

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

June 22, 2022

The Board of Directors (Board) meeting of the Monte Vista Water District (District) was conducted consistent with the provisions in California Government Code section 54953(e), as amended by Assembly Bill 361 (2021), and pursuant to District Resolution.

DIRECTORS PRESENT

Sandra Rose, President
G. Michael Milhiser, Vice President
Manny Martinez, Board Auditor
Tony Lopez, Director

DIRECTORS ABSENT

Philip Erwin, Director

STAFF PRESENT

Andrew Gagen, Legal Counsel
Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Bill Schwartz, Director of Engineering, Operations, and Maintenance
Betty Conti, Human Resources and Risk Manager
Kelley Donaldson, Community Affairs Manager
Leah Nazaroff, Accounting Manager
Hilton Saenz, Distribution and Facilities Manager
Juan Ventura, Customer Service and Information Technology Manager
Brandi Goodman-DeCoud, Executive Assistant II

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER/FLAG SALUTE

President Rose called the meeting to order at 6:32 p.m.

President Rose led those assembled in the Flag Salute.

ITEM 2: ROLL CALL

Ms. Goodman-DeCoud called roll call and noted Director Erwin as absent.

Mr. Gagen reminded Directors that any votes taken during the portion of the meeting when Board members or the public are participating remotely must be taken by roll call vote. President Rose provided brief instructions on appropriate conduct during the meeting.

ITEM 3: PUBLIC HEARING

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

President Rose opened the public hearing and requested that Ms. Conti provide a brief report on the item.

Ms. Betty Conti provided a brief presentation in support of staff’s recommendation.

After calling for public comment, President Rose closed the public hearing.

Upon motion by Vice President Milhiser seconded by Board Auditor Martinez and unanimously carried:

M22-06-05

MOVED: 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) adopt Ordinance 36: Establishing a Local Claims Ordinance and Delegating Authority to the General Manager to Resolve Small Claims, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

ITEM 4: PUBLIC COMMENT/OPEN FORUM

None.

ITEM 5: AGENDA CHANGES/ADDITIONS

Mr. Scott-Coe stated that there are no changes or additions to the agenda.

ITEM 6: CONSENT CALENDAR

Upon motion by Vice President Milhiser seconded by Board Auditor Martinez and unanimously carried:

M22-06-06

MOVED: Approve the Consent Calendar, as by roll call vote:

- A. **Meeting minutes of June 8, 2022:** Approve as presented.
- B. **Resolution 818-22: Re-Authorizing Remote Meetings:** Adopt Resolution 818-22: Re-Authorizing Remote Teleconference Meetings Pursuant to Brown Act Provisions.

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

ITEM 7: DISCUSSION AND/OR ACTION ITEMS

A. Resolution 819-22: Fiscal Year Ending 2023 Budget Adoption

Ms. Leah Nazaroff provided a brief presentation in support of staff’s recommendation.

Vice President Milhiser inquired if the District should be concerned regarding the State taking away reserves. Mr. Scott-Coe said there is no concern at this time.

Board Auditor Martinez expressed his appreciation to staff for their work on the budget, suggested re-analyzing the cost-of-living adjustment for staff in the next six months, and thanked staff for the 5% increase in Board compensation.

Upon motion by President Rose seconded by Director Lopez the motion and unanimously carried:

M22-06-07

MOVED: Adopt Resolution 819-22, Adopting the Proposed Fiscal Year Ending 2023 Operating Budget, Capital Improvement Budget, Staffing Plan Document, and Salary Grade Wage Table, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

B. Resolution 816-22: Updates to Purchasing, Procurement Card, Budget, and General Manager's Authorities Policies

Ms. Stephanie Reimer provided a brief update on the updates to the purchasing, procurement card, budget, and general manager's authorities policies.

Director Erwin inquired if condominiums, apartments, and townhomes are included in the Readiness-to-serve fee (RTS). Mr. Scott-Coe confirmed that RTS is based on the size of the meter and capacity, and Ms. Reimer noted that customer service and administration costs are factored in.

Board Auditor Martinez questioned if there is a checks and balances process for reviewing the requirement of two quotes. Ms. Reimer stated that staff will have internal procedures to include checks and balances for the quotation process. Board Auditor Martinez further questioned if the \$50,000 threshold warranted receiving three quotes prior to General Manager signature. Ms. Reimer confirmed that this is the case and stated that the policy sets procedures and specific authorizers at each threshold.

President Rose inquired as to who has authority to sign under an emergency situation. Ms. Reimer stated that the policy include language identifying emergency purchases and Board ratification.

Vice President Milhiser stated that the Management Assessment Committee reviewed the item at their June 1, 2022, meeting and recommended Board approval.

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

M22-06-08

MOVED: Directors adopt Resolution 816-22, Updating the Purchasing, Procurement Card, Budget, and General Manager's Authorities policies, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

C. California Special Districts Association Board of Directors Election

Mr. Justin Scott-Coe provided a brief overview of the process for casting a vote for a candidate in the Southern Network Seat B election.

President Rose expressed interest in voting for Don Bartz, Phelan Pinon Hills Community Services District. Vice President Milhiser, Board Auditor Martinez, and Director Lopez concurred with casting a vote for Don Bartz for the Southern Network Seat B.

Upon motion by Vice President Milhiser seconded by Board Auditor Martinez the motion and unanimously carried:

M22-06-09

MOVED: Cast a vote for Don Bartz in the 2022 California Special Districts Association Board of Directors election for Southern Network Seat B, as by roll call vote:

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

ITEM 8: GENERAL MANAGER’S REPORT

In addition to the written report, Mr. Scott-Coe briefed the Board on issues and activities of the past two weeks. Topics covered include the statewide drought emergency; CSDA General Manager’s Leadership Summit; re-scheduling of Presidents’ Breakfast with Inland Empire Utilities Agency, ASBCSD July 18th membership meeting at East Valley Water District; potential cancellation of the August 24 Board of Directors meeting; District’s Waterline Express tour for staff; June 17 Chino Basin Water Conservation District Basin Sustainability Tour; and the Department of Homeland Security, Cybersecurity & Infrastructure Security Agency assessment.

ITEM 9: INFORMATION ITEMS

Information items were included in the agenda packet.

ITEM 10: BOARD COMMENTS (including reports on conferences/meetings attended at District expense)

There were no Board Member Comments.

ITEM 11: CLOSED SESSION

President Rose recessed the meeting to closed session at 7:29 p.m. to discuss:

- A. Conference with Legal Counsel – Existing Litigation (GC §54956.9[d][1])**
Case Number RCV 51010, CBMWD v. City of Chino et al.
- B. Conference with Legal Counsel – Existing Litigation (GC §54956.9[d][1])**
City of Montclair v. Monte Vista Water District (Superior Court of California, County of San Bernardino)
- C. Conference with Legal Counsel – Anticipated Litigation (GC §54956.9[d][4])**
Number of Potential Cases: One

President Rose reconvened the meeting into open session at 7:43 p.m. Mr. Gagen announced there was no reportable action.

ITEM 12: ADJOURNMENT

Upon motion by Vice President Milhiser seconded by Board Auditor Martinez and unanimously carried:

M22-06-10

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

President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

There being no further business, President Rose adjourned the meeting at 7:43 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Justin M. Scott-Coe', written in a cursive style.

Justin M. Scott-Coe
General Manager/Secretary