

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

**July 14, 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  
Betty Conti, Human Resources & Risk Administrator  
Kelley Donaldson, Community Affairs Manager  
Leah Nazaroff, Accounting Supervisor  
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.

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 the 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 COMMENT/OPEN FORUM**

None.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

None.

#### ITEM 4: CONSENT CALENDAR

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

##### M21-07-01

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

- A. Meeting minutes of June 23, 2021
- B. Monthly Financial Reports – May 2021
- C. San Antonio Water Company Share Purchase

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. 2021 Emergency Response Plan Update

Community Affairs Manager Kelley Donaldson provided a graphical presentation to the Board of the 2021 update to the Emergency Response Plan. She explained that in September 2003 the Board adopted the District's Emergency Response Plan (ERP) for a coordinated response to emergency situations associated with natural disasters and malevolent acts in, or affecting, District facilities in its service area. Ms. Donaldson said the ERP defines a coordinated response effort while designating staff's roles and responsibilities. Ms. Donaldson said the District completed the America's Water Infrastructure Act of 2018 (AWIA) Risk and Resiliency Assessment in December 2020, which then triggered an update to the ERP by June 30, 2021. She said the Emergency Response Committee performed a full-scale review of the ERP and updated its contents and appendices, including emergency contact information for the Board, staff, critical customers, local resources, and neighboring cities and water agencies. Ms. Donaldson took a moment to thank the Committee that participated in this undertaking, which consisted of Betty Conti, Leah Nazarov, Juan Ventura, Stephanie Reimer, John Hughes, Hilton Saenz, and Rolando Gonzales. Ms. Donaldson also provided a summary of the Standardized Emergency Management System (SEMS). Ms. Donaldson provided a snapshot of the emergency response structure and the District's response level within SEMS. Ms. Donaldson explained the next steps in the District's preparedness efforts and emphasized that the ERP is a living document that must be reviewed annually.

General Manager Scott-Coe thanked the Emergency Response Committee for all their efforts in updating the District's ERP. Mr. Scott-Coe gave special recognition to Ms. Donaldson for her incomparable leadership of the ERC generally, and on this project specifically. Discussion ensued and the update was received and filed.

##### B. Monte Vista Water District Employment Agreement – General Manager

Vice President Milhiser provided some background to the Board on the District's Employment Agreement with the general manager. Vice President Milhiser said the Management Assessment Committee (Committee) served as the Board's negotiator in developing the attached proposed Amendment 1 to the Monte Vista Water District Employee Agreement (Agreement) with the general manager. Vice President Milhiser said the Board provided General Manager Justin Scott-Coe his annual performance evaluation for Fiscal Year Ending 2021 during the closed session portion of the Board meeting held June 9, 2021.

He said during the closed session portion of the June 9, 2021, the committee members and Mr. Scott-Coe negotiated the amendments to his employment agreement. Members of the Board had an opportunity to discuss the outcome of the June 22, 2021 Management Assessment Committee meeting during the closed session portion of the Board meeting held June 23, 2021.

He said Mr. Scott-Coe has reviewed and accepts the terms of the Agreement amendment. Vice President Milhiser provided the Board with a summary of the Committee's recommended adjustments to the general manager's compensation as incorporated into the proposed Amendment 1 to the Agreement. Discussion ensued.

Upon motion by Vice President Milhiser, seconded by Board Auditor Martinez, and unanimously carried:

**M21-07-02**

**MOVED:** Approved the following actions:

1. Approved the recommendation of the Management Assessment Committee regarding the general manager's compensation package; and
2. Authorized the Board of Directors president to sign Amendment 1 to the Monte Vista Water District Employment Agreement with the general manager; and
3. Approved amending the Fiscal Year Ending 2022 Salary Grade Wage Table to reflect the general manager's negotiated salary according to Amendment 1 to the Monte Vista Water District Employment Agreement, effective July 1, 2021, as by roll call vote:

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

**C. Monte Vista Water District Employment Agreement – Assistant General Manager/Chief Financial Officer**

Vice President Milhiser provided some background to the Board on the District's Employment Agreement with the assistant general manager/chief financial officer. Vice President Milhiser said the Management Assessment Committee (Committee) served as the Board's negotiator in developing the attached proposed Amendment 1 to the Monte Vista Water District Employee Agreement (Agreement) with the assistant general manager/chief financial officer. Vice President Milhiser said the Board and the Committee followed the same timeline and process, as described in Discussion Item 5B, with Assistant General Manager/Chief Financial Officer Stephanie Reimer for her annual performance review and employment agreement adjustments.

He said Ms. Reimer has reviewed and accepts the terms of the Agreement amendment. Vice President Milhiser provided a summary to the Board of the Committee's recommended adjustments to the assistant general manager/chief financial officer's compensation as incorporated into the proposed Amendment 1 to the Agreement. Discussion ensued.

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

**M21-07-03**

**MOVED:** Approved the following actions:

1. Approved the recommendation of the Management Assessment Committee regarding the assistant general manager/chief financial officer's compensation package; and
2. Authorized the Board of Directors president to sign Amendment 1 to the Monte Vista Water District Employment Agreement with the assistant general manager/chief financial officer; and
3. Approved amending the Fiscal Year Ending 2022 Salary Grade Wage Table to reflect the assistant general manager/chief financial officer's negotiated salary according to Amendment 1 to the Monte Vista Water District Employment Agreement, effective July 1, 2021, 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 updated the Board on COVID-19 public health crisis as well as issues and activities of the past two weeks.

Mr. Scott-Coe said legislative bills passed in June, includes \$100 million COVID relief fund for independent special districts that can demonstrate fiscal impacts due to COVID. He provided additional information on the State's funding program to provide financial assistance to COVID-impacted customers with past-due bills.

Mr. Scott-Coe said the District sent out a news release thanking customers for their success in saving water. He said District customers reduced per person water use by 40% by 2020, doubling the 20% by 2020 urban water use reduction requirement established by the State in 2008. He said the District also mailed a post card to all residential customers explaining the water saving programs and rebates available to them. He said the District has received many calls on these programs.

Mr. Scott-Coe thanked the Board for ratifying the purchase of San Antonio Water Company shares. He said the District now owns a grand total of 330 shares.

Mr. Scott-Coe said the Summer 2021 Waterline newsletter is now available to our customers and will be included in their July/August bills.

Mr. Scott-Coe provided the upcoming vacation schedules for both the assistant general manager/chief financial officer and himself.

**ITEM 7: BOARD COMMITTEE REPORTS**

None.

**ITEM 8: BOARD COMMENTS (Reports on Conferences/Meetings Attended at District Expense)**

Director Erwin thanked the Management Assessment Committee on behalf of the Board for doing an excellent job. He also thanked the District for sending out a news release thanking and recognizing our customers for saving 40% in water. He said our customer have done an awesome job.

Board Auditor Martinez thanked the District for sending out the news release to our community. He said it was perfect timing. He also commented on the Emergency Response Plan presentation. He also thanked the general manager and assistant general manager/chief financial officer for accepting the

Board's offers and said they have done a fantastic job and well deserved.

Vice President Milhiser commented that in two weeks he will begin serving as the interim city manager for the City of Grand Terrace.

**ITEM 9: CLOSED SESSION**

President Rose recessed the meeting to closed session at 7:20 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.

**C. 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 7:34 p.m. and stated that no reportable action was taken on Items 9A or B.

**ITEM 10: ADJOURNMENT**

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

**M21-07-04**

**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