

# MONTE VISTA WATER DISTRICT

10575 Central Avenue, Montclair, California • (909) 624-0035

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## **NOTICE AND AGENDA OF MANAGEMENT ASSESSMENT COMMITTEE MEETING**

**TUESDAY, JUNE 14, 2022 • 4:30 P.M.**

### **Committee Members**

Vice President Milhiser – Chair

President Rose

Consistent with the provisions in Government Code section 54953(e)(2), the Management Assessment Committee will conduct this meeting by video and teleconference. Interested members of the public may participate in the meeting to observe and/or provide public comment by using the access information listed above.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. AGENDA CHANGES/ADDITIONS**
- 4. DISCUSSION AND/OR ACTION ITEMS**

#### **A. Committee Meeting Minutes**

**Meeting Date:** June 1, 2022

**Recommendation:** Approve as presented.

#### **5. CLOSED SESSION**

##### **A. Conference with Labor Negotiators (GC§54957.6)**

**Agency Designated Representative:** Management Assessment Committee

**Unrepresented Employees:** General Manager and Assistant General Manager/Chief Financial Officer

#### **6. ADJOURNMENT**

### **DECLARATION OF POSTING**

In accordance with the requirement of California Government Code §54954.2, this agenda has been posted in the display case at the gated entrance to our main office at 10575 Central Avenue, Montclair, California not less than seventy-two (72) hours prior to the meeting date and time above.

Written materials relating to open session agenda items, including those distributed to the majority of the Board of Directors after distribution of this agenda package, are available for public inspection during normal business hours at the District's main office, located at 10575 Central Avenue, Montclair, California.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting may request such modification or accommodation from the District's Board Secretary at (909) 624-0035 or by email at [BoardSecretary@mvwd.org](mailto:BoardSecretary@mvwd.org). Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

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

**June 1, 2022**

**DIRECTORS PRESENT**

G. Michael Milhiser, Vice President – Chair  
Sandra Rose, President

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Justin Scott-Coe, General Manager  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
Betty Conti, Human Resources and Risk Manager  
Brandi Goodman-DeCoud, Executive Assistant II

**OTHERS IN ATTENDANCE**

None.

**ITEM 1: CALL TO ORDER**

Vice President Milhiser called the meeting to order at 4:35 p.m.

**ROLL CALL**

Each Committee member confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each Committee member. The Committee members and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote.

**ITEM 2: PUBLIC COMMENT**

None.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

None.

**ITEM 4: DISCUSSION AND/OR ACTION ITEMS**

**A. Meeting Minutes: October 26, 2021**

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

**M22-6-01**

**MOVED:** Approved as presented, as by roll call vote:

Vice President Milhiser	aye
President Rose	aye

**B. Conduct a Public Hearing of Proposed Ordinance 36: Establishing a Claims Process**

Ms. Conti provided a brief overview of establishing a claims process in support of staff’s recommendation.

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

**M22-6-02**

**MOVED:** Recommend that the Board of Directors 1) conduct a public hearing for the purpose of accepting and responding to public comment on the proposed adoption of Ordinance 36 establishing a claims process, and 2) introduce Ordinance 36: Establishing a Local Claims Ordinance and Delegating Authority to the General Manager to Resolve Small Claims, as by roll call vote:

Vice President Milhiser	aye
President Rose	aye

**C. Resolution 816-22: Updates to Purchasing, Procurement Card, Budget, and General Manager’s Authorities Policies**

Ms. Reimer provided a brief report regarding updates to the new proposed purchasing policy, procurement card and budget processes, and general manager authorities.

President Rose inquired how the District separates the Bylaws and new policies. Mr. Scott-Coe confirmed that the Bylaws are the District’s constitution, ordinances reflect Board actions with the force of law, and resolutions commit the District and are used to establish policy. He further described the process of collecting all District policies into a comprehensive policy manual.

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

**M22-6-03**

**MOVED:** Recommend that the Board of Directors adopt Resolution 816-22: Updating Purchasing, Procurement Card, Budget, and General Manager’s Authorities policies.

Vice President Milhiser	aye
President Rose	aye

**ITEM 5: ADJOURNMENT**

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

**M22-6-04**

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

Vice President Milhiser	aye
President Rose	aye

There being no further business, Vice President Milhiser adjourned the meeting at 5:08 p.m.

Respectfully submitted,

Justin M. Scott-Coe  
General Manager/Secretary