

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

February 13, 2019

DIRECTORS PRESENT:

G. Michael Milhiser, Vice President
Phil Erwin, Director
Manny Martinez, Director/Auditor
Tony Lopez, Director

DIRECTORS ABSENT:

Sandra Rose, President

STAFF PRESENT:

Mark N. Kinsey, General Manager
Andrew Gagen, Legal Counsel
Stephanie Reimer, Finance and IT Manager
Van Jew, Director of Engineering, Operations & Maintenance
Brandon Peterson, Cross-Connection Control Specialist
Kelley Donaldson, Community Affairs Manager
Barry Rowley, Customer Service Supervisor
Betty Conti, Human Resources & Risk Administrator
Gabby Garcia, Executive Assistant

OTHERS IN ATTENDANCE:

Loren Martens

CALL TO ORDER

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

FLAG SALUTE

Gabby Garcia led those assembled in the Flag Salute

PUBLIC COMMENT/OPEN FORUM

None

AGENDA CHANGES/ADDITIONS

None

ITEM 1: CONSENT CALENDAR

A. Upon motion by Director Lopez seconded by Director Martinez Item A passed with (4) votes and (1) abstention and Items B, C, D, E and F unanimously carried:

M19-02-01

MOVED: Approval of Consent Calendar:

- A. Meeting minutes of January 23, 2019 (*Director Erwin abstained*)
- B. FYE 2020 Budget Calendar
- C. Fair Political Commission Form 806: Public Official Appointments
- D. Notice of Award: Well 28 Pump Inspection and Repair Project (EN2019-10): 1) Authorize a new Capital Outlay Project, Well 28 Pump Inspection and Repair Project EN2019-10; 2) approve the transfer of \$20,000 from reserves into Capital Outlay Project EN2019-10; and 3) authorize the General and Board President to enter into an agreement with Tri-County Pump for a not-to-exceed amount of \$14,160.
- E. Notice of Completion Plant 1 Security Improvements Project (MA2019-03): 1) Authorize the work performed by Harris Steel Fence Company for work involved in the new fence and enclosure installation at Plant 1 as complete; and 2) authorize the filing of the Notice of Completion.
- F. Ratify the General Manager's approval to proceed awarding the work to General Pump Company for a not-to-exceed amount of \$10,000 to perform repairs on the Well No. 4 motor; 2) authorize a new Capital Outlay Project, Plant 4 Well No. 4 Motor Repair, and assign it as Project EN2019-11; and 3) approve the transfer of \$10,000 from reserves into Capital Outlay Project EN2019-11.

ITEM 2: FINANCIAL REPORTS

A. Register of Demands

Finance & Information Technology Manager Stephanie Reimer presented the Register of Demands for December 2018.

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

M19-02-02

MOVED: Approved the Register of Demands for December 2018

B. Financial Summaries

Finance & Information Technology Manager Stephanie Reimer presented the Financial Summaries for December 2018.

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

M19-02-03

MOVED: Approved the Financial Summaries for December 2018

ITEM 3: DISCUSSION AND/OR ACTION ITEMS

A. Notice of Award: Financial Master Plan and Rate Model Update

Director of Finance and Administrative Services Ray Harton provided a graphical presentation to the Board on the District's Financial Master Plan Update and provided some background and said that in 1997 the Board made a long-term commitment to provide a safe, reliable and efficient water system to its customers. He said this was accomplished by the use of two integrated plans: 1) 30-year Capital Improvement Plan (CIP); and 2) 30-year Financial Master Plan (FMP). He said the current Resolution

698-16 that was adopted in June of 2015 covered a 4-year span with the last rate increase effective January 1, 2019. He said with this new FMP Study the District will need to consider substantial costs associated with 1,2,3-TCP drinking water treatment standards. He said requests for professional services proposals were submitted to five firms; proposals were received by three consulting firms including HF&H Consultants, Carollo Engineers and Raftelis Financial Consultants. These firms were interviewed on January 7 and January 15, 2019. Mr. Harton said that the consultants were provided with ample time to convey their background experiences, references and demonstration of financial rate models completed for other comparable agencies. He said the interview panel met and had a unanimous recommendation, which was based upon the "Best Fit" for the District and recommended Carollo Engineers to update the District's Financial Master Plan. Discussion ensued during the presentation.

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

M19-02-04

MOVED: Authorized the Board President and the General Manager to enter into an agreement in an amount not-to-exceed \$84,000 with Carollo Engineers to update the District's Financial Master Plan.

B. Set Public Hearing of Proposed Ordinance 34: Adopting General Policies for the Control of Backflow and Cross-Connections

Director of Engineering, Operations and Maintenance Van Jew introduced the District's Cross-Connection Control Specialist Brandon Peterson. Mr. Peterson oversees the District's Backflow and Cross-Connection Program. Mr. Peterson gave a graphical presentation to the Board on the District's cross-connection control program which protects the public water supply from contamination by implementation of this program. He said the six key requirements per the California Title 17 Code of Regulations are; 1) adopt operating rules or ordinances for the program; 2) conduct site surveys; 3) protect water system at point of connection; 4) utilize a person trained in cross-connection to run out the program; 5) establish procedures for testing backflow preventers; and 6) maintain records of locations, tests, and repairs. He provided information on system backflow which by definition is the undesirable reversal of flow of water or mixtures of water and other fluids, gases or other substances into a system which distributes potable drinking water supplies. Mr. Peterson also provided photos of several backflow devices within the District providing examples of installations in compliance with the District's current ordinance to provide safe service connections. After the completion of Mr. Peterson's presentation, Mr. Jew stated staff is recommending revisions to existing District's Ordinance 27. These revisions include additional general policies for control of backflow and cross-connections in compliance with California regulations related to drinking water. He stated proposed Ordinance 34 would replace Ordinance 27 and would provide more clarity for staff and customers regarding the District's Backflow Prevention Program and is consistent with water industry-wide accepted practices. Discussion ensued.

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

M19-02-05

MOVED: The Board authorized staff to set a February 27, 2019 public hearing for the purpose of receiving input on the proposed adoption of Ordinance 34, Adopting General Policies for the Control of Backflow and Cross-Connections.

ITEM 4: GENERAL MANAGER COMMENTS

General Manager Kinsey briefed the Board on issues and activities of the past two weeks.

ITEM 5: BOARD COMMITTEE REPORTS

None.

ITEM 6: BOARD COMMENTS (*Reports on Conferences/Meetings Attended at District Expense*)

Director Erwin commented on his attendance of the Finance Committee meeting which discussed some of tonight's items on the agenda.

Director Lopez commented on his attendance of the State of County of San Bernardino along with Director Milhiser.

Director Martinez thanked General Manger Kinsey and Community Affairs Manager Kelley Donaldson for their participation at the City of Montclair General Plan Update.

ITEM 7: CLOSED SESSION

Vice President Milhiser recessed the meeting to closed session at 7:10 p.m. to discuss:

A. Conference with Legal Counsel – Existing Litigation (GC §54956.9[a])

Case Number RCV 51010: CBMWD v. City of Chino et al.

B. Conference with Legal Counsel – Existing Litigation (GC §54956.9[a])

Case Number CIVDS 1800720, Monte Vista Water District & City of Chino v. The Dow Chemical Company; DOW Agrosiences, LLC; Shell Oil Company.

C. Conference with Real Property Negotiations (GC§54956.8)

Real Property: Northwest corner of Monte Vista Avenue and Palo Verde Street
Parcel No. 1009-142-01

MVWD Negotiators: Mark Kinsey

Negotiating Parties: San Bernardino County Transportation Authority

Under Negotiation: Terms and Conditions

Vice President Milhiser reconvened the meeting into open session at 7:26 p.m. and asked Legal Counsel Gagen to report out. Mr. Gagen stated that no reportable action was taken on items 7A, or 7B. As to item 7C, the Board had previously directed the General Manager to enter into a right-of-way contract with the San Bernardino County Transportation Authority regarding the I-10 Project and the purchase of land and a temporary construction easement. That the contract has been fully executed and is now being reported out of closed session as fully executed and is now available to the public.

There being no further business, Vice President Milhiser adjourned tonight's meeting at 7:27 p.m.

Respectfully submitted,



Mark N. Kinsey
General Manager/Secretary