

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
DIRECTORS OF CRESTLINE VILLAGE WATER DISTRICT**

MARCH 21, 2017

CALL TO ORDER AND FLAG SALUTE: President Bracher called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Tuesday, March 21, 2017, at the regular meeting place of said Board at its office in Crestline, California.

ROLL CALL: Present were President Connie Bracher, Directors Darel Davis, Steven Farrell, Robert Kinzel and Kenneth Stone.

Staff members present were General Manager Karl B. Drew, Office Manager Larrie Davis, Field Supervisor Chris Heryford, Engineer Wally Franz, Attorney Ronald Van Blarcom, and Assistant General Manager Alan Clanin.

MINUTES OF PREVIOUS MEETINGS: On a motion by Director Kinzel and a second by Director Davis, the minutes of the Regular Meeting of February 21, 2017 were unanimously approved as written.

On a motion by Director Farrell and a second by Director Kinzel, the minutes of the Special Meeting of March 08, 2017 were unanimously approved as written.

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the month of February 2017. On a motion by Director Davis and a second by Director Farrell the cash disbursements for the month of February 2017 were unanimously approved.

PUBLIC COMMENTS: None

REVIEW PRELIMINARY CASH BUDGET FOR FISCAL YEAR 2017/2018: General Manager Drew explained to the Board the budget preparation process and that Office Manager Davis and Assistant Manager Clanin are working together on the proposed 2017/2018 budget. Manager Drew further explained that the higher than normal rainfall recently experienced by the District typically increases well production, and that the amount of purchased water estimated in the proposed draft budget may be excessive.

President Bracher requested a more accurate cost for replacement of the office partitions and cubicles.

Director Stone suggested the District consider deferring the replacement of "one of the two" Ford F250 Super Duty Diesel vehicles scheduled for replacement until the 2018/19 year. Manager Drew also noted that the District may replace the diesel vehicles with gasoline powered vehicles due to emission constraints.

Assistant Manager Clanin reported to the Board that the budget for the office billing and financial software has been increased from \$45,000 to \$65,000. This increase is due to the estimated cost of the software paid over a two-year period.

No action was taken by the Board.

CONSIDER NOMINATION FOR CALIFORNIA SPECIAL DISTRICT (CSDA) BOARD OF DIRECTORS SEAT C: General Manager Drew notified the Board that the California Special Districts Association (CSDA) is seeking nominations for the position of Director "Seat C".

Director Stone suggested that Assistant Manager Clanin would be an appropriate candidate. Manager Drew informed the Board that CSDA typically consists of Community Services Districts and that the District would benefit very little by the participation of Assistant Manager Clanin.

No action was taken by the Board.

UPDATE ON BILLING SYSTEM SOFTWARE: Assistant Manager Clanin reported that District Staff is still reviewing and evaluating prospective replacement billing software systems. Assistant Manager Clanin explained that he has contacted several water districts regarding their experience with the more prominent systems, and that there are currently a couple of software systems available that will meet most of the District requirements. Assistant Manager Clanin also stated that a vendor should be well established and has quality customer service references. District staff will be reviewing one final software system in early April.

A recommendation to the Board may be presented at the April Board meeting.

UPDATE OF HAZARD MITIGATION PLAN: Assistant Manager Clanin reported that District Staff is in the process of updating the 2011 Hazard Mitigation Plan. The main content of the 2016 plan has been completed with up to date information and is currently being reviewed by the Office Manager. The plan will be submitted to the San Bernardino County Office of Emergency Services for review and posted to the District website for public comment following approval of the General Manager. Assistant Manager Clanin informed the Board that he will be attending a two-day training meeting held on April 5th and 6th at the County Command Center in Rialto. This training will be utilized to ensure the District is following all guidelines and is including all required elements. Assistant Manager Clanin estimates the 2016 Hazard Mitigation Plan will be presented to the Board for final adoption at the Board meeting in May.

Assistant Manager Clanin will keep the Board updated.

CONSIDER CHANGING APRIL BOARD MEETING DATE TO APRIL 25, 2017: The Board considered changing the April 18, 2017 date of the scheduled Regular Meeting of the Board of Directors due to scheduling conflicts. Several dates and times were considered.

The Board unanimously agreed to reschedule the Board Meeting to Friday April 21, 2017 at 3:00 pm.

MANAGER'S REPORT:

General Manager Drew gave a more detailed update on the following District projects:

- Lakeview Main Replacement
- Electra Vertical Well
- Valle Vertical Well
- Zurich Tank Paving and Fencing
- Board Room Update
- Office Partitions

Manager Drew reported that the Lakeview Main Replacement Project will commence in May. There has been no response from the property owners of the proposed Valle Well site and suggests that the District may only want to move forward with the Electra Well in the future. Manager Drew also reported that paving the access road at the Zurich Tank Site will proceed when weather permits, the Board Room Update and Office Partition projects are in the planning stage and that the District Office Re-roofing Project will have to re-bid at prevailing wage and is expected to be completed in early summer. Manager Drew further explained that the Brookside Cell Tower Project was not a project of the District and there has been no further communication from the cell tower company since the Option period was extended.

Manager Drew informed the Board that the County of San Bernardino has requested the District encase in concrete the water mains that are running across or adjacent to the Lake Gregory Dam during the Dam Rehabilitation Project. The County has been notified that the existing mains are currently sleeved with drains and that encasing the mains in concrete would be difficult and impractical. The County has not responded to the District concerns.

Manager Drew was happy to report that the District has received a rebate check from the California Joint Powers Insurance Authority (JPIA) in the amount of \$32,000.

Manager Drew discussed with the Board that the need of a written policy regarding the customer leak notification procedures are not necessary and that the District Administrative Code has an existing policy that defines the responsibility of the District. Manager Drew re-iterated that it is the customers' responsibility to maintain their pipes, that District responsibility stops at the meter and that customer leak notification is a courtesy provided by the District to assist customers and may not always be possible.

Director Stone commented that a notice on the monthly bill explaining the responsibility of the property owner may be beneficial.

Manager Drew reported that the District has received 44.6 inches of rain for the current season.

DIRECTORS' REPORTS:

Director Farrell reported that 18% of the Association of California Water Agencies (ACWA) Region 9 members responded to a recent survey and showed a wide interest in a tour of Prado Dam tentatively scheduled for the fall. There was also interest in a tour of the Salton Sea that may occur in 2018.

Manager Drew expressed his opinion that ACWA and District Representatives to ACWA should focus on the issues that affect us as a water district.

REQUESTS FOR FUTURE AGENDA ITEMS.

Field Supervisor Chris Heryford announced to the Board that he has officially given the District his retirement notification. May 19, 2017 will be his last day employed by the District.

As there was no further business to discuss, the meeting was adjourned at 4:36 pm.

The next adjourned regular board meeting is scheduled for Friday, April 21, 2017 at 3:00 pm.