

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

AUGUST 11, 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
Juan Ventura, Customer Service Supervisor
Gabby Garcia, Executive Assistant

OTHERS IN ATTENDANCE

Chris Palmer, California Special Districts Association
Jeff Davis

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-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: PRESENTATION/PUBLIC HEARING

Public Affairs Senior Field Coordinator Chris Palmer of California Special Districts Association presented the Certified Special District Manager certification award to General Manager Justin M. Scott-Coe.

Mr. Palmer recognized Mr. Scott-Coe on achieving and earning the Certified Special District Manager certification. He said this recognition is earned when candidates successfully pass a two-hour exam of various aspects of administration, which includes governance, legal requirements, policy development, ethics and public service, strategic planning, and public finance. He further stated that Mr. Scott-Coe has demonstrated commitment to his profession and to the District. Mr. Palmer concluded by congratulating Mr. Scott-Coe and thanking the Board and staff.

Mr. Scott-Coe said a few words on receiving this certification and thanked the Board and staff for their support.

ITEM 3: PUBLIC COMMENT/OPEN FORUM

None.

ITEM 4: AGENDA CHANGES/ADDITIONS

None.

ITEM 5: CONSENT CALENDAR

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

M21-08-01

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

- A. Meeting minutes of July 28, 2021
- B. Monthly Financial Reports – June 2021
- C. Resolution 792-22: Adjustment to Retirement Health Premium Reimbursement Allowance

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

ITEM 6: DISCUSSION AND/OR ACTION ITEMS

D. Legislative Update

Community Affairs Manager Kelley Donaldson provided a graphical presentation on the status of key legislation introduced during the 2021 California Legislative Session, including legislative activities and communications since the last update presented in May 2021. Ms. Donaldson provided a brief summary on Governor Newsom’s drought declaration and an update on the State’s budget. Discussion ensued and the update was received and filed.

E. Resolution 791-22: Revision of Employee Handbook

Human Resources & Risk Administrator Betty Conti provided a graphical presentation to the Board on the proposed adoption of Resolution 791-22, Revision of the Employee Handbook. She said the Board adopted the District’s 2025 Strategic Plan, which included an initiative to update human resources policy documents. Ms. Conti said the District’s Employee Handbook is a collection of policies that

provide guidance to management and staff on how to handle labor and employment related subjects. Ms. Conti said that in August of 2006, District staff, with the help of a consultant, did a comprehensive update to the District's Employee Handbook. Ms. Conti said once the revisions were complete, staff requested the assistance of legal firm Liebert Cassidy & Whitmore to provide the appropriate feedback to ensure that all policies complied with current statutory requirements. She provided a brief summary of sections that were updated and added in the District's Employee Handbook. Discussion ensued.

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

M21-08-02

MOVED: The Board of Directors adopted Resolution 791-22 approving the revised Employee Handbook, as by roll call vote:

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

F. Plant 30 Wellhead Treatment Project

Director of Engineering, Operations, and Maintenance Bill Schwartz provided a graphical presentation to the Board on the Plant 30 Wellhead Treatment Project. Mr. Schwartz said the project is currently under construction with an anticipated operational start of mid-December 2021. Mr. Schwartz said the original JF Shea construction contract amount is \$13,432,000. Mr. Schwartz said there have been two change orders (CO) which have previously been approved for this project. The total amount of these COs is \$233,887.54 which represents 1.7% of the total contract value. Mr. Schwartz said during construction of electrical conduit banks, the District became concerned about the quantity and size of the conductors along the south side of the well house. He said staff also determined that additional control signals would be required from the Programmable Logic Controllers located in the well house to the nitrate analyzer located in the chemical building. Mr. Schwartz said the cost, which includes labor and material, to add these two control points is \$52,220 or 0.39% of initial contract value. He further stated that all future project change orders are expected to be within project contingency budget. Discussion ensued.

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

M21-08-03

MOVED: The Board of Directors authorized the general manager to enter into Contract Change Order 3 with JF Shea Construction, Inc. for a not-to-exceed amount of \$52,220.35 to provide additional work to be performed on the Plant 30 Wellhead Treatment Project, 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 briefed the Board on COVID-19 public health crisis as well as issues and activities of the past two weeks.

Mr. Scott-Coe commented that last week the Department of Water Resources announced that Lake Orville, the source of the State Water Project, reached historic low levels, causing them to have to shut down its powerplant for the first time since the reservoir was built.

Mr. Scott-Coe informed the Board that Steve Terra, a long-tenured past staff member and husband to Vicky Terra, passed away. Staff sent condolences on behalf of the District.

Mr. Scott-Coe commented on a call received by a customer who wanted to thank the crew for their hard work. She called to report a street leak and was very impressed at their coordination and skill to repair it in a timely manner.

Mr. Scott-Coe commented on a recent incident where MVWD Utility Service Worker Andrew Rodriguez was on call and got called out to assist address an air vac that had been hit by a car. Since this portion of the pipeline is maintained by Chino Hills, he communicated with our partners and assisted in shutting down the pipeline. Mr. Scott-Coe appreciated President Rose recording this event, which he shared with the Board.

ITEM 8: INFORMATION ITEMS

Informational items were provided in the Board’s agenda package for review. No discussion ensued.

ITEM 9: BOARD COMMITTEE REPORTS

None.

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

None.

ITEM 11: CLOSED SESSION

No Closed Session

ITEM 12: ADJOURNMENT

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

M21-08-04

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 7:43 p.m.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary