

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

May 8, 2019

DIRECTORS PRESENT:

Sandra Rose, President
Phil Erwin, Director
Tony Lopez, Director

DIRECTORS ABSENT:

G. Michael Milhiser, Vice President (*Attending Association of California Water Agencies Conference*)
Manny Martinez, Director/Auditor

STAFF PRESENT:

Mark N. Kinsey, General Manager
Andrew Gagen, Legal Counsel
Ray Harton, Director of Finance & Administrative Services
Stephanie Reimer, Finance and IT Manager
Van Jew, Director of Engineering, Operations & Maintenance
John Hughes, Water Systems Superintendent
Russ Gray, Maintenance Superintendent
Kelley Donaldson, Community Affairs Manager
Betty Conti, Human Resources & Risk Administrator
Barry Rowley, Customer Service Supervisor
Rosie Tock, Senior Customer Service Representative
Hilton Saenz, Maintenance Superintendent
David Huerth, Senior Utility Service Worker
Rolando Gonzalez, Facilities Maintenance Technician
Gabby Garcia, Executive Assistant

OTHERS IN ATTENDANCE:

Carollo Engineers Consultants - Jennifer Ivey, Mark Panny, Maddie Atkins
Tracy Gray
Robert Tock

CALL TO ORDER

President Rose called the meeting to order at 6:34p.m.

FLAG SALUTE

Director Erwin led those assembled in the Flag Salute

ITEM 1: DISCUSSION AND/OR ACTION ITEMS:

A. Resolution 747-19: Commending Russell E. Gray, Maintenance Superintendent for 36 Years of dedicated and distinguished service to Monte Vista Water District

President Rose welcomed everyone in attendance and congratulated Mr. Russell E. Gray on his retirement of 36 years with the District. She read Resolution 747-19, commending Mr. Gray for his many accomplishments while serving at the District. President Rose then asked General Manager Mark Kinsey to say a few words. General Manger Kinsey said that during Mr. Gray’s service to Monte Vista Water District; he has demonstrated true commitment to the District as evidenced by his professionalism, dedication, reliability, willingness to learn, acceptance of change, and being an advocate of both his employees and the District. He said Mr. Gray has been an extremely valuable employee to the District, and he will be greatly missed. The Board then presented Mr. Gray with a District plaque of recognition and each of the Board members congratulated and thanked him for a job well done. Mr. Gray thanked the Board and said a few words. Discussion ensued.

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

M19-05-01

MOVED: The Board Authorized:

1. Adoption of Resolution 747-19: Commending Russ Gray for 36 years of dedicated and distinguished service to the Monte Vista Water District

Vice President Milhiser	absent
Director Erwin	aye
Madam President Rose	aye
Director Lopez	aye
Director Martinez	absent

President Rose recessed the meeting at 6:50 p.m. for a brief reception

President Rose thanked all for attending and reconvened the meeting at 7:10 p.m.

B. Rate Study Update with Carollo Engineers Consultants

Director of Finance & Administrative Services Ray Harton introduced the consulting firm of Carollo Engineers who provided a graphical presentation and update to the Board on the current rate study. Ms. Jennifer Ivey, Principal Engineer in charge of overseeing the project, introduced team members Mark Panny, Project Manager, Alex Bugbee, Engineer-In-Training and Maddie Atkins, Analyst who will be working with the District on the study. Mr. Panny provided an overview of the study, giving some historical background on the most recent rate study that was performed for the District about 3 years ago. He stated that the next rate study period will require an in-depth look at what has changed since the last one in addition to consideration given to any new state legislation which may be coming down the pipe over the next few years. Mr. Panny explained the step-by-step cost of service approach to developing sound, transparent, and defensible water rates. He said that as part of the initial project kick-off was the opportunity to define goals, identify challenges, and create a road map for successful delivery. He said as part of this process they will provide various analyses of revenue requirements, customer usage, cost of service, rate design and connection fees and outreach. Mr. Panny concluded the presentation by providing the project schedule for specific tasks to be completed by August 2019. Discussion ensued and the update was received and filed.

PUBLIC COMMENT/OPEN FORUM

None

AGENDA CHANGES/ADDITIONS

None

ITEM 2: CONSENT CALENDAR

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

M19-05-02

MOVED: Approval of Consent Calendar:

A. Meeting minutes of April 24, 2019

ITEM 3: FINANCIAL REPORTS

A. Register of Demands

Finance & Information Technology Manager Stephanie Reimer presented the Register of Demands for March 2019.

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

M19-05-03

MOVED: Approved the Register of Demands for March 2019

B. Financial Summaries

Finance & Information Technology Manager Stephanie Reimer presented the Financial Summaries for March 2019.

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

M19-05-04

MOVED: Approved the Financial Summaries for March 2019

ITEM 4: DISCUSSION AND/OR ACTION ITEMS (Continued)

C. Notice of Award: Pipeline Avenue Bridge Project (EN2018-09)

Director of Maintenance, Operations & Maintenance Van Jew provided a graphical presentation on the Pipeline Avenue Bridge Project and said that Caltrans will widen and revamp four bridges along the 60 freeway. Mr. Jew said Pipeline Avenue Overpass Bridge is the only bridge within the District's service area and will be destroyed and reconstructed. He said the District owns the 8-inch waterline located inside the bridge and the District was ordered by the State of California to disconnect its water pipeline from the bridge. Mr. Jew said that the proposed work will be done in two phases and that Caltrans offered to make available their contractor to construct pipe hangers and casing within their bridge. He said requests for bids went out to five contractors and staff recommends awarding the work to JA Salazar to be performed on Phase 1 for \$25,400 and \$5,000 allowance for permit reimbursement costs. He said permits are required from the City of Chino, San Bernardino County and Caltrans. Discussion ensued during the presentation.

Upon motion by Director Erwin seconded by President Rose and unanimously carried:

M19-05-05

MOVED: The Board authorized the Board President and the General Manager to enter into an agreement with J.A. Salazar to construct the Pipeline Avenue Bridge Project – Phase 1 Project at a not-to-exceed amount of \$30,400.

D. Notice of Award: Phase 2 Well 28 Pump Repair Project (EN2019-10)

Water Systems Superintendent John Hughes provided a graphical presentation on the Phase 2 Well 28 Pump Repair Project and said that Well 28 is located at 4425 Palo Verde Street and this well is designed to produce 1850 gallons per minute (gpm). He said Tri-County Pump Company pulled the pump in February and the inspection report was provided at the end of March and the report identified that all the tube and shaft, pump bowl assembly and 260 feet of column pipe needed to be replaced. Mr. Hughes said the bid requests for a new water flush pump assembly were sent out on April 22, 2019 and bids were received on April 30, 2019. Mr. Hughes explained the two options available to repair the pump and the estimated costs for both options. Discussion ensued during the presentation.

Upon motion by Director Erwin seconded by President Rose and unanimously carried:

M19-05-06

MOVED: The Board approved to:

1. Authorize the General Manager and Board President to enter into an agreement with General Pump Company for a not-to-exceed amount of \$193,384 to perform work on the Phase 2 Well 28 Pump Repair Project EN2019-10; and
2. Approve the transfer of \$210,000 from reserves into Capital Outlay Project EN2019-10.

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*)

Director Lopez commented on his attendance at the Engineering Committee meeting and at the Ribbon Cutting Ceremony at the Cinnamon Café.

President commented on her attendance at the Chino Basin Water Quality Colloquium.

ITEM 8: CLOSED SESSION

President Rose recessed the meeting to closed session at 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 – Pending Litigation (GC §54956.9)**
Case Number CIVDS 1907671, San Bernardino County Transportation Authority v. Monte Vista Water District
- C. Public Employment (GC §54954.5[e])**
Title: General Manager and Assistant General Manager

President Rose reconvened the meeting into open session at 7:57 p.m. and stated that no reportable action was taken on items 7A, 7B or 7C.

There being no further business, President Rose adjourned tonight's meeting at 7:57 p.m.

Respectfully submitted,



Mark N. Kinsey
General Manager/Secretary