

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

May 22, 2019

**DIRECTORS PRESENT:**

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

**DIRECTORS ABSENT:**

**STAFF PRESENT:**

Mark N. Kinsey, General Manager  
Andrew Gagen, Legal Counsel  
Ray Harton, Director of Finance & Administrative Services  
Van Jew, Director of Engineering, Operations & Maintenance  
John Hughes, Water Systems Superintendent  
Kelley Donaldson, Community Affairs Manager  
Stephanie Reimer, Finance & Information Technology Manager  
Gabby Garcia, Executive Assistant

**OTHERS IN ATTENDANCE:**

Lora Carpenter of Fieldman & Rolapp

**CALL TO ORDER**

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

**FLAG SALUTE**

Mark Kinsey led those assembled in the Flag Salute

**PUBLIC COMMENT/OPEN FORUM**

None

**AGENDA CHANGES/ADDITIONS**

None

## **ITEM 1: FINANCING OPTIONS**

Director of Finance & Administrative Services Ray Harton explained to the Board that in February 2019 the District retained Fieldman, Rolapp & Associates to assist in the development of financing options to implement the District's Capital Improvement Projects needs. Mr. Harton said in 2017, new drinking water standards require construction of treatment facilities for 1,2,3-Trichloropropane (TCP) and additional funding is required to implement District's CIP program. Mr. Harton said that the District's goals are to develop a long-term financial plan to ensure sufficient funding is available for operating, capital and debt service needs and maintain a sound financial position. He said the financial model develops scenarios to further meet reserve levels established in the District's Cash Reserve Policy and estimate revenue requirements using historical 3% rate increases. Mr. Harton introduced Ms. Lora Carpenter of Fieldman & Rolapp who provided an overview of the funding strategies for the District's Capital Projects and explained the components that will be used in the District's financial model framework and summarized the key model outputs. Ms. Carpenter explained the capital funding options scenarios available to the District and forecasted the model revenue and expense assumptions. She summarized that projections demonstrate the District's current reserve levels ability to support moderate bond financing to fund future CIP with the modest 3% annual revenue increases. Ms. Carpenter said debt financing can be used to provide an equitable funding source for new infrastructure and capital improvement projects. Ms. Carpenter explained the next steps going forward and thanked the Board. Discussion ensued during the presentation and it was received and filed.

## **ITEM 2: CONSENT CALENDAR**

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

**M19-05-07**

**MOVED:** Approval of Consent Calendar:

- A. Meeting minutes of May8, 2019
- B. Quarterly Financial Reporting for the Third Quarter of Fiscal Year Ending 2019
- C. Authorized staff to set Public Hearing for Public Goals Report for Wednesday, June 26, 2019

## **ITEM 3: DISCUSSION AND/OR ACTION ITEMS**

### **A. Annual Water Quality Report**

Water Systems Superintendent John Hughes provided a graphical presentation of the District's 2018 Annual Water Quality Report. Mr. Hughes explained to the Board that the purpose of the report is to make customers aware of what is contained in the water they consume and assists customers in making informed choices affecting health and the environment. Mr. Hughes also stated that it increases customer awareness of the challenges and costs associated with treatment and delivery of safe drinking water and helps to educate consumers on the ways to protect sources of supply. He explained to the Board that the report has been prepared and will be distributed electronically as is the District's practice. The District will notify bill-paying customers on their May-June bills that a copy of the report is available on the District's website, and provide a direct link to the report. Mr. Hughes said Non-bill paying water customers can also access the report via the District's website. All customers can also call the District and request a hard copy of the report. In addition, Mr. Hughes said the District will distribute a link to an electronic version of the report by email to Online Bill Pay customers via e-Waterline and through social media postings (Facebook, Instagram and Twitter). Reports will also be distributed to public locations and events. Discussion ensued and the report was received and filed.

**B. Notice of Award: Well 27 Repair Project (EN2019-13)**

Water Systems Superintendent John Hughes provided a graphical presentation on the Well 27 Repair Project and said that Well 27 is located within plant 4 and this well is operated under the Ramona Avenue blending permit that delivers water to Chino Hills. Mr. Hughes said that on May 5<sup>th</sup>, staff received a critical shutdown alarm through SCADA and the operations staff responded to the site, reset the alarm and restarted the pump. He said furthermore the pump wasn't producing water and further investigation indicated that the pump became separated from the motor. Mr. Hughes said the repair work will need to be completed in two phases: First removal of motor, pump and providing an inspection report and the second phase will be determined by the inspection report. Staff has recommended the work to be performed by Tri-County Pump. Discussion ensued during the presentation.

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

**M19-05-08**

**MOVED:** The Board approved to:

1. Authorize a new Capital Outlay Project, Well 27 Repair Project, and assign it as Project EN2019-13;
2. Approve the transfer of \$16,000 from reserves into Capital Outlay Project EN2019-13; and
3. Authorize the Board President and General Manager to enter into an agreement with Tri-County Pump for a not-to-exceed amount of \$11,060.

**C. Districts Website Redesign Presentation**

Community Affairs Manager, Kelley Donaldson provided a graphical presentation to the Board on the District's redesigned website and provided a virtual tour of the website by explaining some of the key navigation features and new enhancements. Ms. Donaldson said the District's new website is much more functional and is responsive to mobile and electronic devices. She said the District will launch the new site by June 3, 2019. Ms. Donaldson said staff has already completed training and is currently using the new website to populate items from the old website. Discussion ensued during the presentation and it was received and filed.

**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 Association of California Water Agencies Conference.

Director Lopez commented on his attendance at the elementary schools where they presented the student winners of the poster contest and his attendance at the Police Officers' Recognition Luncheon

Director Martinez thanked Mark and Staff for providing him with some information regarding contaminants in our tap water

**ITEM 8: CLOSED SESSION**

President Rose recessed the meeting to closed session at 8:10 p.m. to discuss:

**A. Public Employment (GC §54954.5[e])**

Title: General Manager and Assistant General Manager

President Rose reconvened the meeting into open session at 8:17 p.m. and stated that no reportable action was taken on items 7A.

There being no further business, President Rose adjourned tonight's meeting at 8:17 p.m.

Respectfully submitted,



Mark N. Kinsey  
General Manager/Secretary