

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

February 10, 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 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:

M21-02-01

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

A. Meeting minutes of January 27, 2021

C. Fair Political Practices Commission Form: Public Official Appointment Reporting: 1) Approve Fair Political Practices Commission (FPPC) Form 806 as the District's official form for reporting public official appointments pursuant to FPPC Regulation 18702.5; 2) direct staff to post the completed form on the District's website in accordance with the requirements set forth in FPPC Regulation 18702.5.

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

President Rose pulled off of the Consent Calendar Item 4.B: Monthly Financial Reports – December 2020 for discussion on the Register of Demands, disbursement to Pump Check in the amount of \$9,758. Water Systems Superintendent John Hughes explained that this was for the annual meter accuracy testing for all the Districts's pumping stations and meters. Discussion ensued.

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

M21-02-02

MOVED: Approved the Monthly Financial Reports – December 2020, as by roll call vote:

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. Bandera-San Bernardino Pipeline Replacement Project

Maintenance Superintendent Hilton Saenz explained to the Board the District's past approach to distribution system pipeline replacement projects was to design these projects in-house and contract out the survey portion. He said the District suffered staffing losses 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, and they were able to respond quickly and submit a proposal for total design services for a 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 Vice President Milhiser, seconded by President Rose, and unanimously carried:

M21-02-03

MOVED: The Board of Directors approved the following actions:

1. Approve the transfer of \$68,000 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 a not-to-exceed amount of \$94,200 to provide 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

B. Employee Donation to Chino Neighborhood House

Community Affairs Manager Kelley Donaldson presented the Board with an overview of an employee-led donation to Chino Neighborhood House. She said Reva Salter, known as “Ma Chino,” was a beloved member of the Chino community. Ms. Donaldson said Mrs. Salter served on the City of Chino’s (City) Planning Commission for decades. She said the City continues to honor her service by presenting the Reva Salter “Ma Chino” Award for architectural excellence each year. Ms. Donaldson highlighted Mrs. Salter’s many accomplishments and provided an overview of Chino Neighborhood House’s services. She said District employees took up a collection and made a donation to Chino Neighborhood House in Mrs. Salter’s honor. Discussion ensued and it 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 two weeks.

Mr. Scott-Coe announced that Mr. Bill Schwartz has accepted the offer to become the District’s Director of Engineering, Operations & Maintenance who will join the District team on February 26, 2021. He commented on his background and successful track record.

Mr. Scott-Coe also commented on the new social media vinyl wrap installed on the elevator door in the customer service lobby, which is part of the “Water You Doing” program.

President Rose invited Mr. Omar Abutaleb, consultant who has overseen the District’s capital improvement projects in absence of the Director of Engineering, Operations & Maintenance, to say a few words. Mr. Abutaleb thanked the Board of Directors and staff for allowing him to be a part of the District team.

ITEM 7: BOARD COMMITTEE REPORTS

None.

ITEM 8: BOARD COMMENTS (Reports on Conferences/Meetings Attended at District Expense)

Board Auditor Martinez commented on the memorium of Ms. Reva Salter and her accomplishments as a wonderful civic leader. He thanked District staff for their contribution made in her honor.

ITEM 9: CLOSED SESSION

President Rose recessed the meeting to closed session at 7:18 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.

B. Conference with Legal Counsel – Existing Litigation (GC §54956.9[a])

Case Number CIVDS 1800720, Monte Vista Water District & City of Chino v. The Dow Chemical Company; DOW Agrosiences, LLC; Shell Oil Company

President Rose reconvened the meeting into open session at 7:23 p.m. and stated that no reportable action was taken on items A or B.

ITEM 10: AJOURNMENT

President Rose stated that the Board would adjourn tonight’s meeting in memory of Mr. Ken Willis. She said Mr. Willis served the City of Upland as a council member for twelve years and played a significant role in water management in the region. President Rose said Mr. Willis held various leadership roles with organizations such as San Antonio Water Company, Chino Basin Watermaster, and more. She said he was an exemplary leader and steward of water resources. President Rose said on behalf of the District, we extend our condolences to Mr. Willis’ family and friends and offer them comfort during their time of grieving.

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

M21-02-04

MOVED: The meeting was adjourned in memory of Ken Willis, 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 7:24 p.m.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary