

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

May 26, 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
Kari Vozenilek, Kidman Gagen Law, LLP
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
A. William Schwartz, Director of Engineering, Operations, & Maintenance
Betty Conti, Human Resources & Risk Administrator
Kelley Donaldson, Community Affairs Manager
John Hughes, Water Systems Superintendent
Leah Nazaroff, Accounting Supervisor
Hilton Saenz, Maintenance Superintendent
Juan Ventura, Customer Service 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 Kari Vozenilek 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

General Manager Scott-Coe stated that the presenter on Item 5A was incorrect on the agenda, and the correct presenter on this item will be Customer Service Supervisor Juan Ventura.

ITEM 4: CONSENT CALENDAR

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

M21-05-04

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

- A. Meeting minutes of May 12, 2021
- B. Quarterly Financial Reports for the Third Quarter of Fiscal Year Ending 2021

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. Resolution 789-21: Establishing a Customer Service Handbook

Customer Service Supervisor Juan Ventura provided a graphical presentation to the Board on establishing a customer service handbook. Mr. Ventura said that in October 2020, the Board adopted the District’s 2025 Strategic Plan, which included an initiative to improve standardized policies, procedures and work processes across the District. Mr. Ventura said the Customer Service Department operates through a collection of policies adopted by resolution and internally developed procedures. He further stated that these policies and procedures provide guidance on how staff can complete tasks and resolve inquiries they may receive from customers regarding their water service. Mr. Ventura provided a draft of the proposed customer service handbook. Discussion ensued.

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

M21-05-05

MOVED: Adopted Resolution 789-21, establishing a Customer Service Handbook, as by roll call vote:

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

B. Pipeline Avenue Pipeline Replacement Project

Maintenance Superintendent Hilton Saenz provided a graphical presentation to the Board on the Pipeline Avenue Pipeline Replacement Project. Mr. Saenz said during a recent field investigation prompted by a proposed project from San Bernardino County for the installation of storm drain pipeline on Pipeline Avenue, staff identified an existing pipeline in District’s Pressure Zone 4 serving 24 properties inside the District’s Pressure Zone 3 and does not provide adequate pressure for high demand usage and fire protection. He said staff recommends switching the services in question into Zone 3 to provide adequate pressure and install a pressure regulator on each customer’s main service line to prevent high pressure issues. Mr. Saenz said staff also recommends the abandonment of the existing pipeline feeding from

Zone 4 to Zone 3 by replacing approximately 1,575 feet of 4-inch steel pipeline with 8-inch C-900 PVC Pipeline, replacement of 14 existing water services, and switching the services in question to Zone 3 to provide adequate pressure. Mr. Saenz said four bids were solicited from contractors to perform the needed work and the District received two bids in return. He said staff is recommending to award the contract to Dominguez General Engineering for a not-to-exceed amount of \$268,175 for the replacement of pipeline, services, and installation of 24 pressure regulators. Discussion ensued.

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

M21-05-06

MOVED: The Board approved the following actions:

1. Establish new Capital Improvement Project EN2021-09 Pipeline Avenue Pipeline Replacement Project;
2. Approve the transfer of \$270,000 from reserves into Capital Improvement Project EN2021-09 – Pipeline Avenue Pipeline Replacement Project; and
3. Authorize the Board of Directors president and general manager to enter into a contract with Dominguez General Engineering, Inc. in a not-to-exceed amount of \$268,175 for the replacement of pipeline, services, and installation of pressure regulators, as by roll call vote:

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

C. Capital Improvement Program Funding Strategy

Assistant General Manager/Chief Financial Officer Stephanie Reimer provided a graphical presentation to the Board on the District's Capital Improvement Program Funding Strategy. Ms. Reimer said on October 28, 2020, staff presented the 2020 Water System Master Plan Mini-Update Report to the Board. Ms. Reimer said the report was the cumulative effort by staff across various departments of the District to update a five-year segment of the 2008 Water System Master Plan by identifying necessary capital improvement projects. Ms. Reimer provided an overview of the anticipated financial impacts of the 2020 Water System Master Plan Mini-Update that included the District's financial reserves, debt service ratios, and water rates. Discussion ensued. The Capital Improvement Program Funding Strategy was received and filed.

D. Change Order: Plant 30 Wellhead Treatment Project

Director of Engineering, Operations & Maintenance Bill Schwartz provided a graphical presentation to the Board on a change order for Plant 30 Wellhead Treatment Project (Project). Mr. Schwartz said the Project will provide water treatment facilities capable of treating 6 million gallons of water per day from Wells 30, 32, and 33, two wells at a time. Mr. Schwartz said both granular activated carbon and ion exchange technologies will be utilized to address both 1,2,3-Trichloropropane and nitrates, respectively. He said the Project is currently under construction with an anticipated operational start of mid-November 2021. Mr. Schwartz said the general manager approved Contract Change Order 1 in the amount of \$45,987.17 on December 22, 2020. He said Contract Change Order 2 was approved by the general manager on May 6, 2021 in accordance with Section 2.10 of the District's Purchasing Policy as the Project was time-sensitive in nature. Mr. Schwartz further stated that these changes were necessary to meet local permit and regulatory compliance and stopping work on construction would result in significant standby charges that would increase the overall project cost. Mr. Schwartz said the change order also authorized extension of J.F. Shea Construction's contract by fifty-one (51) calendar days, increasing the contract duration to four hundred and sixteen (416) calendar days. Discussion ensued.

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

M21-05-07

MOVED: It is recommended that the Board of Directors ratify the general manager’s approval of Contract Change Order 2 with J.F. Shea Construction, Inc. in the amount of \$187,900.37, 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. Mr. Scott-Coe commented on implementation transition strategy for full re-opening under the District’s Communicable Disease Emergency Response Plan’s Risk Level 2 by June 14, 2021. Mr. Scott-Coe commented on returning for first hybrid in-person and online Board meeting scheduled for June 23, 2021, contingent on any modification of State public meeting requirements and adequate preparations for safe public meetings.

Mr. Scott-Coe commented on Governor Newsom’s revision to the proposed budget includes \$2 billion to assist with past-due utility bills, including water bills.

Mr. Scott-Coe commented that, for the first time, COVID-19 relief funding is explicitly available to special districts to offset pandemic-related expenditures.

Mr. Scott-Coe commented that on June 10, 2021 he will be presenting on our sewer service project at the IE Business Daily (IEBD) Business Webinar Series: Chino Basin’s Water Crisis.

Mr. Scott-Coe commented on the images included in the Board’s agenda packet of the billboard on Central Avenue featuring the District’s “Water You Doing” campaign.

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)

Vice President Milhiser commented on the images of the billboard on Central Avenue featuring our “Water You Doing” campaign.

Director Erwin commented on his upcoming virtual attendance at the State of the City of Chino Hills.

President Rose commented on her and Vice President Milhiser’s coffee with Inland Empire Utilities Agency Director Marco Tule.

ITEM 10: CLOSED SESSION

President Rose recessed the meeting to closed session at 7:51 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 8:20 p.m. and stated that no reportable action was taken on Items 10A or B.

ITEM 11: ADJOURNMENT

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

M21-05-08

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 8:22 p.m. in memory of former Monte Vista Water District Board member James T. Morgan who recently passed.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary