

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

APRIL 21, 2017

CALL TO ORDER AND FLAG SALUTE: President Bracher called the Adjourned Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Friday, April 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, Assistant General Manager Alan Clanin, Office Manager Larrie Davis and Field Foreman Steve Wood.

Absent were General Manager Karl B. Drew, Field Supervisor Chris Heryford, Attorney Ronald Van Blarcom and Engineer Wally Franz.

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

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

PUBLIC COMMENTS: None

REVIEW AND ADOPT CASH BUDGET FOR FISCAL YEAR 2017/2018: Office Manager Davis explained to the Board the overall budget is very similar to the preliminary draft budget that was presented at the March 2017 board meeting. Office Manager Davis reported the District will be deferring the replacement of "one of the two" Ford F250 Super Duty Diesel vehicles scheduled for replacement until the 2018/19 year.

On a motion by Director Davis and a second by Director Stone, the Board unanimously approved the cash budget as presented for the fiscal year 2017-2018.

ADOPT RESOLUTION NO. 436, ESTABLISHING WATER AVAILABILITY ASSESSMENT FOR FISCAL YEAR 2017/2018: Assistant Manager Clanin discussed the proposed resolution with the Board. There is no change in the amounts of the proposed assessments from prior years.

On a motion by Director Stone and a second by Director Davis, the Board adopted Resolution No. 436, establishing the water availability assessment for fiscal year 2017-18 at Thirty Dollars (\$30.00) per acre for the first acre or portion thereof plus Fifteen Dollars (\$15.00) per acre over one acre for all unimproved property, or Fifteen Dollars

(\$15.00) per acre for the first acre or portion thereof plus Fifteen Dollars (\$15.00) per acre over one acre for all improved property within the District, on the following roll call vote:

AYES:	Directors Bracher, Davis, Farrell, Kinzel and Stone.
NOES:	None
ABSENT:	None
ABSTAINED:	None

CONSIDER PROPOSAL FOR NEW BILLING SYSTEM SOFTWARE: Assistant Manager Clanin reported that District Staff has finished reviewing and evaluating prospective replacement financial and billing software intended to replace the outdated software currently used by the District. Assistant Manager Clanin explained that District Staff has reviewed several systems and has contacted several water districts regarding their experience with the more prominent systems. Assistant Manager Clanin explained that Tyler Technologies Incode 10 will meet most of the District requirements and that Tyler Technologies is well established and has quality customer service references. Assistant Manager Clanin explained the implementation process including hardware, software and data conversion, and that unknown additional costs for hardware upgrades and travel expenses incurred by Tyler Technologies and other implementation consultants can be expected. Assistant Manager Clanin stated and that the new system may take 9 months or more to implement.

Director Farrell asked about the online training feature and associated cost. Director Stone inquired about tech support and the responsiveness of Tyler Technologies, and Director Bracher asked if off-site back up for the system is available and what the associated cost for the additional service would be. Assistant Manager Clanin stated that the need and cost of additional services would be evaluated as the District progresses through the implementation process.

On a motion by Director Farrell and a second by Director Stone, the Board unanimously approved the purchase of Tyler Technologies Incode 10 financial and billing software at a cost not to exceed \$97,694 funded over fiscal years 2017/ 2018 and 2018/2019.

UPDATE OF HAZARD MITIGATION PLAN: Assistant Manager Clanin reported that District Staff is in the process of updating the 2011 Hazard Mitigation Plan. Assistant Manager Clanin informed the Board that he attended a two-day training meeting held on April 5-6, 2017 at the San Bernardino County Office of Emergency Services Command Center in Rialto and that a Federal Emergency Management Agency (FEMA) representative informally reviewed the plan and suggested changes and additions that have been incorporated into the plan. The 2017 plan has been submitted to the San Bernardino County consultants for review and has been approved with minor changes. The 2017 plan has also been posted to the District website and is currently in the recommended 30-day public review and comment period. Assistant Manager Clanin suggested the 2017 Hazard Mitigation Plan be submitted to the State of California Hazard Mitigation Officer and subsequently FEMA prior to adoption by the Board. This will allow any mandatory changes to be incorporated into the plan prior to adoption.

Assistant Manager Clanin further stated that the State and FEMA approval process may take two or more months to complete and estimates the 2017 Hazard Mitigation Plan will be presented to the Board for final adoption at the July or August 2017 Board meeting.

Director Bracher requested that the plan be submitted to the Crest Forest Municipal Advisory Council (MAC) for review prior to the May 02, 2017 MAC meeting.

Assistant Manager Clanin will keep the Board updated.

REVIEW UNCOLLECTIBLE ACCOUNTS FROM 2011: Assistant Manager Clanin and Office Manager Davis discussed with the Board the accounts that have balances older than five years. Assistant Manager Clanin requested that the Board write off the balances for 37 closed accounts totaling \$1,059.35. And the balances for 3 abandoned accounts totaling \$2,886.40. The total amount of \$3,945.75 represents less than approximately 0.001592% of the water sales in 2011. The amount written off last year was \$79.67 which was 0.00003% of the water sales in 2010.

On a motion by Director Farrell and a second by Director Stone, the Board unanimously approved writing off the unpaid balances of \$3,945.75 from 2011.

Discuss Water Conservation and Phase: Assistant Manager Clanin discussed with the Board the State of California Executive Order B-40-17 terminating the January 17, 2014 Drought State of Emergency in all counties of California except for the Counties of Fresno, Kings, Tulare and Tuolumne. Assistant Manager Clanin explained that Crestline Village Water District is always in conservation mode and that the current conservation phase of the District remains unchanged.

Director Stone suggested the District place an advertisement or article in the local newspaper notifying the customers that the District conservation restrictions are still in effect.

MANAGER'S REPORT:

Assistant Manager Clanin gave an update on the following District projects:

- Lakeview Main Replacement
- Office Partitions

Assistant Manager Clanin reported that the Lakeview Main Replacement Project is still scheduled to begin in May.

Assistant Manager Clanin reported that the Office Partition project is in the planning stage and that a consultant from Simple Solutions 101 is scheduled to meet with District Staff. Simple Solutions 101 is a company that specializes in office relocation and office cubicle planning and design. Assistant Manager Clanin is familiar with their projects. Director Bracher stated that she knows of an alternate source for cubicle replacement.

Assistant Manager Clanin informed the Board that the District will begin the annual financial audit inventory count in May. Office Manager Davis added that the remaining audit will begin in July.

Assistant Manager Clanin reported that the District is in Wave 4 of the Water Loss Technical Assistance Program (Water Loss TAP). Water Loss TAP aids urban water suppliers in complying with California Senate Bill 555, requiring utilities to submit a completed Level 1 validated water loss audit annually to the California Department of Water Resources (DWR). Assistant Manager Clanin has requested a certification of water meter accuracy from Crestline-Lake Arrowhead Water Agency. Field Foreman Steve Wood has been diligently working with his crew to test source and customer meters.

Assistant Manager Clanin informed the Board that the District has hired a replacement Office Mail Clerk. This is a part time position with a 30 hour per week schedule that will allow for Customer Service Representative training, and that the District has interviewed and will be hiring 3 temporary field employees beginning May 01, 2017.

DIRECTORS' REPORTS:

Director Bracher thanked the Board for rescheduling this month's meeting.

Director Farrell discussed the lack of drinking fountains in the mountain communities. Concerns regarding maintenance, health standards, funding and freezing were discussed.

Director Kinzel informed the Board that he completed sexual harassment training.

As there was no further business to discuss, the meeting was adjourned at 4:32 pm.

The next regular board meeting is scheduled for Tuesday, May 16, 2017 at 3:00 pm.