

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

MARCH 15, 2022

The Board conducted the meeting 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.

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 3:02 pm, on Tuesday, March 15, 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, Office Manager Jeanene Weiss and Field Supervisor Steve Wood.

Public in attendance later in the meeting at 4:05 pm was Lincoln Financial Advisors Corp. Representative, Wilson Lea.

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 as of 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 MEETINGS:

The Board reviewed the minutes of the February 15, 2022 Regular Board Meeting. On a motion by Director Stone and a second by Director Hubbell, the minutes for the February 15, 2022 meeting were approved as submitted with the following roll call vote:

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

The Board reviewed the minutes of the March 1, 2022 Special Board Meeting. There was some discussion on the wording of the next scheduled meeting being corrected to include the word regular at the end of the document. On a motion by Director Stone and a second by Director Hubbell, the minutes for the March 1, 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.

The Board reviewed the minutes of the March 9, 2022 Special Board Meeting. On a motion by Director Stone and a second by Director Hubbell, the minutes for the March 9, 2022 meeting were approved as submitted 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 February 2022. On a motion by Director Stone and a second by Director Brister, the cash disbursements for the month of February 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.

CONSIDER CUSTOMER ADJUSTMENT FOR PAST DUE PENALTIES, CROWN FIDELITY CORP. – SANDY LEGER, ACCOUNT NO. 038-2586-17, 24011 LAKEVIEW DRIVE: The customer was not present and the item was left for later in the meeting in case they joined the meeting later on. At the end of the meeting, the customer still had not appeared so the item was tabled with the clarification that they should not be added to another Board Meeting Agenda unless they contact the District to do so.

REVIEW LINCOLN 457 (B) PLAN DOCUMENT:

The District has offered employees the option of participating in a 457 (b) Deferred Compensation plan with Lincoln Financial Group since 2000. This is completely voluntary for employees and the District does not contribute or match employee contributions. The current policy with Lincoln includes funds from current and

previous employees and hit a milestone in 2021 when contributions totaled over one million dollars.

Lincoln Financial Representative Wilson Lea reached out to Manager Weiss as he was unable to obtain a Plan Document from former management. Manager Weiss worked with Representative Lea to put together a Plan document and present it to the Board for review and authorization to allow Manager Weiss to sign the document on behalf of the District. Manager Weiss explained that all options selected in the plan were in favor of allowing the employee the most flexibility and access to their funds in an emergency. On a motion by Director Hubbell and a second by Director Brister, the Board approved authorizing Manager Weiss to sign the Plan Document on behalf of the District with the following roll call vote:

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

CONSIDER ACLARA ONE AMI SERVER UPGRADE:

The Board had a presentation by Aclara at the prior month's meeting regarding the Aclara ONE server upgrade. The item was brought back to the Board for discussion and approval to add it to the budget for the new fiscal year. The District currently uses Aclara NCC2 and it is currently scheduled to be phased out and unsupported at the end of 2022. The Board discussed the pros and cons of upgrading to the Aclara Cloud hosted option versus continuing to host an on-site District server. There was also discussion of the need to store additional historical data as the upgrade would only store 2 years of data and ideally the District would like to store a total of 5 years. The Aclara representative had confirmed this would be possible for an additional charge. On a motion by Director Stone and a second by Director Barrera, the Board approved the Aclara ONE cloud hosted upgrade and to pursue the additional cost of data backup with the following roll call vote:

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

LAFCO ELECTION:

The Board reviewed and discussed the nominations for both Regular and Alternate Members for the Local Agency Formation Commission for San Bernardino County (LAFCO) election. On a motion by Director Hubbell and a second by Director Brister, the Board unanimously approved Steven C. Farrell as the nomination for LAFCO Regular Member and to have Director Hubbell sign the election ballot to be mailed.

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

ABSTAINED: None.

On a motion by Director Stone and a second by Director Hubbell, the Board approved Kevin Kenley as the nomination for LAFCO Alternate Member with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

CONSIDER ATTENDANCE AT ACWA SPRING CONFERENCE, MAY 3-5, 2022:

President Farrell led the discussion on the upcoming ACWA Spring Conference in Sacramento in May. In the past, both District Managers and Board Directors have been allowed to attend the conference. On a motion by Director Hubbell and a second by Director Brister, the Board authorized attendance to the ACWA Spring Conference to any Director or Senior District Staff with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

DISCUSSION ON WATER SHUTOFFS:

The moratorium for water shutoffs ended on December 31, 2021 and the District has been planning on resuming shutoffs in April. Attorney Van Blarcom explained Senate Bill No. 998 and the Health and Safety code affecting water shutoffs in that accounts must be delinquent at least 60 days before shutting off water. District Staff had been phoning customers with delinquent balances of 4 months or more to offer a payment arrangement in an attempt to avoid services being interrupted. Staff would continue to make those calls and on Attorney Van Blarcom's recommendation, would document those calls on the accounts. The addition of a special 48 hour hang notice sticker alerting the customer to shutoffs resuming would also be implemented for the month of April.

After some discussion, the Board requested the discontinuation of water service policy available in multiple languages be moved to a more visible area on the District website homepage. There was also interest in having a newspaper article in the Alpine Mountaineer detailing the State Water Resources Control Board Arrearage Program grant money the District accepted to assist customers with past due balances accrued during the Covid-19 pandemic. The article would also serve as another way to notify the community know that water shutoffs would be resuming. President Farrell was tasked with reaching out to the newspaper to have this done.

DISCUSSION ON PRELIMINARY BUDGET FOR 2022-2023 FISCAL YEAR:

The Board discussed whether the need for a Budget Subcommittee was needed due to the General Manager vacancy this year. Manager Weiss informed the Board that she had arranged for District Accountant Nathan Statham to assist with the process. It was discovered that last year's budget and related spreadsheets had

errors and needed to be corrected. A draft budget was not included in the March meeting as it would have normally been in order to allow the new General Manager to participate in the budget process should one be appointed in time.

MANAGER'S REPORT:

Manager Weiss informed the Board that staff was provided Covid-19 Paid Related Sick Leave in 2020 despite the District having less than the required 26 employees that the State mandated. Due to the fact the State passed Covid-19 Paid Leave retroactive to January 1, 2022, Manager Weiss consulted with Attorney Van Blarcom on implementing the program again. As a result, District employees were each issued with Covid-19 Paid Related Sick Leave Banks of 80 hours. Staff were asked to document the dates and hours of leave they used when ill or caring for family members who were affected by Covid-19, retroactive to the pay period inclusive of January 1, 2022. Employee Paid Time Off banks were reimbursed and the Covid-19 Paid Related Sick Leave Banks were deducted for the time taken in the adjustment. As required by the mandate, employee Covid-19 Paid Related Sick Leave Bank balances were created so that they display on District employee pay stubs and an employee can keep track of the hours available. The sick leave hours are available to use through September 30, 2022 unless California extends the deadline.

Manger Weiss informed the Board that she participated in the American Water Works Association California-Nevada Section Water Audit Validator Certificate Renewal course and successfully passed. Her Validator Certificate has been extended through February 2025.

As required by the State Water Resources Control Board Arrearage Program, notification of awarded fund letters were mailed out to all affected customers at the end of February. Per the Program, customers who still had outstanding past due balances were to be allowed a minimum of 30 days from the notice date to contact the District and make payment arrangements before having water service shutoff. In order to comply with this stipulation, the District allowed for the month of March for customers to contact the District to make payment arrangements before the District resumes shutoffs in April.

Brad Sackett, Senior Engineer of Albert A. Webb Associates toured District facilities on March 10 to gather data for the District's Risk and Resilience Assessment and Emergency Response Plan. The Plan Draft was expected to be available at the end of March. Attorney Van Blarcom requested an early draft copy be emailed to him for review. The Board requested to receive a printed copy rather than digital for review.

Supervisor Wood confirmed that all meter testing had been completed. The Electra Well tests estimated a flow of 40 gallons per minute and this would impact the District's Wilson Zone.

MONTHLY FINANCIAL AND INVESTMENT REPORTS:

The monthly financial and investment reports were available to review and there was not anything significant to report. It was noted that spending for Purchased Water was quite high. The District would likely end the fiscal year at approximately \$600,000 spent on the item with an amount of \$475,000 originally budgeted for the item.

MONTHLY WATER PRODUCTION REPORTS:

The Board reviewed the System Report that includes the amount of water in storage, and the amount of water produced and purchased for the month of February 2022. President Farrell emphasized the Crestline community is still in a drought.

DIRECTOR'S REPORTS:

Directors, including the General Manager Recruitment Subcommittee did not have anything to report.

REQUESTS FOR FUTURE AGENDA ITEMS:

None.

EXECUTIVE SESSION: The Board entered into executive session at 5:10 pm to discuss the following item:

PUBLIC EMPLOYEE APPOINTMENT Pursuant to Government Code Section 54957(b) Title: General Manager

Executive session ended at 5:58 pm and regular session resumed. The Board reportable action was to select a general manager to appoint. On a motion by Director Stone and a second by Director Brister, the Board approved an offer of an employment contract for Thomas G. Weddle Jr. in the amount of \$140,000 per year commencing April 1, 2022 with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

As there was no further business to discuss, the meeting was adjourned at 6:01 pm.

The next scheduled regular meeting will be held on Tuesday, April 19, 2022 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).