

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

**March 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**

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  
John Hughes, Water Systems Superintendent  
Hilton Saenz, Maintenance Superintendent  
Betty Conti, Human Resources & Risk Administrator  
Kelley Donaldson, Community Affairs Manager  
Leah Nazaroff, Accounting Supervisor  
Juan Ventura, Customer Service Supervisor  
Gabby De La Cruz, Community Affairs Coordinator  
Marisela Lopez, Water Use Efficiency Analyst  
Gabby Garcia, Executive Assistant

**OTHERS IN ATTENDANCE**

Jeff D.

**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: DIRECTOR OF ENGINEERING, OPERATIONS, & MAINTENANCE  
INTRODUCTION**

General Manager Justin Scott-Coe provided a warm welcome and introduction of Mr. Bill Schwartz, who is the District’s new Director of Engineering, Operations, & Maintenance. Mr. Scott-Coe commented on Mr. Schwartz’s extensive background and expertise in his field and said he will be a great addition to the District.

Mr. Schwartz was invited to say a few words of his own.

President Rose on behalf of the Board of Directors welcomed Mr. Schwartz to the District.

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

None.

**ITEM 4: AGENDA CHANGES/ADDITIONS**

None.

**ITEM 5: CONSENT CALENDAR**

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

<b>M21-03-01</b>	
<b>MOVED:</b> Approval of Consent Calendar as by roll call vote:	
A. Meeting minutes of February 24, 2021	
B. Cancellation of March 24, 2021 Board Meeting	
C. Monthly Financial Reports - January 2021	
D. Plant 1 Fencing Improvements	
E. Management Leave Approval for Director of Engineering, Operations, & Maintenance	
F. Resolution 786-21: Supporting the nomination of Randall Reed to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority, as by roll call vote:	
President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Erwin	aye
Director Lopez	aye

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

**A. WaterView™ Portal Overview**

Water Use Efficiency Analyst Marisela Lopez provided an overview to the Board of the WaterView™ Portal Overview, which is an interactive portal that contains landscape area measurements for residential parcels of every retail water agency in California. She said WaterView™ is a web-based, utility-facing water conservation tool that can aid the District in meeting Assembly Bill (AB) 1668 and Senate Bill (SB) 606, the California legislation which was passed in 2018. Ms. Lopez said through this portal the District can see individual household water consumption or an aggregate of the total service area. She said WaterView™ further categorizes customers into efficiency groups ranging from “super-efficient” to “highly inefficient” water users based on state-derived formulas and landscape area measurements. She said the Community Affairs team will use WaterView™ to identify customers for targeted outreach campaigns. In addition, Ms. Lopez said the District offers many water saving programs that can assist customers in irrigating efficiently by retrofitting their existing sprinkler systems. She said the initial outreach effort will focus on customers in the “highly inefficient” category. Furthermore, Ms. Lopez

said this helps the District meet water use targets set forth in AB 1668 and SB 606. Discussion ensued and the WaterView™ Portal overview was received and filed.

### **B. Updates to Monte Vista Water District's Legislative Principles**

Community Affairs Manager Kelley Donaldson provided the Board with an overview of the District's Legislative Principles. She said in August 2011 the Public Information Committee and staff discussed the need for legislative principles that would guide staff's future engagement with the legislative and regulatory processes. Ms. Donaldson said in the decade since the District's legislative principles were adopted, staff has focused its legislative and regulatory advocacy efforts on legislation introduced under the umbrella of these topics. She said in recent years, there has been more legislation or regulatory standards introduced that address the concerns of access and affordability as well as climate change, specifically the water/energy nexus. She emphasized the need to review and update the legislative principles to provide further guidance for staff in advocacy efforts that align with the District's mission. Ms. Donaldson provided a summary of the proposed changes to the Board and said staff has recommended the Board adopt the updates to the District's Legislative Principles. Discussion ensued.

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

#### **M21-03-02**

**MOVED:** Adopted proposed updates to the Monte Vista Water District's Legislative Principles, as by roll call vote:

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

### **C. Customer Communication Policy Review**

Community Affairs Coordinator Gabriela De La Cruz provided an overview to the Board of the District's Customer Communications Policy. She said in 2015 the Board authorized staff to implement a public information campaign to request updated contact information from District customers. Ms. De La Cruz said as part of the authorization, the Board directed staff to develop a Customer Communication Policy for Board consideration, which would formalize existing District practices for communicating with customers. She said the Customer Communication Policy was adopted on June 24, 2015 and included the provision that staff would review the document every two years. Ms. De La Cruz said staff has reviewed the existing policy and she provided an overview of the recommended changes that will enhance transparency and open communication with customers and the public. Discussion ensued.

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

#### **M21-03-03**

**MOVED:** Adopted Resolution 785-21, updating the District's Customer Communications Policy, as by roll call vote:

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

#### **D. Reservoir 4 Recoating Project**

Water Systems Superintendent John Hughes provided the Board with an overview of the Reservoir 4 Repair and Recoating Project. He said the District's Reservoir 4 is a 1.67 million-gallon steel welded tank that was constructed in 1984 and it is located at 5501 Arrow Highway in the City of Montclair. Mr. Hughes said the existing tank coating system for Reservoir 4 has exceeded its useful life and it is standard industry practice to recoat a tank to extend the life of the asset. He said staff established a scope of work and solicited sealed bids from five contractors to perform the repairs and two bids were received. Mr. Hughes provided photos of repair work needed at Reservoir 4. Mr. Hughes said staff is recommending the project be awarded to Superior Tank Solutions as they have worked with this contractor in the past and their work has been very successful. Discussion ensued.

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

#### **M21-03-04**

**MOVED:** Recommended that the Board of Directors:

1. Amend the Fiscal Year Ending 2021 Amended Budget for Capital Outlay Project EN2020-01, Reservoir Repair & Recoating by \$138,000 from \$825,000 to \$963,000; and
2. Approve the transfer of \$138,000 from reserves into Capital Outlay Project EN2020-01; and
3. Authorize the Board of Directors president and general manager to enter into an agreement with Superior Tank Solutions, Inc. for a not-to-exceed amount of \$396,696 to perform the Reservoir 4 Recoating, as by roll call vote:

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

#### **ITEM 7: 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 26, 2021 District's Vice President Milhiser submitted his application to the Upland City Council for consideration of appointment to the San Antonio Water Company Board of Directors. On May 8, 2021, the City Council decided to appoint Mayor Bill Velto and Ms. Katie Parker.

Mr. Scott-Coe also commented on the Annual Employee Awards Luncheon which was held virtually. He welcomed new employees who joined the District in the past year.

Mr. Scott-Coe acknowledged and congratulated all the nominees for this year's "Employee of the Year" and gave a special congratulatory to Ms. Leah Nazaroff, who was selected as the District's "Employee of the Year."

#### **ITEM 8: BOARD COMMITTEE REPORTS**

None.

#### **ITEM 9: BOARD COMMENTS (Reports on Conferences/Meetings Attended at District Expense)**

Board Auditor Martinez congratulated Ms. Leah Nazaroff, who was selected as "Employee of the Year" and thanked her and staff for accommodating him in the review and audit process of the District financials. He also commented on earlier discussion related to current legislation and potential federal funding of available resources.

Director Lopez provided his condolences to Vice President Milhiser on the recent passing of his brother. He commented that he was unable to attend the District's Annual Employee Award Luncheon. Director Lopez congratulated Ms. Leah Nazaroff for receiving the "Employee of the Year" award. He also thanked staff for their professionalism and providing them with informative presentations.

Director Erwin commented on his attendance at the Annual Employee Award Luncheon and thanked staff for the opportunity to come together once a year. He also commented on his attendance at the Engineering Committee meeting which included agenda items discussed at tonight's meeting.

President Rose commented on the Annual Employee Award Luncheon and congratulated Ms. Leah Nazaroff and thanked staff. She also commented on her attendance at the Inland Empire Works Virtual Summit.

**ITEM 10: NO CLOSED SESSION**

**ITEM 11: ADJOURNMENT**

President Rose said tonight's meeting will be adjourned in honor of United States Air Force Colonel Charles L. Milhiser, Jr. She commented on his many accomplishments during his military service, community involvement and his commitment to his family. She extended her condolences to Vice President Milhiser, who is his brother.

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

**M21-03-05**

**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 in honor of United States Air Force Colonel Charles L. Milhiser, Jr. at 7:50 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary