

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

June 23, 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
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

Stan Chen, Stetson Engineers, Inc.
Jeff Hensley, Stetson Engineers, Inc.
Jeff Davis

ITEM 1: CALL TO ORDER/FLAG SALUTE

President Rose called the meeting to order at 6:31 p.m.

Vice President Milhiser 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) may be conducted pursuant to Executive Order N-08-21 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 portion of this meeting when Board members or the public are participating remotely must be taken by roll call vote. President Rose provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC HEARING

A. Resolution 788-21: Public Hearing and Adoption of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan

President Rose opened the public hearing on the 2020 Urban Water Management Plan and Water Shortage Contingency Plan and introduced Water Systems Superintendent John Hughes.

Mr. Hughes introduced Mr. Stan Chen and Mr. Jeff Hensley with Stetson Engineers, Inc. who prepared the initial study of the 2020 Urban Water Management Plan (Plan) and Water Shortage Contingency Plan.

Mr. Hensley provided a graphical presentation to the Board and provided an overview of the District's Plan. Mr. Hensley stated that per the Urban Water Management Planning Act of (1983), the Plan consists of a long range water resource planning document that ensures adequate water supplies to meet existing and future water demands. He said urban water suppliers either publicly or privately owned, providing water to more than 3,000 customers, or supplying more than 3,000 acre-feet of water annually, must prepare and adopt an update to its Urban Water Management Plan (UWMP). He further stated that the Plan is to be updated every five years and is required to be filed with the California Department of Water Resources in order to receive State grants and/or loans. Mr. Hensley provided a summary of the components included in the Plan, such as water use and supply characterization, water service reliability and drought risk assessment. It further demonstrates reduced imported water reliance, meets SBX 7-7 (2020 Water Use Target Compliance), which mandates a 20 percent reduction in urban per-capita water use by Dec. 31, 2020. He said the Plan also includes a water shortage contingency plan and demand management measures. Mr. Hensley summarized the key findings of the District's Plan and provided a summary of the Water Shortage Contingency Plan which is included as Chapter 8 of the District's Plan. Mr. Hensley concluded that the District will be able to meet water demands under drought conditions using existing water supplies coupled with customer demand reduction measures.

General Manager Justin Scott-Coe provided the Board with some additional context to the District's compliance with the 20x2020 urban water use reduction requirement set back in 2007. Mr. Scott-Coe provided a graph from Inland Empire Utilities Agency that showed the baseline gallons per capita per day for all their retail agencies' compliance with the 20x2020 requirement. He said the District's customers were historically and continue to be the most efficient water users in the region.

President Rose thanked both Mr. Hensley and Mr. Chen of Stetson Engineers, Inc. for presenting tonight's presentation.

President Rose asked if there were questions or comments and then declared the public hearing closed and called for a motion adopting Resolution 788-21.

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

M21-06-10

MOVED: Approved to adopt Resolution 788-21, authorizing Plan adoption and filing with the California Department of Water Resources, as by roll call vote:

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

ITEM 3: PUBLIC COMMENT/OPEN FORUM

None.

ITEM 4: AGENDA CHANGES/ADDITIONS

General Manager Justin Scott-Coe stated to the Board, as reflected in our Legal Counsel’s comments prior to roll call, the District is now operating under Executive Order N-08-21, issued on June 11, 2021, which extends the District’s ability to hold remote public meetings until September 30, 2021. Mr. Scott-Coe said future agendas will be updated to reference the new Executive Order N-08-21.

ITEM 5: CONSENT CALENDAR

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

M21-06-11

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

A. Meeting minutes of June 9, 2021

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. Resolution 787-21: Establishing Appropriation Limits for Fiscal Year Ending 2022

Assistant General Manager/Chief Financial Officer Stephanie Reimer explained that, based on a decision by the Board in 1991, the appropriation limits are designed to reflect the change in population and the percentage change in California’s average per capita personal income. The District’s Fiscal Year Ending (FYE) 2022 Tax Appropriation Limit equals \$3,341,668. Ms. Reimer stated because the calculated tax appropriation limit is significantly higher than the District’s projected FYE 2022 tax revenues of \$1,952,300, there will be no impact to the District’s property tax receipts. Discussion ensued.

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

M21-06-12

MOVED: Approved to adopt Resolution 787-21, establishing appropriation limits for Fiscal Year Ending 2022, as by roll call vote:

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

B. Statement of Investment Policy

Assistant General Manager/Chief Financial Officer Stephanie Reimer explained to the Board as required by both California Government Code Section 53646 and the District’s Bylaws, the Chief Financial Officer may present to the Board annually a Statement of Investment Policy (Policy), which the legislative body shall consider at a public meeting. Any changes to the Policy shall also be considered by the legislative body at a public meeting. The Board previously reviewed and adopted the District’s Policy on June 24, 2020.

Ms. Reimer said staff is not recommending any updates to the District’s Policy at this time. She further stated the District’s practice has been to present the Board with a resolution to adopt the Policy annually. However, the California Government Code and District Bylaws do not require annual adoption by

resolution but rather a review of the Policy annually in a public meeting. Staff will continue to present the Policy annually for review by the Board, only including a resolution when there are updates to the Policy. Discussion ensued.

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

M21-06-13

MOVED: Approved the District’s Statement of Investment Policy, 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 updated the Board on COVID-19 public health crisis as well as issues and activities of the past two weeks. Mr. Scott-Coe stated that on June 16, 2021, Cal/OSHA adopted revised COVID-19 Prevention Emergency Temporary Standards. Consistent with these new standards, the District has updated its COVID-19 Prevention Plan best practices and is now offering both remote and in-person attendance options for Board meetings.

Mr. Scott-Coe provided information on a severe drought impacting California and western United States. He provided information sent on June 8, 2021 by the State Water Resources Control Board to all drinking water systems to prepare for statewide drought impacts which included recommendations. He said the District’s ongoing practices and its now-adopted 2020 Urban Water Management Plan and Water Shortage Contingency Plan are consistent with state recommendations, including ongoing evaluations of near- and long-term water supplies; active contingency and emergency planning; and mandatory, year-round, and enforceable water use requirements under Ordinance 33.

Mr. Scott-Coe provided information from the Office of Administrative Law and a new detection limit for reporting for a drinking water contaminant called perchlorate.

ITEM 8: INFORMATION ITEMS

None.

ITEM 9: BOARD COMMITTEE REPORTS

Vice President Milhiser commented on his attendance at the Chino Basin Water Bank Board meeting. Board Auditor Martinez commented on attending future in-person Board meetings.

Director Lopez commented on attending future in-person Board meetings. He also commented on his visit with District’s retired general manager Mark Kinsey.

Director Erwin commented on his attendance at the Finance Committee meeting, which included items presented to the Board at tonight’s meeting.

President Rose commented on tonight’s successful hybrid Board meeting.

ITEM 10: BOARD COMMENTS (Reports on Conferences/Meetings Attended at District Expense)

None.

ITEM 11: CLOSED SESSION

President Rose recessed the meeting to closed session at 7:15 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 Labor Negotiators (GC§54957.6)

Agency designated representatives: Management Assessment Committee

Unrepresented employees: General Manager and Assistant General Manager/Chief Financial Officer

President Rose reconvened the meeting into open session at 7:34 p.m. and stated that no reportable action was taken on item 11A or B.

ITEM 12: ADJOURNMENT

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

M21-06-14

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 7:35 p.m.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary