

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

September 20, 2022

The Board conducted the meeting face-to-face and virtually by videoconference (via Zoom) and teleconference (via Zoom phone) in compliance with the Governor's Executive Order N-29-20 in response to the COVID-19 pandemic. The meeting was held in the Board Room at the District Office, 777 Cottonwood Dr. Crestline, CA.

CALL TO ORDER AND FLAG SALUTE: President Steven Farrell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:03 pm, on Tuesday, September 20, 2022.

ROLL CALL: Present were President Steven Farrell, Vice President Cory Hubbell, Directors William Barrera, Leslie Brister and Kenneth Stone.

Staff members present were Attorney Ronald Van Blarcom, General Manager Thomas Weddle, Field Lead David Sale, Serviceman Jonah Seeley, Retired Annuitant Larrie Ann Davis and Customer Service Representative Josselyn Quine.

Public in attendance was Bill Coffey and Bill Eller with SERVLIN, Hector Cazares from California Water Boards and Norman Huff from Valley View Park MWC.

TELECONFERENCE MEETING ATTENDANCE: The series of Executive Orders issued by Governor Newsom waiving certain Brown Act requirements resulting in the District's ability to meet via Zoom expired September 30, 2021. With the continuation of the COVID-19 Pandemic, the Brown Act has been modified to allow for the future use of Teleconferencing if the following findings have been voted on every 30 days. These findings include: The Board of Directors has reconsidered the circumstances of the state of emergency; AND the state of emergency continues to directly impact the ability to meet safely; OR State or local officials continue to impose or recommend social distancing. In order to continue with meeting via Zoom, a motion to adopt these required findings will need to take place. Majority vote by the Board is required.

On a motion by Director Hubbell and a second by Director Brister, the Board adopted the required findings and approved continuing to permit attendance at District Board meetings via teleconferencing with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the August 16, 2022, Regular Board Meeting. On a motion by Director Hubbell and a second by Director Brister, the minutes for the August, 2022 meeting were approved as corrected with the following roll call vote:

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

CASH DISBURSEMENTS: The Board reviewed and discussed the cash disbursements for the month of August 2022. Director Brister had questions regarding payments going to Albert Webb & Associates. On a motion by Director Brister and a second by Director Hubbell, the cash disbursements for the month of August 2022 were approved with the following roll call vote:

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

PUBLIC COMMENTS: None.

PRESENTATION BY SERVLIN UTILITIES PROTECTION; CUSTOMER LEAK

PROTECTION INSURANCE: Bill Coffey, Regional Director, and Bill Eller, VP, were able to attend this Board Meeting via Zoom. We were presented with 2 different products: SERVLIN and NLC Service Line Warranty Program. Both are provided under HomeServe. SERVLIN is an insurance the customer can choose to participate in to cover the cost of water consumption due to a leak. This insurance costs between \$1.30 - \$1.80 per month and would be added to the customers' water bill. When a leak occurs, SERVLIN will step in to ensure the leak has been repaired, then will forward payments to the District to apply to the customers account. A claim can be filed when the water bill is 2x higher than it was during the same time period from the previous year. One claim can be filed per year. The other product presented to us was NLC Service Line Warranty Program. This insurance covers external sewer lines, external water lines and indoor plumbing. Customers are able to choose just one or all 3 of the insurance plans. These are each approximately \$6 - \$9.49 per month depending on which plan is chosen. There are no annual or lifetime limits on submitted claims. The NLC insurance is billed directly by SERVLIN. The District will have no part in the billing or customer correspondence; any claims to be filed will be directed towards the SERVLIN. Customers will receive informational notices for all plans offered from SERVLIN with the Districts' logo to ensure the legitimacy of the information provided. After the presentation from Mr. Coffey and Mr. Eller, the Board would like to see the contracts that would be given to customers. Those contracts will be reviewed prior to the Districts' approval to move forward with a 5-year contract with HomeServe. No action was taken.

UPDATE ON VALLEY VIEW MUTUAL WATER COMPANY – CONSIDER ENGINEERS REPORT FOR FEASIBILITY STUDY: Hector Cazares, Water Resource Control Engineer and Norman Huff, Director of Valley View Park MWC attended to present us with the plan for the consolidation of Valley View Park Mutual Water Company with Crestline Village Water District. Funding for this project is offered through California Water Board as well as offering incentives to encourage consolidation. There will be no cost to either water company to start a feasibility study, planning or construction. The initial stage of this long-term project is having engineers create a feasibility report. This report will be presented to the District by the engineers who completed it. An outline of the process and needed updates for either system in preparation for consolidation will be included. After the Feasibility Report, the planning stage will commence, then construction. The Feasibility Report will take about 3-6 months to complete. After the initial studies, the California Financing Coordinating Committee will attend a Board Meeting to answer all questions the District or the Board may have. California Water Board incentives include a \$10 million at 0% financing for infrastructure updates and grant funding up to \$3k per connection.

After the presentation and some discussion amongst the Directors, a motion was made by Director Stone and a second by Director Brister, it has been approved to move forward with the feasibility report with the following roll call vote:

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

CONSIDER AND APPROVE NEW PAY SCHEDULE EFFECTIVE SEPTEMBER 29, 2022: General Manager Weddle has created a new position for office staff. The position being created is Office Lead. The recent changes in staffing, Manager Weddle's goal is to create a position in between Customer Service Representative and Office Manager. A position that will take on a portion of the Office Manager role, just as the Serviceman Lead does for Field Manager. The new pay schedule with the new position and pay range was presented to the board. After some discussion, the Board would like to have the equivalent positions have the same titles for both Office and Field.

On a motion by Director Stone and a second by Director Hubbell, the board has approved the new pay schedule with the appropriate changes with the following roll call vote:

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

ADOPT RESOLUTION NO. 496, DETERMINING APPROPRIATION LIMITATION FOR FISCAL YEAR 2022-2023: The Board reviewed this years Appropriation Limitations. The calculations are based on last year's appropriation limitation and data supplied by the State Department of Finance. The proposed Appropriation Limitation for Fiscal Year 2022-2023 is \$ 1,879,793.

On a motion by Director Stone and a second by Director Brister, the Board adopted Resolution No. 496, Determining Appropriation Limitation for Fiscal Year 2022-2023 to be \$1,879,793 with the following roll call vote:

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

BIENNIAL REVIEW OF DISTRICTS CONFLICT OF INTEREST CODE: District Attorney Van Blarcom reviewed the District's current Conflict of Interest Code with the Board.

On a motion by Director Stone and a second by Director Brister, the Board unanimously approved to leave the current Conflict of Interest Code unchanged with the following roll call vote:

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

DISCUSS POLICIES REGARDING CUSTOMER LEAKS/SHUTOFFS: The Board has revisited the current policies in place regarding customer leaks and shutoffs. In trying to be mindful of the current drought situations, the Board has decided to add clarification to the current policy without much change. We will continue to try to reach out to customers by phone, hang notices, emails, or mail. Attorney Van Blarcom will assist in making necessary changes to our current policy. Additions to the policy may include the amount of time we allow for repairs before shutting off; time or amount of water being lost due to a leak. Also considering the different tiered conservation phases and what the heavier restrictions may be with each tier. A concern was brought up regarding customers who have a medical need for additional water or the need for continuous water, which may send an alert . The District will take those customers' medical needs and/or requirements into consideration.

CONSIDER GRANTING EASEMENT TO SOCAL GAS FOR UTILITY POLE: In March 2022, Hector Ramirez from SoCal Gas inquired about gaining an easement on our Wilson Tank site for a utility pole for their use. After some discussion, the Board has agreed to give an easement with a few additions to the contract including a height restriction, a sunset clause for renewal and in the event their equipment interferes with ours, their equipment would have to be removed. Attorney Van Blarcom will add these stipulations to the contract for their approval to move forward.

On a motion by Director Brister and a second by Director Hubbell, the board has approved to give SoCal Gas an easement with the following roll call vote:

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

UPDATE ON STREAMLINE CONVERSION: Progress on the new website has been a little slow going but is still making progress. With Retired Annuitant Larrie Ann Davis being in the office, she has been able to provide the items that, by law, must be on the website. All but one item has been added, which is being approved at this meeting. We will be reaching out to California Computer Options for the conversion from the old website to the new one as soon as that update has been made.

MANAGER'S REPORT:

1. Update on District Projects:

Field Lead Dave Sale update the board on general maintenance on the Electra Well progress. We are still waiting for the meter to be received and installed.

Field Staff Seeley completed his D1 certificate and was also put on as a full-time employee. We are excited to have him.

The 2022 Emergency Response Plan was completed and submitted to the California State Water Resources Control Board's Division of Drinking Water in September 2022.

We continue to receive applications and up to this point we are still looking for a good fit for Crestline Village Water District. Retired Annuitant Davis continues to train office staff. She will continue to come in a few days a week for the foreseeable future.

The Board was informed we are still waiting to be added to Aclara One's schedule for the District update. Manager Weddle continues to keep in contact and hopes to have more information for the October meeting.

The District was approached by Strawberry Lodge MWC in the hopes of the District acquiring 5 houses within their district. This would be a long-term project. Manager Weddle will look whether these services are within District boundaries.

The District volunteer staffing help to Valley View Park MWC. Valley View will be covering the total costs for our staff to assist them.

2. Monthly Financial and Investment Reports:

There weren't any questions or concerns discussed.

3. Monthly Water Production Reports:

There has been continued work on correcting the Water Reports and each month the graphs become more accurate. Director Farrell would like to look at these spread sheets and assist in correcting them.

DIRECTORS REPORT:

1. Directors Report:

Director Barrera put together a list of places the District would possibly be able to post drought information and flyers that could be used to bring awareness to the current drought. Director Barrera and Manager Weddle will work together throughout the year creating materials for water conservation community outreach projects. Director Barrera has also looked into Fog Catchers to see if those would allow us to gain more water during the winter months.

2. Request for Future Agenda Items: The Board would like to see information on SERVLine contracts.

As there was no further business to discuss, the meeting was adjourned at 6:02 pm.

The next meeting is scheduled for Tuesday, October 18, 2022.