

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

June 18, 2024

CALL TO ORDER AND FLAG SALUTE: President Cory Hubbell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Tuesday, June 18, 2024.

ROLL CALL: Present were President Cory Hubbell, Directors Kenneth Stone, Steve Farrell, and Leslie Brister.

Staff members present were Office Manager Josselyn Quine, Operations Manager David Sale, General Manager Thomas Weddle, and District Counsel Ronald Van Blarcom.

Absent: Vice President William Barrera

The public in attendance: None.

MINUTES OF PREVIOUS MEETINGS:

The Board reviewed the minutes of the May 2024 Regular Board Meeting. On a motion by Director Stone and a second by Director Brister, the minutes for the May 21, 2024, meeting were approved with the following roll call vote:

AYES: Directors Stone, Farrell, Hubbell, and Brister.

NOES: None.

ABSENT: Director Barrera.

ABSTAINED: None.

CASH DISBURSEMENTS:

There was general discussion about the cash disbursements. On a motion made by Director Stone and a second by Director Farrell, the cash disbursements for the month of May 2024, were approved with the following roll call vote:

AYES: Directors Stone, Farrell, Hubbell, and Brister.

NOES: None.

ABSENT: Director Barrera.

ABSTAINED: None.

PUBLIC COMMENTS:

None.

MONTHLY FINANCIALS:

The Board reviewed and discussed the monthly financials.

REGULAR SESSION:

CONSIDER ATTENDANCE AT THE 2024 CSDA ANNUAL CONFERENCE, INDIAN WELLS, SEPTEMBER 9-12, 2024.

There was general discussion regarding the conference and attendance. General Manager Weddle expressed interest in attending. Attendance by any Board member or General Manager has been approved with the following roll call vote:

- AYES: Directors Farrell, Hubbell, and Brister.
- NOES: Director Stone.
- ABSENT: Director Barrera.
- ABSTAINED: None.

CONSIDER VOTING FOR SCDA BOARD OF DIRECTORS, SEAT A – JO MACKENZIE.

This agenda item will be moved to next month's Board Meeting.

CONSIDER ADOPTING WORKPLACE VIOLENCE PREVENTION POLICY:

Senate Bill (SB553) was signed into law on September 20, 2023. This policy is to be implemented by July 1, 2024. Office Manager Quine and District Counsel Van Blarcom worked together to tailor a policy to Crestline Village Water District. Annual training will be provided and required for all staff. It is the recommendation of staff that the Board approve the policy that will be as an appendix to the Personnel Manual.

On a motion by Director Farrell and a second by Director Brister, the Board approved the Workplace Violence Prevention Policy, with the following roll call vote:

- AYES: Directors Stone, Farrell, Hubbell, and Brister.
- NOES: None.
- ABSENT: Director Barrera.
- ABSTAINED: None.

CONSIDER COST OF LIVING ADJUSTMENT

In considering the annual Cost of Living Adjustment (COLA), the District has reviewed the change in the Consumer Price Index (CPI), as determined by the U.S. Department of Labor. The COLA is intended to adjust the wage schedules for the changes in purchasing power caused by inflation or deflation. The year ending May of 2024, the average CPI for Riverside, San Bernardino, and Ontario is 4.20%.

Director Farrell requested to have the 10-year history of increases included each year. There was general discussion. On a motion by Director Farrell and a second by Director Stone, the Board approved a 4.0% increase for all employees effective June 6, 2024, with the following roll call vote:

- AYES: Directors Stone, Farrell, Hubbell, and Brister.
- NOES: None.
- ABSENT: Director Barrera.
- ABSTAINED: None.

CONSIDER SURPLUS EQUIPMENT – 2013 FORD EXPLORER

The District currently has one vehicle that is not being used. The 2013 Ford Explorer is only driven to keep it from sitting for too long. The District would like the Board to declare the Explorer as a surplus vehicle. The District would like to open bidding for full-time employees and Board Members. Once the vehicle is declared surplus and ready to be sold, a minimum bid of \$10,500 will be set. This bid amount is determined by the mid-range of the Private Party Value on Kelley Blue Book. The bids will be brought back to the Board of Directors for final approval. There was some discussion about who would be considered a full-time employee because Director Farrell has expressed interest in this vehicle in the past. It was determined that Board members are considered full-time employees. On a motion by Director Hubbell and a second by Director Stone, the Board approved to surplus the 2013 Ford Explorer with the following roll call vote:

AYES: Directors Stone, Farrell, Hubbell, and Brister.

NOES: None.

ABSENT: Director Barrera.

ABSTAINED: None.

MANAGER'S REPORT:

Field Maintenance - Weed abatement has been completed at the District owned properties, including clearing around fire hydrants, and preparing for the fireworks.

The new dump truck is complete and has been placed into service. The tailgate was fabricated to replace the three small ditch gates, to three larger ones, the taillights were reinforced with a metal cage around them, and the communication radio was used from the old dump truck.

We have been working on our paving list from the winter leaks. County Road Department asked for a copy of the list, so they can help us complete it due to them having additional time in their schedule.

State water boards are making all districts have an updated Cross Connection Control Program. Hydro Corp reached out to us to see if they could help us. They have a basic program that they use and then would add all our district info into it. This will give us a more personalized program. The total cost was \$2,500.

On Cedar Lane, there is a culvert that is deteriorating. It created a small sink hole, which happens to be right where our A/C main crosses. This created a break in the main completely around. It was clamped and a road plate was placed over it over until the County is able to run a new pipe. We will then make a proper section of the main.

Pinecrest 6" double check valve is about 27 years old. When it was assessed, it took the company about 4 hours to get the device to pass, with some fenagling. Ron from CLAWA had called to make us aware that it would not pass the next time. A new check valve has been ordered and will be replaced when water is no longer needed at that location in the fall.

Mission Statement – The District has a short, to the point mission statement but unfortunately was not available when clicking the link on the website. This has been remedied and it reads:

“Providing our community with a reliable water system that delivers high quality water for its health and safety needs.”

Map On Website – The map on the website with one that you can click to redirect to an email link.

Contact email on website – It now shows the email versus just having a link to send a message to the District.

Camp Switzerland – The Board was informed that there is a newer meter already installed at Camp Switzerland. This information was in reference to the question asked at the May Board Meeting.

Lake Gregory – the District plans to reach out to Lake Gregory to discuss them using well water to free up that amount of water for other users. We will investigate grants for new wells at the same time.

MONTHLY WATER PRODUCTION REPORTS:

Manager Weddle reviewed the water production reports for the month of May. It was stated that the addition CLAWA purchases for the month of May were standard for the summer months.

DIRECTORS REPORTS:

1. Director's reports: None.
2. Requests for Future Agenda Items: Director Farrell asked that the cumulative production chart to be with the other well production charts.
3. Other Items: None

EXECUTIVE SESSION: The Board entered Executive Closed Session at 4:22 pm

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one case)

EXECUTIVE SESSION REPORTING: The Board Returned to Open Session at 5:00 pm

General Counsel, Van Blarcom announced that the potential case had to do with the landslide at Zell Court. There was no reportable action in the Executive Closed Session.

As there was no further business to discuss, the meeting was adjourned at 5:01 pm. The next meeting is scheduled for Tuesday, July 16, 2024. This meeting will be held in person at the District office at 3pm.