

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

**APRIL 28, 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  
Betty Conti, Human Resources & Risk Administrator  
John Hughes, Water Systems Superintendent  
Hilton Saenz, Maintenance Superintendent  
Gabby Garcia, Executive Assistant

**OTHERS IN ATTENDANCE**

Vivian Castro, City of Chino  
Shivaji Deskmukh, Inland Empire Utilities Agency  
Ken Tam, Inland Empire Utilities Agency

**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.

San Bernardino. In addition, he said staff recommends that the Board rescind Resolutions 782-21 and 783-21, since they were approved prior to the District's CEQA review, and adopt both Resolution 787-21, to reapply to LAFCO for activation of authorized sewer services, and Resolution 788-21, requesting a service contract with IEUA. Both resolutions incorporate the facts and explanation in the NOE regarding the Project's exemption from CEQA as well as rescind and replace Resolutions 782-21 and 783-21 adopted by the Board on December 9, 2020.

Mr. Scott-Coe concluded by acknowledging two letters received from LAFCO and the City of Chino regarding this item. The LAFCO letter requests that the Board delay action for thirty days to allow for further input by LAFCO.

Discussion ensued.

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

**M21-04-06**

**MOVED:** Continued the item to the May 26, 2021 board meeting, as by roll call vote:

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

**C. Well 19 Sand Intrusion Investigation/Pump Repair**

Water Systems Superintendent John Hughes provided a graphical presentation to the Board on the Well 19 Sand Intrusion Investigation/Pump Repair. Mr. Hughes said Well 19, which is located at 4396 Princeton Street in Montclair, was constructed in 1977 by cable tool method to a depth of 1,260 feet. Mr. Hughes said this well is an integral part of the District's groundwater production. He said Well 19 has a long history of producing excessive sand and there have been multiple attempts to mitigate the sanding issue in 2006 and 2014. Mr. Hughes said an operational decision was made to operate the pump continuously to avoid the sand issues upon startup. He said staff prepared a Request for Quotes (RFQ) based on the full range of investigation and potential repair work that may needed to fix Well 19's sanding issue. He said as part of the RFQ, staff developed a comprehensive Bid Schedule that will be used to guide the investigation and necessary repair work. Mr. Hughes said quotes were received on March 31, 2021 and staff recommended retaining General Pump Company, Inc. to perform the work as described herein for a not-to-exceed amount of \$300,000. He said if additional work is required, staff will return to the Board to request a project budget amendment. Discussion ensued.

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

**M21-04-04**

**MOVED:** Authorize the Board of Directors president and general manager to enter into an agreement with General Pump Company Inc. in a not-to-exceed amount of \$300,000 to perform a sand intrusion investigation and pump repair of Well 19, as by roll call vote:

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

**D. State Street Pipeline Design**

Director of Engineering, Operations & Maintenance Bill Schwartz provided a graphical presentation to the Board on the State Street Pipeline Replacement and Pressure Regulator Valve Station Project. He

said in the past, the District’s approach to distribution system pipeline replacement projects was to design these projects in-house and contract out the survey portion. However, Mr. Schwartz said the District suffered staffing loss and identified the need for a consulting firm to perform complete design services to keep the project moving and maintain the schedule. Mr. Schwartz said this project includes design of 18,037 linear feet of pipe and a pressure regulator valve station to move water from the Ramona and Benson feeders into Pressure Zone 3. He said the complete design services will include surveying, preparation of plans, specifications, and cost estimate. He further stated that staff requested proposals from three qualified consulting firms. Staff is recommending the project be awarded to JIG Consultants, due to their excellent work performed for the District on other projects. Mr. Schwartz said staff recommends a project budget of \$280,000, which includes \$13,500 for contingency in the proposed budget amount. Discussion ensued.

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

**M21-04-05**

**MOVED:** The Board of Directors approved to:

1. Establish new Capital Improvement Project EN2021-08 – State Street Pipeline Replacement and Pressure Regulator Valve Station Project;
2. Approve the transfer of \$280,000 from reserves into Capital Improvement Project EN2021-08; and
3. Authorize the Board of Directors president and general manager to enter into a contract with JIG Consultants in a not-to-exceed amount of \$266,500 to provide survey and design services for the State Street Pipeline Replacement and Pressure Regulator Valve Station Project., as by roll call vote:

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

**F. Notice of Award: Organizational Assessment, Classification and Comprehensive Compensation Study**

Human Resources/Risk Administrator Betty Conti presented the Board with the Organizational Assessment and Comprehensive Study. Ms. Conti said in an on-going commitment to place the District in a position of preferred employer to recruit and retain world-class personnel, staff has periodically sought the assistance of a professional consultant to support a comprehensive classification and compensation analysis. Ms. Conti said in 2016, the District completed these studies and implemented many of the recommended changes to continue to position the District in this position.

Ms. Conti said through the recent strategic planning process, the District identified several key implementation tasks to address Goal 6: “Recruit and develop qualified personnel to increase productivity and enhance employee retention and morale.” One of those tasks is updating planning and policy documents by completing a classification and compensation study.

Ms. Conti said a second task developed through the strategic planning process was to complete a thorough organizational assessment (assessment) for the District. She said the assessment will provide an in-depth analysis of functionality, efficiency, and personnel throughout the agency. Furthermore it would determine if present staffing levels are appropriate and efficient for current and future operations and succession planning.

Ms. Conti said Requests for Proposal were issued on March 11, 2021 and four proposals were received. She said after careful examination of the proposals, staff is recommending the Board award the agreement to Raftelis due to their deep understanding of the Effective Utilities Management philosophy.

Discussion ensued.

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

**M21-04-07**

**MOVED:** The Board of Directors authorized the board president and general manager to enter into a Professional Services Agreement between Monte Vista Water District and Raftelis to provide an Organizational Assessment and Comprehensive Compensation study for a not-to-exceed amount of \$92,275, 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 COVID-19 public health crisis as well as issues and activities of the past two weeks.

**ITEM 7: INFORMATION ITEMS**

Informational items were provided in the Board's agenda packet for review. No discussion ensued.

**ITEM 8 BOARD COMMITTEE REPORTS**

None.

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

Director Lopez complimented and thanked staff on all their presentations that they provide for Board meetings.

Director Erwin commented on his attendance at the Engineering Committee meeting which included items presented to the Board at tonight's meeting.

President Rose commented on the leaving of the City of Upland's City Manager Rosemary Hoerning. She said on behalf of the District we should acknowledge her and show our appreciation.

**ITEM 10: CLOSED SESSION**

President Rose recessed the meeting to closed session at 7:41 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: Two

President Rose reconvened the meeting into open session at 8:03 p.m. and stated that no reportable action was taken on items 10A or 10B.

**ITEM 11: ADJOURNMENT**

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

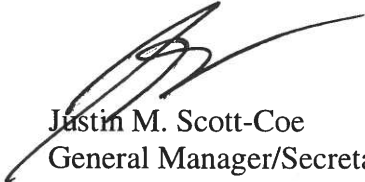
**M21-04-08**

**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 8:04 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary