

**MINUTES OF THE REGULAR MEETING  
OF THE CAPITAL ASSET MANAGEMENT COMMITTEE  
OF THE MONTE VISTA WATER DISTRICT  
BOARD OF DIRECTORS**

**April 25, 2023**

**DIRECTORS PRESENT**

Philip Erwin, Director  
Manny Martinez, Director

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Justin Scott-Coe, General Manager  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
A. William Schwartz, Director of Engineering, Operations, and Maintenance  
Hilton Sanes, Distribution and Facilities Maintenance Manager  
Michael Tse, Associate Engineer  
Brandi Goodman-Decoud, Executive Assistant II

**OTHERS IN ATTENDANCE**

None.

**ITEM 1: CALL TO ORDER**

Director Erwin called the meeting to order at 4:30 p.m.

**ROLL CALL**

Each Committee member confirmed their attendance.

**ITEM 2: PUBLIC COMMENT**

None.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

None.

**ITEM 4: DISCUSSION AND/OR ACTION ITEMS**

**A. Committee Chair Appointment**

Director Erwin nominated Director Martinez to be Committee Chair.

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

**M23-04-01**

**MOVED:** Approve as presented, as by roll call vote:

Director Martinez	aye
Director Erwin	aye

**B. Meeting Minutes: October 31, 2022**

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

**M23-04-02**

**MOVED:** Approve as presented, as by roll call vote:

Director Martinez	aye
Director Erwin	aye

**C. Enter into Contract Change Order No. 3 to the Professional Services Agreement with Civiltec Engineering for the Plant 30 Wellhead Treatment Project**

Mr. Bill Schwartz provided a brief report in support of staff's recommendation.

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

**M23-04-03**

**MOVED:** It is recommended that the Capital Asset Management Committee recommend that the Board of Directors authorize the General Manager to enter into Contract Change Order No. 3 with Civiltec Engineering for \$9,500 resulting in a total contract not-to-exceed amount of \$489,715 to provide professional services to assist in project close-out, as by roll call vote:

Director Martinez	aye
Director Erwin	aye

**D. Approve Surplus Sale of Ford Escape Hybrid**

Mr. Hilton Saenz provided a brief overview in support of staff's recommendation.

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

**M23-04-04**

**MOVED:** It is recommended that the Capital Asset Management Committee recommend that the Board of Directors approve surplus of the 2009 Ford Escape hybrid, as by roll call vote:

Director Martinez	aye
Director Erwin	aye

**ITEM 5: ENGINEER'S REPORT (VERBAL)**

Mr. Schwartz provided a brief overview on recent pipeline replacement projects; supply chain issues; San Bernardino County increasing the America Rescue Plan Act of 2021 allocation to the District from \$505,000 to \$790,000 as bids came in for the Grand Avenue Pipeline Replacement Project; reviewing infrastructure design plans for Plants 4, 19, and 27; and the status of the Well 34 project.

Director Erwin questioned if the District has completed the I-10 freeway project support. Mr. Schwartz confirmed no as the project is still on-going.

**ITEM 6: ADJOURNMENT**

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

**M23-04-05**

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

Director Martinez	aye
Director Erwin	aye

There being no further business, Director Martinez adjourned the meeting at 4:55 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary