

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

October 17, 2023

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, October 17, 2023.

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

Staff members present were Office Manager Josselyn Quine, Operations Manager David Sale, and General Manager Thomas Weddle.

MINUTES OF PREVIOUS MEETINGS:

The Board reviewed the minutes of the September 2023 Regular Board Meeting. On a motion by Director Stone and a second by Director Brister, the minutes for the September 19, 2023, meeting were approved with the following roll call vote:

AYES: Directors Barrera, Hubbell, Brister and Stone.

NOES: None.

ABSENT: Farrell.

ABSTAINED: None.

CASH DISBURSEMENTS:

The Board reviewed and discussed the cash disbursements for the month of September 2023. Director Brister inquired about a check disbursed to TK Construction in the amount of \$19,931.24 which was for a fire hydrant repair on Lake Drive. The equipment and experience needed for this repair exceeded what District staff could accomplish in a timely manner. Director Brister also questioned a Core & Main purchase of \$7,792.63. This one check was for 8 separate purchases all paid together. The products purchased are normal items we carry on inventory for maintenance throughout the district.

On a motion by Director Stone and a second by Director Brister, the cash disbursements for the month of September 2023, were approved with the following roll call vote:

AYES: Directors Barrera, Hubbell, Brister and Stone.

NOES: None.

ABSENT: Farrell.

ABSTAINED: None.

KING CAPITAL INVESTMENTS:

Manager Weddle informed the Board that there was an opportunity to sell our current CDs at a small loss but reinvest that same money at a higher interest rate for a net gain over the same period of time. The Board reaffirmed that it was the Manager's position to be the financial fiduciary and gave approval to make the Change to the portfolio.

On a motion by Director Stone and a second by Director Berrera, the cash disbursements for the month of September 2023, were approved with the following roll call vote:

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

CSDA – LAFCO WORKSHOP:

California Special Districts Association is holding a workshop sponsored by Local Agency Formation Commission (LAFCO) for San Bernardino County. This workshop is for Board Members and staff. The topic is Introduction to Special District Finances for Board Members. This is a free event on November 17, 2023.

On a motion by Director Brister and a second by Director Berrera, the cash disbursements for the month of September 2023, were approved with the following roll call vote:

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

UPDATES ON ADMINISTRATIVE CODE AND EMPLOYEE HANDBOOK:

District Counsel Ronald Van Blarcom will be working with Office Manager Quine and General Manager Weddle on updating the Admin Code and Personnel Manual. It has been several years since either has been thoroughly updated.

PUBLIC COMMENTS:

None.

REGULAR SESSION:

MANAGER'S REPORT:

1. Field Maintenance:

The district has started its bi-annual flushing program. This takes an average of about a month and a half to complete. So far, the turbidity readings have come back looking great with minimal waste of water.

Valley View Park Mutual Water Company had reached out to us. They agreed during their board meeting that they would like one of our service technicians to ride along for one hour each morning to learn their system. We agreed to a Tuesday through Friday schedule, if it does not interrupt our own schedule. We have the second call service technician doing these rides with them. This will give the on-call service technicians a chance to learn the Valley View system. The District will bill VVPMWC for all hours as agreed upon.

The district would like to purchase a new snow blower attachment for the new skid steer.

DRAFT

Our old attachment is not capable anymore. The new ones which we received a quote for are high flow. The hydraulics on the new skid steer can operate high flow attachments. They said that it works better for wetter, heavier snow like what we have. It is capable of throwing snow fifty plus feet. We feel this will also help tidy up the office a lot quicker without the need for multiple tractors at once. There are no government discounts on attachments. The cost to the district would be \$15,569.88.

2. Water Report:

The District continues to save money by outpacing purchased water with well production. Well production has been higher this year than the previous. As we locate and repair leaks that were small enough to go undetected, our unaccounted-for water has continued to decline.

3. Valley View Consolidation Update:

Dave Sale, Mike Casa, and Tom Weddle had a zoom call with Web engineering to go over details of how funding could work along with needs and issues that the District might incur during the transition. There was also discussion on the need for a resource sharing agreement, in the interim, to indemnify the District in the case of anything unforeseen.

4. District CPA:

Nathan Statham, District CPA, has asked us to look for another CPA for him to train due to him leaving the District at the end of December 2023.

5. ServLINE:

Coverage for our customers started September 1st. To date, there have been 2 claims, with one being denied due to the leak happening prior to the September 1st start date. The second claim of a \$253.50 water bill was approved for a reimbursement of \$214.63. The reimbursement is calculated using the average billed amount from the prior 6 months.

DIRECTOR'S REPORTS:

The Directors had nothing to report.

REQUESTS FOR FUTURE AGENDA ITEMS:

1. LAIF – Directors would like an action item placed on the November Agenda for funds to be moved from LAIF to investment accounts with King Capital.
2. General Manager Thomas Weddle Review
3. Snow Blower attachment for the John Deere as an action item.

As there was no further business to discuss, the meeting was adjourned at 4:17 pm. The next meeting is scheduled for Tuesday, November 21, 2023. This meeting will be held in person at the District office.