

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

August 16, 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 at 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, August 16, 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 Michael Casas, Retired Annuitant Larrie Ann Davis and Customer Service Representative Josselyn Quine.

Public in attendance was Mireillie Yescas.

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 Brister and a second by Director Hubbell, 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 July 19, 2022, Regular Board Meeting. On a motion by Director Stone and a second by Director Brister, the minutes for the July 19, 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 July 2022. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of July 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: Mireillie Yescas addressed the Board regarding parking concerns in front of her home on Lake Gregory Drive. Access to her property from Lake Gregory Drive has been cut off by a dirt berm. Field Lead Dave Sale advised her to contact the County Road Department to discuss her parking options. The County built the berm and does not want parking on that section of Lake Gregory Drive. The District only has an easement granted to us by the County.

CONSIDER BIDS ON SURPLUS VEHICLE, FORD ESCAPE: The Board declared the 2014 Ford Escape as surplus equipment on May 17, 2022. A notice of sale was posted in both the District office and the Mountain News. Four sealed bids were received by the bid deadline. Manager Weddle opened each sealed bid during the Board Meeting with all Board Members present. Bids were as follows:

1. Nathan Statham: \$4,400.
2. Ricardo Franco: \$4,112.
3. Tony Cruz: \$5,100.
4. Nydia Droz: \$5,101.

On a motion by Director Stone and a second by Director Brister, the Board approved the sale of the 2014 Ford Escape to either Nydia Droz (highest bid) or Tony Cruz (2nd highest bid) with the following roll call vote:

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

MR. LEWIS – DISCUSSION REGARDING BOARD POLICY FOR SHUTOFFS: Mr. Lewis did not attend the meeting. Staff reviewed with the Board the correspondence received from Mr. Lewis regarding his water leak. Staff provided Mr. Lewis with a one time, ten percent reduction in consumption charges, in the amount of \$116.43. No additional reduction in charges was taken by the Board.

The Board requested Staff draft a policy on shutoffs due to leaks for Board review at the next meeting.

CONSIDER ATTENDANCE AT ACWA & ACWA/JPIA 2022 FALL CONFERENCES, NOVEMBER 28 – DECEMBER 1, 2022: Director Stone questioned Director Farrell about the benefits of this conference to the District and the direct impact the conference has on the District versus the cost of the conference. With this concern from Director Stone, Director Farrell stated he would report back items that directly impact the District.

After some discussion regarding the benefits of these conferences to the District, a motion was made by Director Hubbell and a second by Director Brister, to allow attendance of these conferences by the General Manager and any Director desiring to attend. The motion was approved with the following roll call vote:

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

CONSIDER ATTENDANCE OF 2022 STATE OF COUNTY; OCTOBER 5, 2022; ONTARIO, CA: No action was taken.

DISCUSS WATER CONSERVATION COMMUNITY OUTREACH PROJECTS: There was general discussion regarding community outreach projects in an effort bring a better understanding of water conservation and drought severity to the public. Some discussion points were District attendance at Mountain Market nite, hard messaging, customer perception, purpose, and funding.

Director Barrera and Manager Weddle will work together and bring a community outreach plan to the Board for review. Director Stone would like field and office staff to have input on the plan.

MANAGER'S REPORT:

1. Update on District Projects:

Streamline: Each week more is being added to the website. Office staff is working on getting all information switched over from the old website including links to outside resources such as State Water Resources and Caltrans. We will have information on the drought on the front page of our website with resources on how to conserve water.

Field Updates: Lead Sale has been working on getting three of our vertical wells back up and running (Anderson, Cypress, and Felson). Repairs have been scheduled and

parts have been ordered. Anderson Well needs a new pump. The District is moving towards variable motor pumps which are somewhat more expensive but have a longer life. Cypress Well may be collapsing on itself. Staff is working with Sam Crum to come up with solutions for this well. Felsen Well needs a new switch.

The meter for the District's newest well, Electra Well, has been ordered but has not yet arrived.

Serviceman Casas notified the Board that he has passed both the written and practical tests for his Cross Connection Certification. Serviceman Casas gave the Board a brief outline of his five day class at the University of Southern California.

Water Reports: Manager Weddle continues to update and fix the Water Report spreadsheets. He is working on making each spreadsheet more user friendly for easy monthly updating.

Emergency Response Plan (ERP): The final edits on the District's ERP are being completed by Albert Webb and Associates. The final report will cost approximately \$3,500 more than the original contract amounts due extensive changes.

SERVLIN: Manager Weddle found a company called SERVLIN which provides insurance coverage to customers in case of leaks. Customers could elect to participate in the program for a monthly cost of about \$2 - \$3. A representative from SERVLIN is willing to make a presentation regarding their programs at a future Board meeting. The Board requested that Staff arrange to have SERVLIN do a presentation at the Districts next board meeting.

Office Manager Position: Manager Weddle has received a few applications with resumes. It seems to be that more of the applicants have the background and the experience for a field position, and not for an office position. We will continue to look internally and externally for someone to fill Office Manager/Lead. We appreciate all the continued work Retired Annuitant Larrie Ann Davis has been doing to help the office.

2. Monthly Financial and Investment Reports:

There weren't any questions or concerns discussed.

3. Monthly Water Production Reports:

Field Lead Sale and Manager Weddle have continued to work on the monthly Water Production Reports. Some of the system loss numbers on the Excel spreadsheet aren't correlating with the data provided by Aclara due to broken or incorrect formulas. Each month they are getting closer to being able to report back to the Board the most accurate data possible. The new Aclara One Program will allow for immediate remedy on leaks as it will notify us when system loss is detected.

DIRECTORS REPORT:

1. Directors Report:

Director Farrell would like to see progress being made on the monthly consumption reports and would like to know where we are at with the Aclara One Server upgrade. Manager Weddle will reach out to Aclara to see when we can schedule the upgrade.

2. Request for Future Agenda Items: The Board would like the following items added to future agendas.

- District policy regarding customer leaks and shutoff procedures due to leaks.
- Final Emergency Response Plan.
- Water conservation community outreach projects.
- New weather station software.
- Presentation by SERVLINE.

As there was no further business to discuss, the meeting was adjourned at 5:20 pm.

The next meeting is scheduled for Tuesday, September 20, 2022.