

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

April 24, 2019

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

STAFF PRESENT:

Mark N. Kinsey, General Manager
Andrew Gagen, Legal Counsel
Van Jew, Director of Engineering, Operations & Maintenance
John Hughes, Water Systems Superintendent
Kelley Donaldson, Community Affairs Manager
Betty Conti, Human Resources & Risk Administrator
Gabby Garcia, Executive Assistant

OTHERS IN ATTENDANCE:

Melody Velez
Joshua Velez
Nathalie Petrovic
Miguel Petrovic
Karina Restuccia
Fernanda Montano
Andrea Martinez
Marian Chavez
Shawn Guthrie
Sandra Guthrie
Logan Guthrie
Hannah Guthrie
Esmeralda Rincon
Armida Ruiz
Kimberly Sanchez
Analia Dominguez
Yvonne Gates

CALL TO ORDER

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

FLAG SALUTE

Director Lopez led those assembled in the Flag Salute

ITEM 1: AWARDS PRESENTATION TO 2019 POSTER CONTEST WINNERS

President Rose welcomed everyone in attendance for taking time to participate in this awards ceremony celebrating the students that were selected as the winners of the 2019 “Water Is Life” Poster Contest. President Rose congratulated the students that won first, second and third place in the Kindergarten–Grade 3, Grades 4-6, and Grades 7-12 categories explaining that the winning posters were out of a total of 140 entries that will be forwarded to Metropolitan Water District to be entered into their poster contest. President Rose, along with the Board then presented the awards consisting of congratulatory certificates as well as gift cards to Barnes & Noble Bookstores for the first, second and third place winners. The Board took a short break to take pictures with the winning students’ and their families. Discussion ensued.

PUBLIC COMMENT/OPEN FORUM

None

AGENDA CHANGES/ADDITIONS

None

ITEM 2: CONSENT CALENDAR

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

M19-04-05

MOVED: Approval of Consent Calendar:

- A. Meeting minutes of April 10, 2019

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Well 31 Pump Motor Repair (EN2019-12)

Water Systems Superintendent John Hughes provided a graphical presentation on the Well 31 Pump Motor Repair and said that while staff was performing routine plant rounds, found that the well was making a loud noise and upon performing a diagnostic test on the motor discovered that the lower bearings had failed. Mr. Hughes said that due to the importance of this well, the District General Manager authorized to proceed with the necessary repairs. He said that General Pump Company pulled the motor for delivery to their shop for inspection. Mr. Hughes said that based on the inspection report and recommendations from General Pump Company (GPC) the District will proceed with the pump repairs and reinstallation of the pump. The Well 31 motor and pump repair and reinstallation is scheduled to be completed by end of May 2019. Discussion ensued during the presentation.

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

M19-04-06

MOVED: The Board authorized to:

1. Ratify the General Manager’s approval to proceed awarding the work to GP Electric Motor and General Pump Co. for a not-to-exceed amount of \$38,000 to perform repairs on the Well No. 31 motor and pump; and
2. Authorize a new Capital Outlay Project, Plant 31 Well No. 31 Motor and Pump Repair, and assign it as Project EN2019-12; and
3. Approve the transfer of \$38,000 from reserves into Capital Outlay Project EN2019-12

B. Memorandum of Understanding: Chino Basin Program

Director of Engineering, Operations and Maintenance Van Jew provided a graphical presentation to the Board on the Memorandum of Understanding: Chino Basin Program and said in July 2018, the California Water Commission approved a conditional funding award to the Inland Empire Utilities Agency (IEUA) in the amount of \$206.9 million for the Chino Basin Program (CBP). IEUA needs to complete the technical feasibility studies, institutional agreements, environmental permitting by 2020, and to obtain stakeholder engagement and support for the program. Mr. Jew explained that IEUA staff initiated the CBP workgroup meetings in December 2018, thereby establishing a working group that would collaborate in the development of the project components, funding assistance for local projects and performance requirements. Mr. Jew said as part of the stakeholder engagement process, the CBP MOU was developed and sets the path to start collaboration, develop the strategy the CBP implementation and secure the funding award. Mr. Jew provided the methodology of how the CBP will work, cost analysis and the benefits of the program going forward. He presented additional graphical scenarios, charts, and timeline. Discussion ensued during the presentation.

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

M19-04-07

MOVED: The Board authorized the General Manager to execute the attached Chino Basin Program Memorandum of Understanding with the Inland Empire Utilities Agency

C. Adopt Resolution 746-19: Approving the Water Assessment for the Montclair Place

Director of Engineering, Operations and Maintenance Van Jew provided a graphical presentation to the Board on the proposed adoption of Resolution 746-19, Approving the Water Assessment for the Montclair Place and said the City of Montclair is preparing the Montclair Place District Specific Plan (MPDSP) which includes zoning, development standards, and architectural guidelines. He also said the MPDSP consists of approximately 104.35 acres and will include Montclair Place Mall, commercial buildings, restaurants, various retail entities, gym, church, and Montessori School. He said the Water Supply Assessment is required by the Senate Bill 610 as per its criteria to be a large retail area and large water demand and the purpose is to improve linkage between water and land use planning for large development projects and to ensure sufficient water supplies are available to meet project demands. Mr. Jew said the water supply sufficiency components that were included in the water supply assessment were: water supply projections, water demand projections and historical references. He said the findings of the assessment was that sufficient supply exists to meet demand for at least 20 years into the future and so the conclusion was: the WSA demonstrates that possible reductions in imported water deliveries, due to drought conditions, do not prevent the District from satisfying its anticipated demands and identifies a sufficient water supply and water reliability for the District’s service area, now and through the planning period, including a sufficient water supply for the Montclair Place District Specific Plan. Discussion ensued during the presentation.

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

M19-04-08

MOVED: The Board approved the adoption of Resolution 746-19, approving the Water Supply Assessment for the Montclair Place, as approved by roll call vote:

- | | |
|-------------------------|-----|
| Vice President Milhiser | aye |
| Director Erwin | aye |
| Madam President Rose | aye |
| Director Lopez | aye |
| Director Martinez | aye |

D. Assistant General Manager Job Classification and Salary Grade Table Update

Human Resources and Risk Administrator Betty explained that with the pending retirement of the District's General Manager, the Board of Directors has provided staff direction to embark on a transition period for the District's top leadership position. Ms. Conti said that within the Fiscal Year Ending 2020, its current General Manager will conclude his tenure with the District and retire. She said that in order to plan for a smooth transition, the Board has provided direction to establish the job classification of Assistant General Manager and staff has drafted the job classification for Assistant General Manager taking the principal responsibilities within the industry and the specific needs of the District. Ms. Conti said the Board received the proposed Assistant General Manager Job Classification, the revised Fiscal Year Ending 2019 Staffing Plan and the Amended Fiscal Year Ending 2019 Salary Grade Table. Discussion ensued.

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

M19-04-09

MOVED: The Board approved:

1. The proposed job classification of the Assistant General Manager;
2. Update the staffing plan to include the position of the;
3. Amend the Monte Vista Water District Salary Grade Table Fiscal Year Ending 2019 to include a new range 255 for the Assistant General Manager; and
4. Amend the Fiscal Year Ending 2019 Amended Budget for Administrative Salaries by \$14,000, from \$1,470,000 to \$1,484,000.

ITEM 5: GENERAL MANAGER COMMENTS

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

ITEM 6: BOARD COMMITTEE REPORTS

None.

ITEM 7: BOARD COMMENTS (*Reports on Conferences/Meetings Attended at District Expense*)

Vice President Milhiser commented on his attendance at the Chino Basin Water Bank Board meeting.

Director Lopez commented on his attendance at the Public Information Committee meeting, the 28th Annual Prism Award Soroptimist Luncheon and the 2019 Earth Day event. He also commented on his upcoming attendance at the Ribbon Cutting Ceremony of the Cinnamon Café.

ITEM 8: CLOSED SESSION

President Rose recessed the meeting to closed session at 7:45 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. Public Employment (GC §54954.5[e])

Title: General Manager and Assistant General Manager

President Rose reconvened the meeting into open session at 7:55 p.m. and stated that no reportable action was taken on items 7A or 7B.

There being no further business, President Rose adjourned tonight's meeting at 7:55 p.m.

Respectfully submitted,

Mark N. Kinsey
General Manager/Secretary