

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

February 24, 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

Justin Scott-Coe, General Manager
Andrew Gagen, Legal Counsel
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Betty Conti, Human Resources & Risk Administrator
Kelley Donaldson, Community Affairs Manager
John Hughes, Water Systems 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 Erwin, and unanimously carried:

M21-02-05

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

- A. Meeting minutes of February 10, 2021
- B. Quarterly Financial Reporting – Second Quarter of Fiscal Year Ending 2021
- C. Audit Services for Fiscal Year Ending 2021
- D. Amended Contract for Temporary Capital Improvement Programs Engineer

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. Fiscal Year Ending 2021 Budget Mid-Year Review

Assistant General Manager/Chief Financial Officer Stephanie Reimer provided the Board with an overview of the District's current fiscal year budget through December 31, 2020. This included an overview of revenue and expense variances, the financial progress of approved capital projects, and a review of the water supply plan. Discussion ensued and the review was received and filed.

B. Fiscal Year Ending 2021 Budget Amendments

Assistant General Manager/Chief Financial Officer Stephanie Reimer provided the Board with an overview of the District's current fiscal year budget amendments. Ms. Reimer said staff requested five budget transfers from the District reserves totaling \$238,000. Staff requested the Board approve the following amendments: 1) transfer of \$35,000 from reserves to the Fiscal Year Ending 2021 Capital Oulay Budget; 2) transfer of \$130,000 from reserves to the watermaster assessments for unanticipated expenses; 3) increase of \$30,000 for temporay labor due to COVID-19; 4) transfer of \$23,000 from reserves to the Computer Equipment & Software account; and 5) transfer of \$20,000 to the general plant maintenance account to improve District security at Plant 1. Discussion ensued.

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

M21-02-06

MOVED: Approved to amend the Fiscal Year Ending 2021 Amended Budget and:

1. Approve the transfer of \$35,000 from reserves into Capital Improvement Project Number MA2020-04 – Full-Size Truck Replacement;
2. Approve the transfer of \$130,000 from reserves to 514.000 – Watermaster Assessments;
3. Approve the transfer of \$30,000 from reserves to 561.666 – Admin Temporary Labor;
4. Approve the transfer of \$23,000 from reserves to 567.210 – Computer Equipment & Software; and
5. Approve the transfer of \$20,000 from reserves to 542.220 – General Plant Maintenance Material; as by roll call vote:

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

C. Water Meter Testing Policy

Customer Service Supervisor Juan Ventura presented for the Board’s consideration the recommended Water Meter Testing Policy (Policy). The Policy will provide staff with the framework to monitor meter accuracy to ensure equitable customer billing and water accountability. Mr. Ventura said the District developed the policy using the recommendations in the American Water Works Association M6 Manual and the California Public Utility Regulations, as well as the best practices of other urban water agencies. He provided an overview of staff’s recommendations and said the District would greatly benefit and potentially reduce water loss. Discussion ensued.

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

M21-01-07

MOVED: Adopted Resolution 784-21 establishing a Water Meter Testing Policy, as by roll call vote:

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

ITEM 6: GENERAL MANAGER’S REPORT

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

Mr. Scott-Coe also commented that on February 22, 2021, the Upland City Council (Council) considered appointments to two vacancies on the San Antonio Water Company Board of Directors. The District submitted a comment requesting the Council consider District Board Vice President Michael Milhiser to fill one of the two vacant seats. At the conclusion of the Council’s discussion, they directed staff to open an application process to solicit interest for the two vacancies. Mr. Scott-Coe said Vice President Milhiser expressed an interest in forwarding his name for the nomination application process for the Council’s consideration.

ITEM 7: BOARD COMMITTEE REPORTS

None.

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

Director Erwin commented on his attendance at the Finance Committee meeting regarding items presented at tonight’s meeting.

Board Auditor Martinez commented on his attendance at the Finance Committee and said Director Erwin was appointed as Chair for the Finance Committee and complimented Director Erwin’s expertise.

President Rose commented on her attendance at the Management Assessment Committee and said Vice President Milhiser was appointed as Chair for the Management Assessment Committee.

ITEM 10: CLOSED SESSION

President Rose recessed the meeting to closed session at 7:28 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 – Anticipated Litigation (GC §54956.9[d][4])

Number of Potential Cases: One

President Rose reconvened the meeting into open session at 7:45 p.m. and stated that no reportable action was taken on Items 10A or 10B.

ITEM 11: AJOURNMENT

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

M21-02-08

MOVED: Approved 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 7:46 p.m.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary