

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

MAY 16, 2017

CALL TO ORDER AND FLAG SALUTE: President Bracher called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Tuesday, May 16, 2017, at the regular meeting place of said Board at its office in Crestline, California.

ROLL CALL: Present were President Connie Bracher, Directors Robert Kinzel, Steven Farrell, Kenneth Stone and Darel Davis.

Staff members present were General Manager Karl B. Drew, Assistant General Manager Alan E. Clanin, Engineer Wally Franz, Attorney Ronald Van Blarcom, Field Supervisor Steven D. Wood and Office Manager Larrie Davis.

Absent was Field Supervisor Chris Heryford.

MINUTES OF PREVIOUS MEETING: On a motion by Director Davis and a second by Director Stone, the minutes of the Regular Meeting of April 21, 2017 were unanimously approved as corrected. The word "and" was deleted from Page 2 under the heading "Consider Proposal for new Billing System Software", in the last sentence of the first paragraph between the words "stated" and "that".

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

PUBLIC COMMENTS: None.

ADOPT RESOLUTION NO. 437, CHANGING THE EXISTING PHASE OF WATER CONSERVATION: Manager Drew reviewed the proposed resolution with the Board. Governor Brown issued an Executive Order rescinding his drought declaration issued January 17, 2014. On April 26, 2017, the State Water Board rescinded a portion of the current emergency water conservation regulations set to expire on November 25, 2017.

Based on the current level of water supply available to the District, the Governor's declaration of the end of the drought and a lifting of most of the state mandated water restrictions, it is staff's recommendation to change the phase of water conservation back to our lowest level of Phase I.

There was general discussion about changing the water conservation phase. Director Stone would prefer to wait to change the phase until the State Water Boards Emergency Water Conservation Regulation expires in November 2017 and change the District's Water Conservation Ordinance at that time rather than making changes by resolution now.

Attorney Van Blarcom provided background on the Water Conservation Ordinance and reinforced that the Ordinance allows the District to move from phase to phase by resolution.

On a motion by Director Davis and a Second by Director Farrell, the Board adopted Resolution No. 427, changing the phase of water conservation back to the District's lowest level of Phase I on the following roll call vote:

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

ADOPT RESOLUTION NO. 438, AMENDING THE DISTRICT'S WATER CONSERVATION PROGRAM TO EXTEND TEMPORARY RESTRICTIONS ESTABLISHED BY THE STATE WATER RESOURCE CONTROL BOARD: Manager Drew reviewed Resolution No. 438 with the Board. Certain prohibitions against wasteful water use practices include outdoor watering during or within 48 hours after a rain event; hosing down a sidewalk instead of using a broom or a brush; and overwatering a landscape to where water is running off onto the sidewalk or into the gutter are not included in Phase I of our Water Conservation Program.

On a motion by Director Davis and a second by Director Farrell the Board unanimously approved Resolution 438, amending the District's Water Conservation Program to extend temporary restrictions, established by the State Water Resource Control Board through November 25, 2017 on the following roll call vote:

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

CONSIDER AMERICAN TOWER CELL TOWER CONTRACT: Manager Drew provided the Board with background on the District's current lease agreement with American Tower Corporation, set to expire on July 1, 2017. American Tower has agreed to an increased amount of \$2,000 per year for an additional two-year extension. The prior lease agreement was for \$1,000 per year. Attorney Van Blarcom has reviewed the amendment.

On a motion by Director Farrell and a second by Director Davis the Board unanimously approved the Second Amendment to the Lease Agreement increasing the amount of the option to \$4,000 for a two-year period and authorizing the General Manager to sign the agreement on behalf of the District.

UPDATE ON INCODE BILLING SOFTWARE: Assistant Manager Clanin informed the Board that the District has received the contract from Tyler Technologies for the new Incode billing software. Attorney Van Blarcom has reviewed the contract and has only a

few minor comments. Assistant Manager Clanin stated the conversion work will begin three to four weeks after the contract is signed.

UPDATE ON 2017 HAZARD MITIGATION PLAN: Assistant Manager Clanin notified the Board that the public comment period ended on Friday, May 12, 2017. The District received no comments. Assistant Manager Clanin mailed the Plan to the California State Office of Emergency Services for their approval which is expected within 21 days. The State then sends the Plan to the Federal Emergency Management Agency (FEMA) for review which takes approximately 45 days. Once the approval letters are received by the District, the Plan will then be brought to the Board for Board approval.

Director Kinzel expressed his appreciation that the Plan was sent to the Municipal Advisory Council for comment.

REPORT OF ACWA/JPIA SPRING CONFERENCES, WEEK OF MAY 8, 2017; MONTEREY, CA: Director Farrell provided a written report of his attendance of the ACWA/JPIA Spring Conferences the week of May 8, 2017. There was general discussion relating to his report.

MANAGER'S REPORT: Manager Drew reported the water production reports show water production is down, but this is due to the number of days between readings (28). Crestline has received 1.57 inches of rain so far in May. Water Conservation remains low at 43.99 gallons per capita per day.

Manager Drew reported that Assistant Manager Clanin has completed six months in his current position. Manager Drew has requested Assistant Manager Clanin complete an evaluation of himself which they will then discuss. Manager Drew is very happy with Assistant Manager Clanin's performance and will be moving a couple more projects to him. The next projects to work on will be the Roofing Project at the District's Maintenance Facility and the Electra Well Project. Manager Drew stated easement documents are still needed before the District can proceed with the Lakeview Main Replacement Project.

Manager Drew announced that Supervisor Heryford is currently on vacation and will be officially retired on May 19, 2017. Steven Wood will be replacing Supervisor Heryford as Field Supervisor.

Manager Drew answered Board questions regarding a possible retirement date. Manager Drew is not yet ready to give the Board his 90 days notice.

Office Manager Davis reported that the replacement of office partitions is moving forward. A contact of Assistant Manager Clanin has been to the office and subsequently sent plans to staff yesterday. Staff will review the plans and keep the Board updated through out the process.

DIRECTORS' REPORTS: Director Farrell reported that there will be a California Financing Funding Fair (CFCC) in San Bernardino August 29, 2017. CFCC agencies

fund infrastructure projects for drinking water, water quality, water supply and water conservation.

Director Farrell reported that the Local Area Formation Commission (LAFCO) is conducting a countywide five-year Municipal Service Review. The Mountain Stakeholders meeting will be held in early June.

Director Farrell expressed his concern over the lack of updates and the design of the District website.

REQUEST FOR FUTURE AGENDA ITEMS: Director Farrell would like to see information on the California Special Districts Association Leadership Academy and Grants.

As there was no further business to discuss, the meeting was adjourned at 4:18 pm.

The next meeting is scheduled for Tuesday, June 20, 2017 at 3:00 pm.