

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

July 10, 2019

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Phil Erwin, Director

STAFF PRESENT:

Mark N. Kinsey, General Manager
Justin Scott-Coe, Assistant 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
Hilton Saenz, Maintenance Superintendent
Kelley Donaldson, Community Affairs Manager
Betty Conti, Human Resources & Risk Administrator
Barry Rowley, Customer Service Supervisor
Marissa Standridge, Administrative Assistant
Leah Nazaroff, Accountant
Marivel Barillas, Senior Customer Service
Jazmine Soto, Customer Service Representative
Patrick Jones, Utility Service Worker
Rolando Gonzalez, Maintenance Technician
Gabby Garcia, Executive Assistant

OTHERS IN ATTENDANCE:

Tenice Johnson, City Council Member, City of Montclair
Yvonne Rowley
Joel Rowley
Elizabeth Skrzat, Executive Director, Chino Basin Water Conservation District
Gil Aldaco, Board Member, Chino Basin Water Conservation District
Laurie Milhiser
Jerry Rowley
Rosie Tock
Russell Gray

CALL TO ORDER

President Rose called the meeting to order at 6:02p.m.

FLAG SALUTE

Vice President Milhiser led those assembled in the Flag Salute

ITEM 1: DISCUSSION AND/OR ACTION ITEMS:

A. Resolution 751-19: Commending Barry Rowley for 40 Years of dedicated and distinguished service to Monte Vista Water District

President Rose welcomed everyone in attendance and congratulated Barry Rowley on his retirement of 40 years with the District. She read Resolution 751-19, commending Mr. Rowley for his contributions as the Customer Service Supervisor while serving at the District. The Board then presented Mr. Rowley with a District award of recognition and each of the Board members congratulated and said a few words and thanked him for a job well done. General Manager Kinsey expressed words of praise to Mr. Rowley Mr. Rowley thanked the Board and said a few words. Mr. Rowley was also presented with a Awards of Recognition by Council Member Tenice Johnson of the City of Montclair and Executive Director Elizabeth Skrzat of Chino Basin Water Conservation District. Discussion ensued.

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

M19-07-01

MOVED: The Board Authorized:

- 1. Adoption of Resolution 751-19: Commending Barry Rowley for 40 years of dedicated and distinguished service to the Monte Vista Water District

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

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 7:15 p.m.

PUBLIC COMMENT/OPEN FORUM

None

AGENDA CHANGES/ADDITIONS

None

ITEM 2: CONSENT CALENDAR

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

M19-07-02

MOVED: Approval of Consent Calendar:

- A. Meeting minutes of June 26, 2019

ITEM 3: FINANCIAL REPORTS

A. Register of Demands

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

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

M19-07-03

MOVED: Approved the Register of Demands for May 2019

B. Financial Summaries

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

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

M19-07-04

MOVED: Approved the Financial Summaries for May 2019

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

B. District's Proposed Sponsorship Policy

Community Affairs Manager Kelley Donaldson provided a graphical presentation on the District's proposed Sponsorship Policy and said Monte Vista Water District is asked to support various community events and programs through sponsorship opportunities. Ms. Donaldson said without a policy or procedure in place, those requests have been denied thus far. Ms. Donaldson said there is great value in promoting water awareness and efficient use throughout the community by providing sponsorships while increasing recognition of the District's name. She further stated that developing a policy or Standard Operating Procedure would outline the intent and desired results as well as specific process for managing and evaluating requests. She said that staff introduced the concept of a Sponsorship Policy to the Public Information Committee, using samples from regional water agencies to start the discussion. A variety of informal and formal guidelines were evaluated. Ms. Donaldson said these included informal procedures where staff evaluates requests on simple criteria; board member discretionary spending that allows each director to use limited, designated funds for sponsorships; and sponsorship policies by which staff or board members review the criteria and the board ultimately decides which sponsorship requests are approved. Discussion ensued during the presentation.

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

M19-07-05

MOVED: Approved the District's proposed Sponsorship Policy that provides a procedure for accepting and reviewing applications for Monte Vista Water District's sponsorships or assistance at local community events and programs.

C. District's Proposed Recognition Policy

Community Affairs Manager Kelley Donaldson provided a graphical presentation on the District's proposed Recognition Policy and said Monte Vista Water District is committed to engaging the community, employees, partner agencies and regional leaders. Ms. Donaldson said the District's Recognition Policy provides guidelines for the issuance of ceremonial resolutions, certificates, plaques/awards and District tiles. Discussion ensued during the presentation.

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

M19-07-06

MOVED: Approved the District's proposed Recognition Policy that provides guidelines for formal and informal recognition of individuals and agencies.

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 and Vice President Milhiser's attendance at the 4th of July Parade and his attendance at the Public Information Committee meeting.

ITEM 8: CLOSED SESSION

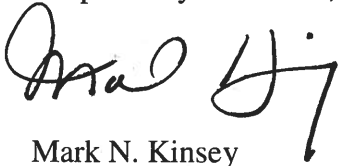
President Rose recessed the meeting to closed session at 7:45 p.m. to discuss:

- 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 Performance Evaluation (GC §54957)**
General Manager

President Rose reconvened the meeting into open session at 8:00 p.m. and stated that no reportable action was taken on items A and B.

There being no further business, President Rose adjourned tonight's meeting at 8:00 p.m.

Respectfully submitted,



Mark N. Kinsey
General Manager/Secretary