

Approved August 9, 2022

**MINUTES OF A REGULAR MEETING OF THE
CUCAMONGA VALLEY WATER DISTRICT
BOARD OF DIRECTORS
July 26, 2022**

A regular meeting of the Cucamonga Valley Water District Board of Directors was called to order at 6:00 p.m. by President Reed. He led the Pledge of Allegiance.

CALL TO ORDER
6:00 p.m.

President Reed announced:

1) The meeting is being conducted by teleconference pursuant to Resolution No. 2022-6-6 as permitted under AB 361, in an effort to protect public health, prevent the spread of COVID-19 (Coronavirus), and because state and/or local officials are recommending or imposing measures to promote social distancing.

2) The agenda states that members of the public are permitted to attend the meeting in person at the location listed on the agenda.

3) The agenda also states that the public may listen and provide comment remotely by using the GoToMeeting listed on the agenda.

Ms. Taya Victorino took roll call.

In Attendance:

Board Randall James Reed, President
 Luis Cetina, Vice President
 James V. Curatalo, Jr., Director (*remotely*)
 Mark Gibboney, Director
 Kevin Kenley, Director

Staff John Bosler, General Manager/CEO (*remotely*)
 Eduardo Espinoza, Assistant General Manager
 Jeff Ferre, BB&K, Legal Counsel

Libby Becker, Government & Public Affairs Representative
Agnes Boros, Finance Manager
Chad Brantley, Director of Finance and Technology Services
Frank Chu, Information Technology Manager
Cindy Cisneros, Executive Assistant
Amanda Coker, Engineering Manager
Ali Dematteis, Account Clerk
Andrea Dutton, Senior Accountant
Jennifer Fillinger, Finance Supervisor
Joanna Gonzalez, Government & Public Affairs Representative II
Eric Grubb, Government & Public Affairs Manager
Monica Hallberg, Account Clerk
Robert Kalarsarinis, Customer Service Manager
Brandon Koh, Accountant
Rosa Lopez, HR Assistant
Mike Maestas, Water Production Manager
Elizabeth McReynolds, Account Clerk
Erin Morales, Government & Public Affairs Supervisor

Roberta Perez, Director of Human Resources and Risk Management
Shawn Spromberg, Wastewater Utility Supervisor
Tuan Truong, Engineering Manager
Taya Victorino, Executive Assistant

Guests Kathryn Arkle, Water Savvy Landscape Contest Winner
Kristine Bowlin, Water Savvy Landscape Contest Winner
Melissa Boyd, Senator Ochoa Bogh's Office
Jim Dill (*remotely*)
Nora Dorsey, Water Savvy Landscape Contest Winner
Ruby Favela, Chino Basin Watermaster
Richard Givens, Water Savvy Landscape Contest Winner
Heather Givens, Water Savvy Landscape Contest Winner
Denise Morales, Chino Basin Watermaster

ADDITIONS/DELETIONS TO THE AGENDA

None.

ADDITIONS/
DELETIONS

PUBLIC COMMENT

None.

PUBLIC COMMENT

PRESENTATIONS

A) Water Savvy Landscape Contest Recognition

Ms. Libby Becker provided a PowerPoint presentation on the Water Savvy Landscape Contest winners. The Board presented certificates to Richard Rivas, Kathryn Arkle, Dianna Lee, Kristine Bowlin, Richard and Heather Givens, and Nora Dorsey and congratulated them.

WATER SAVVY
LANDSCAPE
CONTEST WINNERS

GENERAL MANAGER/CEO REPORTS

A) District Updates

Mr. Eduardo Espinoza, Assistant General Manager reported the following:

- Invited Andrea Dutton to the podium. Andrea provided a PowerPoint presentation on the Accounting Division's goals and accomplishments. The Board collectively thanked Ms. Dutton for her presentation.

GENERAL
MANAGER/CEO
REPORTS

CONSENT CALENDAR

- Approve Minutes of June 28, 2022 Regular Board Meeting.
- Approve Board Calendar of Events.
- Receive and File May 2022 Water Production Report.
- Receive and File the Cash and Investment Report for month ending June 30, 2022.
- Receive and File the Financial Results Report for month ending May 31, 2022.
- Approve Cash Disbursements for the month ending June 30, 2022.
- Receive and File the Quarterly PARS Investment Report for quarter ending June 30, 2022.
- Receive and File the July 2022 Government & Public Affairs Report.

CONSENT
CALENDAR

PASSED 5-0

- I) Adopt Resolution No. 2022-7-1 Adopting Employee Policy No. 3.19, Catastrophic Leave Sharing Program.
- J) Adopt Resolution No. 2022-7-3 re-authorizing remote teleconference/virtual meetings of CVWD legislative bodies for the period of July 26, 2022 to August 25, 2022 pursuant to Brown Act provisions.

On a motion by Director Kenley, and seconded by Director Gibboney to approve the Consent Calendar items as submitted by **Roll Call Vote:**

Ayes: Reed, Cetina, Curatalo, Gibboney, Kenley

Noes: None

Abstain: None

Absent: None

Passed 5-0.

BOARD OF DIRECTOR HANDBOOK

Ms. Taya Victorino presented proposed amendments to the Board of Directors Handbook. The handbook was adopted in 2005 as a resource guide for Board Members and updated on an as-needed basis. The last revisions were made in 2019 due to changes on the Executive Team and District leadership. At that time it was suggested that the Handbook be reviewed before each election cycle as a matter of due diligence.

Proposed updates are as follows: minor additions to the *Introduction* section, revisions to the *Board Meeting Protocol* section to include Rosenberg's Rules of Order as the Board's preferred set of meeting rules, updates to Appendices 1 and 4, and the addition of Appendix 6.

This item was presented to the HR/Risk Management Committee on July 12. The Committee concurred with staff's proposed amendments and forwarded to the Board for consideration.

On a motion by Vice President Cetina, and seconded by Director Kenley to adopt the 2022 Board of Directors Handbook as submitted by **Roll Call Vote:**

Ayes: Reed, Cetina, Curatalo, Gibboney, Kenley

Noes: None

Abstain: None

Absent: None

Passed 5-0.

AMENDING THE TIME OF THE CUCAMONGA VALLEY WATER DISTRICT BOARD OF DIRECTORS REGULAR MEETINGS

Ms. Taya Victorino presented proposed Ordinance No. 2022-7-2 amending the time of the Board of Directors Regular Meetings from 6:00 p.m. to 5:00p.m.

On a motion by Director Gibboney, and seconded by Director Kenley to adopt Ordinance No. 2022-7-2 amending the time of the Board of Directors Regular Meetings from 6:00 p.m. to 5:00 p.m. as submitted by **Roll Call Vote:**

Ayes: Reed, Cetina, Curatalo, Gibboney, Kenley

Noes: None

Abstain: None

Absent: None

Passed 5-0

BOARD OF
DIRECTORS
HANDBOOK

PASSED 5-0

ORDINANCE NO.
2022-7-2 AMENDING
BOARD MEETINGS
TO BEGIN AT
5:00PM

PASSED 5-0

AWARD OF CONTRACT FOR UTILITY BILLING SOFTWARE UPGRADES

Mr. Frank Chu provided a PowerPoint presentation on the proposed award of contract for the District's utility software upgrade project. Of the twelve proposals received during the Request For Proposal (RFP) process, three vendors were selected as finalists based on their qualifications. After a thorough product demonstration and interview process, staff selected Advanced Utility Systems as the best qualified vendor. Funding for this project was approved in the FY2023 CIP budget. This item was presented to the July 6, 2022 Finance Committee meeting at which time the committee concurred with staff's recommendation and forwarded the item to the Board for consideration.

On a motion by Director Gibboney, and seconded by Director Kenley to approve the purchase of Advanced Utility Software Solution in the amount of \$1,430,645.00 and authorize the General Manager/CEO to execute the purchase agreement as submitted by **Roll Call Vote:**

Ayes: Reed, Cetina, Curatalo, Gibboney, Kenley

Noes: None

Abstain: None

Absent: None

Passed 5-0.

AWARD OF
CONTRACT TO
ADVANCED UTILITY
SOFTWARE
SOLUTION

PASSED 5-0

CALIFORNIA SPEEDWAY COMMERCE CENTER SEWER ANNEXATION

Ms. Amanda Coker presented the District's proposed letter of support to the Local Agency Formation Commission for San Bernardino County (LAFCO) regarding a developer's application for annexation to the District's sewer area. The developer is proposing two industrial buildings in a 36-acre area within the City of Rancho Cucamonga. Water service will be provided by the Fontana Water Company, so this application is for CVWD sewer service only. The developer will connect to a 36-inch Inland Empire Utilities Agency (IEUA) trunk line, which IEUA has confirmed has sufficient capacity. The developer has prepared the Plan for Service Report, which staff has reviewed and approved, to submit with the District's letter of support. Staff presented this item to the Engineering Committee on July 5, 2022. The Committee concurred with staff's recommendation and forwarded it to the Board for consideration.

On a motion by Vice President Cetina, and seconded by Director Gibboney to authorize the General Manager/CEO to provide a letter of support to the Local Agency Formation Commission for the annexation of the California Speedway Commerce Center project area as submitted by **Roll Call Vote:**

Ayes: Reed, Cetina, Curatalo, Gibboney, Kenley

Noes: None

Abstain: None

Absent: None

Passed 5-0.

CALIFORNIA
SPEEDWAY
COMMERCE
CENTER SEWER
ANNEXATION

PASSED 5-0

AWARD OF CONTRACT- ENVIRONMENTAL LEARNING CENTER BUILDING IMPROVEMENTS

Mr. Eric Grubb presented the proposed award of contract for improvements to the Environmental Learning Center (ELC). The ELC opened 2006 to educate students in our service area about the water cycle, water use efficiency, water quality, energy conservation, and protection of our natural resources. It has become an invaluable

AWARD OF
CONTRACT-ELC

PASSED 5-0

community resource for generations of our customers and the schools in our service area. The building was built in 1980 and donated to the District by the City of Rancho Cucamonga in the early. Significant upgrades and improvements are needed in order for the District to continue to use the building. Major items included in this project include: a new watertight roof, new windows, new doors, replacing water damaged wood, wall panels, and ceiling, a new a/c unit, safety enhancements, and new ADA compliance ramps. Staff issued an Invitation for Bid and received three bids on February 22, 2022. The lowest responsive and responsible bidder was Mehas Construction with a price of \$159,000.00. Funding for this project was approved as part of the FY2023 Capital Improvement Project budget.

AWARD OF
CONTRACT-ELC

PASSED 5-0

On a motion by Director Curatalo, and seconded by Director Kenley to approve the award of contract to Mehas Construction in the amount of \$159,000.000 for CP21028 – Environmental Learning Center Building Improvements as submitted by Roll Call Vote:

Ayes: Reed, Cetina, Curatalo, Gibboney, Kenley

Noes: None

Abstain: None

Absent: None

Passed 5-0.

BOARD COMMITTEE REPORTS

A) July 5, 2022 Engineering Committee

President Reed reported the notes accurately reflect what occurred at the meeting.

B) July 6, 2022 Finance Committee

Director Gibboney reported the notes accurately reflect what occurred at the meeting.

C) July 12, 2022 Human Resources/Risk Management Committee

Director Curatalo reported the notes accurately reflect what occurred at the meeting.

BOARD MEMBER REPORTS

Director Curatalo

- Apologized for not being able to attend the meeting in person.

Director Gibboney

- Attended Ethics training yesterday. Expressed his appreciation for the information.

Director Kenley

- Nothing additional to report at this time.

Vice President Cetina

- Nothing additional to report at this time.

President Reed

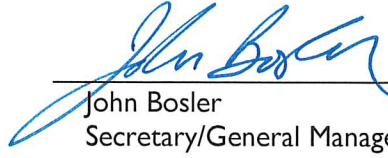
- Attended the ACWA DC Conference July 12-14, 2022. Expressed his gratitude for the opportunity to meet Congressman Pete Aguilar and update him on the challenges we are experiencing.
- Attended the ribbon cutting ceremony for East Valley Water District's Sterling Resource Center on July 23, 2022.

BOARD MEMBER
REPORTS

ADJOURNMENT

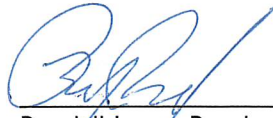
There being no further business to come before the Board, President Reed adjourned the meeting in memory of Jerry Gladbach, past ACWA/JPIA President, and past Senator Bob Dutton, at 7:13 p.m.

ADJOURNED
AT 7:13 p.m.



John Bosler
Secretary/General Manager

ATTEST:



Randall James Reed
President