and an invitation by CSDA Director Jo MacKenzie to attend the upcoming Special Districts Leadership Academy (SDLA) Conference in San Diego.

**ITEM 7: INFORMATION ITEMS**

Information items were included in the agenda packet.

**ITEM 8: BOARD COMMENTS (including reports on conferences/meetings attended at District expense)**

Vice President Milhiser thanked staff for their hard work on the items presented at tonight’s meeting.

President Rose encouraged Board members to take SDLA trainings so that the District may obtain a higher level of District of Distinction recognition.

Board Auditor Martinez reported on his attendance at a CSDA webinar entitled “How and Why Special Districts Need to be Involved in LAFCO” and what he learned about the importance of the relationship between LAFCO and special districts.

**ITEM 9: CLOSED SESSION**

President Rose recessed the meeting to closed session at 7:47 p.m. to discuss:

**A. Conference with Legal Counsel – Existing Litigation (GC §54956.9[d][1])**

Case Number RCV 51010: CBMWD v. City of Chino et al.

President Rose reconvened the meeting into open session at 8:02 p.m. and stated that no reportable action was taken.

**ITEM 10: ADJOURNMENT**

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

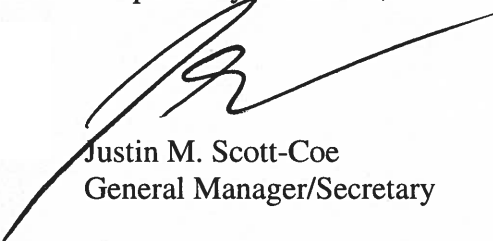
**M22-02-03**

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

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

There being no further business, President Rose adjourned the meeting at 8:03 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary