

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

August 10, 2022

The Board of Directors (Board) meeting of the Monte Vista Water District (District) was conducted consistent with the provisions in California Government Code section 54953(e), as amended by Assembly Bill 361 (2021), and pursuant to District Resolution.

DIRECTORS PRESENT

G. Michael Milhiser, Vice President
Manny Martinez, Board Auditor
Philip Erwin, Director
Tony Lopez, Director

DIRECTORS ABSENT

Sandra Rose, President

STAFF PRESENT

Justin Scott-Coe, General Manager
Kari Vozenilek, Legal Counsel
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Bill Schwartz, Director of Engineering, Operations, and Maintenance
Betty Conti, Human Resources and Risk Manager
Kelley Donaldson, Community Affairs Manager
Hilton Saenz, Distribution and Facilities Manager

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER/FLAG SALUTE

Vice President Milhiser called the meeting to order at 6:30 p.m.

Ms. Stephanie Reimer led those assembled in the Flag Salute.

ITEM 2: ROLL CALL

Mr. Justin Scott-Coe called roll call and noted for the record that President Sandra Rose has an excused absence.

Ms. Kari Vozenilek reminded Directors 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.

ITEM 3: PUBLIC COMMENT/OPEN FORUM

Katie Parker announced that she will be running for the Chino Basin Water Conservation District Divison 1 Board Member and addressed the Board for support.

B. Monthly Financial Reports – June 2022

Director Lopez requested clarity regarding Item No. 66 on the June 2022 Check Register entitled, “Walk-Behind Saw” and questioned the purpose for the purchase. Mr. Hilton Saenz stated that the saw provides a clean cut through asphalt and is necessary for pavement repair. Ms. Stephanie Reimer added that the item was included in the capital improvements budget.

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

M22-08-03

MOVED: 1) Accept the Register of Demands for the month ending June 30, 2022; and 2) approve the Financial Summaries for the month ending June 30, 2022, as by roll call vote:

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

ITEM 6: DISCUSSION AND/OR ACTION ITEMS

A. Plant 30 Wellhead Treatment Project

Mr. Bill Schwartz provided a brief presentation in support of staff’s recommendation.

Board Auditor Martinez requested clarification on if the bill of materials inadvertently left off the conduit. Mr. Schwartz clarified that the process diagram included the conduit but the electrical drawings failed to incorporate it. Therefore, when the electrical contractor bid on the project the conduit was not included.

Board Auditor Martinez inquired how staff determined the issue was related to software and not mechanical, causing it to fail the 30-day test. Mr. Schwartz stated that it was determined that the software needed to be re-written in order to generate properly.

Director Lopez stated that the Engineering Committee reviewed the item and forwarded their recommendation to the Board for approval.

Vice President Milhiser questioned if the District sends samples to a lab for testing or if it is completed in house. Mr. Schwartz confirmed samples are pulled and sent to a lab for testing.

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

M22-08-04

MOVED: Authorize the general manager to enter into Contract Change Order 5 with JF Shea Construction Inc. for a not-to-exceed amount of \$63,729.66 resulting in a revised contract total of \$13,842,552.47, as by roll call vote:

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

B. Enterprise Resource Planning Software Upgrade Contract Award

Ms. Stephanie Reimer provided a brief presentation in support of staff’s recommendation.

Board Auditor Martinez questioned if the District is currently backing up data onto hard drives and will the new cloud based system include a backup system. Ms. Reimer stated that our current hard drive backups are managed through our Information Technology consultant, RCS, with both on-site and off-

site backups.

Ms. Reimer further stated that in the future, through this Enterprise Resource Planning software contract, the process will be managed by Tyler Technologies. Board Auditor Martinez next questioned if RCS would still have enough duties to sustain their contract with the removal of task. Ms. Reimer confirmed that RCS will still provide in house support and provides additional services to support the District's technology.

Vice President Milhiser inquired how long support services will be provided. Ms. Reimer stated that there is no anticipated sunset date for Tyler Technologies' Pro 10 software.

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

M22-08-05

MOVED: Award a contract to Tyler Technologies for the conversion, training, and implementation of a new Enterprise Resource Planning software for a not-to-exceed amount of \$290,061, as by roll call vote:

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

ITEM 7: GENERAL MANAGER'S REPORT

In addition to the written report, Mr. Justin Scott-Coe briefed the Board on issues and activities of the past two weeks. Topics covered include the statewide drought emergency; District tour with President Rose and City of Chino Councilmember Karen Comstock; attendance at Inland Empire Utilities Agency informational workshop on the Chino Basin Program for water and wastewater policy makers; meeting with City of Montclair Mayor John Dutrey; Inland Empire Utilities Agency hosting a Chino Basin Program Expo on August 17th; two District projects qualified for Santa Ana Watershed Project Authority One Water One Watershed Proposition 1 Round 2 grants; Montclair Chamber of Commerce's Networking Breakfast hosted by Chino Basin Water Conservation District; Chino Basin Water Conservation District's Board of Directors Installation Ceremony on August 25th; attendance at the Southern California Water Conference on August 12th; County of San Bernadino's 'State of the County' at the Ontario Convention Center on October 5th; and staff's "Summer Fun Thursdays" themed dress-up days.

ITEM 8: INFORMATION ITEMS

Information items were included in the agenda packet.

ITEM 9: BOARD COMMENTS (including reports on conferences/meetings attended at District expense)

Board Auditor Martinez requested clarification on the 2022 reduction in water and inquired if the District saw growth in users but a decrease in water use. Mr. Scott-Coe confirmed that we generally see a growth in users annually, despite California's decrease in population, and water use has decreased.

Vice President Milhiser inquired regarding the City of Chino's re-branding efforts. Ms. Kelley Donaldson stated that it is normal for agencies to consider re-branding and potentially updating their logo or re-establishing their identity.

ITEM 10: CLOSED SESSION

There was no closed session held.

ITEM 11: ADJOURNMENT

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

M22-08-06

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

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

There being no further business, Vice President Milhiser adjourned the meeting at 7:24 p.m.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary