

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

July 27, 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**

Justin Scott-Coe, General Manager  
Andrew Gagen, Legal Counsel  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
Bill Schwartz, Director of Engineering, Operations, and Maintenance  
Kelley Donaldson, Community Affairs 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. Brandi Goodman-DeCoud called roll call and noted for the record that Director Erwin was absent.

Mr. Andrew 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 COMMENT/OPEN FORUM**

None.

**ITEM 4: AGENDA CHANGES/ADDITIONS**

Mr. Justin Scott-Coe stated that there are no changes or additions to the agenda, however there will be no closed session held.

**ITEM 5: CONSENT CALENDAR**

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

<b>M22-07-05</b>	
<b>MOVED:</b> Approve the Consent Calendar, as by roll call vote:	
A. <b>Meeting minutes of July 13, 2022:</b> Approve as presented.	
B. <b>Resolution 821-22: U.S. Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant Program:</b> Adopt Resolution 821-22, authorizing the general manager to enter into a financial assistance agreement with the U.S. Bureau of Reclamation for the Advanced Meter Installation Project.	
President Rose	aye
Vice President Milhiser	aye
Board Auditor Martinez	aye
Director Lopez	aye

**ITEM 6: DISCUSSION AND/OR ACTION ITEMS**

**A. Main Office Site Security**

Mr. Hilton Saenz provided a brief update on Main Office Site Security.

President Rose questioned who monitors the CCTV cameras at Plant 1 (Main Office Site). Mr. Saenz confirmed that he monitors the cameras.

Vice President Milhiser inquired when the fencing will be installed. Mr. Saenz stated that a Request for Quote (RFQ) is currently being drafted by staff.

The item was received and filed.

**B. Monte Vista Water District Policy Review**

Ms. Stephanie Reimer provided a policy review and update of the District’s comprehensive policy manual.

Vice President Milhiser stated that the presentation was well organized and commended staff.

President Rose and Board Auditor Martinez thanked staff for their hard work.

The item was received and filed.

**C. Legislative Update**

Ms. Kelley Donaldson provided a brief legislative update.

Board Auditor Martinez questioned the date that the Governor is expected to sign the bills that reach his office. Ms. Donaldson confirmed September 30, 2022.

Director Lopez commended staff on a great presentation.

The item was received and filed.

**D. Monte Vista Water District Employment Agreement – General Manager**

Vice President Milhiser provided a brief report on the Management Assessment Committee’s recommendation to the Board.

President Rose stated that the Management Assessment Committee held two meetings to consider the amendment to the general manager’s contract.

Board Auditor Martinez thanked the Management Assessment Committee for their hard work.

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

**M22-07-06**

**MOVED:** 1) Consider the recommendation of the Management Assessment Committee regarding the general manager’s compensation package; 2) authorize the Board of Directors president to sign Amendment 2 to the Monte Vista Water District Employment Agreement with the general manager; and 3) approve amending the Fiscal Year Ending 2023 Salary Grade Wage Table to reflect the general manager’s negotiated salary according to Amendment 2 to the Monte Vista Water District Employment Agreement, effective July 1, 2022, as by roll call vote:

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

**E. Monte Vista Water District Employment Agreement – Assistant General Manager/Chief Financial Officer**

Vice President Milhiser provided a brief report on the Management Assessment Committee’s recommendation to the Board.

President Rose stated that the Management Assessment Committee held two meetings to consider the amendment to the assistant general manager/chief financial officer’s contract.

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

**M22-07-07**

**MOVED:** 1) Consider the recommendation of the Management Assessment Committee regarding the assistant general manager/chief financial officer’s compensation package; 2) authorize the Board of Directors president to sign Amendment 2 to the Monte Vista Water District Employment Agreement with the assistant general manager/chief financial officer; and 3) approve amending the Fiscal Year Ending 2023 Salary Grade Wage Table to reflect the assistant general manager/chief financial officer’s negotiated salary according to Amendment 2 to the Monte Vista Water District Employment Agreement, effective July 1, 2022, 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. Justin Scott-Coe briefed the Board on issues and activities of the past two weeks. Topics covered include the statewide drought emergency; California Special District’s Association incumbent Don Bartz with Phelon Pinon Hills Community Services District retaining his seat on the Board; CalPERS announcement of a preliminary net investment return of -6.1% for the

2021-2022 Fiscal Year; acceptance of approval of Vice President Milhiser and Director Erwin's applications for the Special District Leadership Foundations 'Special District Governance' certificate; "Board Member Best Practices 101" training on August 2, 2022 at the Mojave Water Agency in Apple Valley hosted in partnership by the Local Agency Formation Commission in partnership with the California Special District's Association; Chamber Networking Breakfast hosted by the Chino Basin Water Conservation District (CBWCD) on August 11, 2022 presenting on "Commercial Water 101"; "Grass to Garden Workshop" held at CBWCD on September 17, 2022; and recognized Assistant General Manager/Chief Financial Officer Stephanie Reimer on her acceptance into the Association of California Water Agencies Joint Powers Insurance Authority's 2022-2023 Leadership Essentials for the the Water Industry Program.

**ITEM 9: INFORMATION ITEMS**

Information items were included in the agenda packet. Members of the Board, staff and the public were provided with a handout entitled "Delta Conveyance Project Overview and Update."

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

Board Auditor Martinez thanked everyone for a great meeting.

Vice President Milhiser announced that he attended the Water Facilities Authority (WFA) Board meeting on July 21, 2022 and they approved \$2.6 million to begin the Clearwell No.2 Floating Cover Replacement Project, and encouraged staff to reach out to WFA to inquire the possibility of attending a tour once construction is underway.

President Rose provided an update on retired General Manager Mark Kinsey's recovery.

**ITEM 11: CLOSED SESSION**

There was no closed session held.

**ITEM 12: ADJOURNMENT**

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

**M22-07-08**

**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 7:45 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary