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

**June 21, 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 3:03pm, on Tuesday, June 21, 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, Retired Annuitant Office Manager Larrie Davis, Lead Serviceman Dave Sale and Customer Service Representative Josselyn Quine.

Public in attendance were Melinda Weinrich from Albert A. Webb Associates and Golnar Fozi with Meyers-Fozi Attorneys.

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 Barrera, 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 May 17, 2022, Regular Board Meeting. On a motion by Director Barrera and a second by Director Hubbell, the minutes for the May 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 May 2022. On a motion by Director Brister and a second by Director Hubbell, the cash disbursements for the month of May 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

CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION: The Board entered into closed session at 3:12 pm to discuss the following item:

Signification exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (One case).

The Board returned to regular session at 4:06 pm after a five-minute break.

The Board reported no action was taken during Closed Session.

DISCUSS AND CONSIDER CHANGES TO THE DROUGHT AND WATER CONSERVATION PLAN: Melinda Weinrich from Albert Webb & Associates discussed in length with the Board where our conservation levels are. With our current conservation plan at 1A, we have imposed restrictions set by the Department of Water Resources and our Urban Water Management Plan. It was brought up by Director Stone that he would like for us to be more independent from Crestline-Lake Arrowhead Water Agency. This would be a long-term goal for the District as it would involve heavy costs with drilling new wells. With the District already in compliance, General Manager Weddle suggested for office staff to reach out to the customers whose accounts have higher usage to bring awareness to the drought we are in. There was some discussion about moving to the next tiered conservation level but we are well below health & safety standards and are under the State requirement of 55 gallons per capita per day.

REORGANIZATION OF BOARD AND STAFF: Director Stone nominated Director Barrera for the position of ACWA-JPIA alternate and General Manager Weddle as Secretary to the Board. The motion was seconded by Director Hubbell and approved

with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

ADOPT RESOLUTION NO. 491 CALIFORNIA BANK & TRUST SIGNATURE CARDS, AUTHORIZED SIGNERS: With the departure of Office Manager Weiss, the District’s bank account authorized signers need to be updated. Resolution No. 491 removes Weiss as an authorized signer.

On a motion by Director Stone and a second by Director Hubbell, the Board adopted Resolution No. 491, authorizing new signature cards at California Bank & Trust, with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

ADOPT RESOLUTION NO. 492, ARROWHEAD CREDIT UNION SIGNATURE CARDS, MONEY MARKET AUTHORIZED SIGNERS: With the departure of Office Manager Weiss, the District’s bank account authorized signers need to be updated. Resolution No. 492 removes Weiss as an authorized signer.

On a motion by Director Stone and a second by Director Hubbell, the Board adopted Resolution No. 492, authorizing new signature cards at Arrowhead Credit Union – Money Market Account, with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

ADOPT RESOLUTION NO. 493, ARROWHEAD CREDIT UNION SIGNATURE CARDS, CHECKING AND SAVINGS AUTHORIZED SIGNERS: With the departure of Office Manager Weiss, the District’s bank account authorized signers need to be updated. Resolution No. 493 removes Weiss as an authorized signer and adds Manager Weddle as an authorized signer.

On a motion by Director Stone and a second by Director Hubbell, the Board adopted Resolution No. 493, authorizing new signature cards at Arrowhead Credit Union – Checking and Savings Accounts, with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

ADOPT RESOLUTION NO. 494, LOCAL AGENCY INVESTMENT, AUTHORIZED SIGNERS: With the departure of Office Manager Weiss, the District’s bank account authorized signers need to be updated. Resolution No. 494 removes Weiss as an authorized signer and adds Director Hubbell as an authorized signer.

On a motion by Director Stone and a second by Director Hubbell, the Board adopted Resolution No. 494, authorizing new signature cards at the Local Agency Investment Fund, with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

ADOPT RESOLUTION NO. 495, UMPQUA BANK: With the departure of Office Manager Weiss, the District’s credit card account authorized signers need to be updated. Resolution No. 495 removes Weiss as an authorized signer.

On a motion by Director Hubbell and a second by Director Barrera, the Board adopted Resolution No. 495, UMPQUA Bank, authorized signers with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

DISCUSS AND CONSIDER REMOVING 2014 FORD EXPLORER FROM SURPLUS EQUIPMENT LIST: The Board discussed removing this vehicle and leaving the vehicle in the District’s fleet. There was discussion regarding having this vehicle available for Retired Annuitant Davis’ commute to Crestline. Keeping the vehicle in fleet would also allow for future use by staff. There was no formal action by the Board due to the District keeping the vehicle.

DISCUSS AND CONSIDER VEHICLE STIPEND FOR GENERAL MANAGER: The Board discussed possible options for vehicle reimbursement to General Manager Weddle. The Board asked Manager Weddle to keep tract of his miles for 2 months and that the Board would revisit it Manager Weddle’s 6-month review.

CONSIDER COST OF LIVING INCREASE (COLA): The Board reviewed the change in Consumer Price Index (CPI) for the past year ending May 2022. Staff recommended a 9.0% Cost of Living Adjustment (COLA) effective June 23, 2022.

Director Barrera had concerns about the increase being so much higher than previous years. There was discussion about where the funds were coming from and how the District would absorb this increase. Retired Annuitant Davis explained a six percent increase had been built into the 2022-23 budget. Employee related budget items which include the six percent increase include, but are not limited to, Health Insurance, Workers’ Compensation Insurance, wages and merit increases. Recent staffing changes has added an additional buffer for this years’ budget.

On a motion by Director Hubbell and a second by Director Barrera, the Board adopted the Staff recommended COLA of 9% for all employees with the following roll call vote:

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

 NOES: None.

 ABSENT: None.

 ABSTAINED: None.

CONSIDER ATTENDANCE OF THE ACWA REGION 9 PROGRAM, JUNE 24, 2022, TEMECULA, CA: No action was taken.

REPORT ON ACWA/JPIA AND ACWA FALL CONFERENCE, MAY 2-5, 2022: Director Farrell provided a written report on his attendance of the ACWA/JPIA fall conferences. Director Farrell was able to attend some sessions, but not as many as he has been able to in past years due to a tightened schedule. He felt the conference was a success.

MANAGER’S REPORT: General Manager Weddle reported on current District projects. The Field Staff is looking forward to gaining additional Water Treatment and Distribution Certificates in an effort to expand their knowledge. Serviceman Justin Anderson has been taking great initiative to learn as much as he can about cross connection and backflow testing. Serviceman Anderson has been reaching out to Crestline-Lake Arrowhead Water Agency for support. The District is diligently working on the new website that will be hosted by Streamline; a more user-friendly platform than Dreamweaver. Manager Weddle is hopeful to start the Aclara One upgrade within the next month or two. The District has hired two new field temporary/seasonal employees for the summer months. An advertisement has been published for the vacant Office Manager position.

MONTHLY FINANCIAL AND INVESTMENT REPORTS: Retired Annuitant Larrie Davis reviewed the monthly financial and investment reports with the Board. When looking through the financials she mentioned to the Board that income is higher than expected but expenses are also a little higher than expected.

MONTHLY WATER PRODUCTION REPORTS: With the retirement of Steve Wood the Production Reports were put on hold until Lead Sale was up to speed and the spreadsheets used to produce said reports was checked for errors. After looking through these spreadsheets it has been found that many of the formulas have been changed or replaced, making the information that is input, incorrect. Lead Sale has been working with Manager Weddle to get this corrected and are hoping to report to the Board in July. Field Lead Sale is happy to report that the new Electra Well is about 98% completed. The Districts’ EAR has been submitted and is being reviewed by our state engineer. Our annual CCR has also been submitted.

DIRECTOR’S REPORTS: Director Brister expressed that since Retired Annuitant Davis has been willing to step in to help the District, a vehicle to save on gas and the ability to work remotely from home should be offered.

REQUESTS FOR FUTURE AGENDA ITEMS: None at this time.

As there was no further business to discuss, the meeting was adjourned at 6:45 pm.

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