

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

FEBRUARY 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 3:03 pm, on Tuesday, February 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 was Brenda Aviles and Norman Huff.

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 Stone, 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 November 16, 2021 Board Meeting. On a motion by Director Stone and a second by Director Hubbell, the minutes for the November 16, 2021 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 January 18, 2022 Board Meeting. There was some discussion on the wording regarding the agenda item for teleconference meeting attendance. On a motion by Director Stone and a second by Director Hubbell, the minutes for the January 18, 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 February 1, 2022 Special Board Meeting. On a motion by Director Hubbell and a second by Director Stone, the minutes for the February 1, 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 January 2022. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of January 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: Of the two members of the public in attendance, Brenda Aviles, introduced herself to the Board as someone living in the local community. There were no other public comments.

PRESENTATION AND CONSIDERATION OF PROPOSAL FOR ACLARA ONE AMI SERVER UPGRADE: Tyler Simpson, Sales Director of Water for North Central USA for Aclara provided the Board with a presentation on the Aclara One AMI Server upgrade. Tyler has been appointed as the Interim Sales Director due to the unexpected passing of long time Aclara representative, Dave LaJeunesse and will continue to fill the role until a permanent hire is found. The District currently uses Aclara NCC2 for its AMI meter reading system and notification by Aclara was sent in 2019 that the software would no longer be supported and was scheduled to be phased out. Tyler notified the Board that the NCC2 software end of life date has been extended through December 2022. The presentation covered the pros and cons of upgrading to a completely cloud hosted system maintained by Aclara versus continuing to have an on-site server maintained by the District. One significant benefit of selecting the cloud based option is reduced IT

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maintenance costs for the District. Should the District continue to use an on-site server, the analytic data and processing would still be in the cloud. Manager Weiss emphasized the importance of the upgrade as the District continues to struggle with inaccurate leak report data since 2019. She also explained that she was able to create a custom Total Consumption report in the current system to assist with identifying leaks after hard freezes. After further discussion, concern regarding storing historical data was expressed by President Farrell and an action was not taken. The item would be brought back to the Board again for approval.

CONSIDER 2013 FORD EXPLORER AS SURPLUS EQUIPMENT:

Staff brought it to the attention of the Board that the District's 2013 Ford Explorer had not been used much in the last year and that the Board may wish to consider declaring it as surplus equipment. The vehicle was originally scheduled to be declared as surplus equipment after 20 years of use, however it has not been utilized since the vacancy of general manager and it is not a vehicle that is able to be utilized in field service. After some discussion, the Board asked to table the item for a couple months as if it is not needed by the next General Manager appointment, then it may be considered for surplus at that time.

MANAGER'S REPORT:

Manager Weiss informed the Board that the District has been following the California Department of Public Health mask recommendation and has been requiring that the public entering the lobby wear a mask upon entry since December 15, 2021. The mask requirement was set to expire on February 15, 2022, the day of the board meeting.

The Board was also informed that District Staff had fallen ill during the month of January however everyone was now back to work. District services were not interrupted during that time.

Manager Weiss has continued to work with District Accountant Nathan Statham on applying the California State Water Resource Control Board arrearage funds. The customer notification letters are expected to be mailed out by the end of February. This will give customers the month of March to respond and make payment arrangements for remaining past due balances. Water shut offs are anticipated to resume this April.

The EPA sent notices alerting water utilities they may be at an increased risk of a cyberattack by Russia due to the issue in the Ukraine. Manager Weiss reached out to the District's IT support provider for any increased security options available to the District and is waiting on their response.

Supervisor Wood informed the Board that the District is conducting in house meter testing.

MONTHLY FINANCIAL AND INVESTMENT REPORTS:

The monthly financial and investment reports were available to review and there was not anything significant to report. President Farrell commented that the District appeared to be doing well.

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 January 2022. Supervisor

Wood informed the Board that Willow Springs Well had just gotten back online.

DIRECTOR'S REPORTS:

The General Manager Recruitment Subcommittee did not have much to report. The decision was made to compensate Manager Weiss and Supervisor Wood for their assistance during the General Manager vacancy.

Director Brister reported that former Office Manager Larrie Davis would be available to provide part time consulting if needed starting in March.

President Farrell had been running for the alternate position nomination for the upcoming LAFCO election. He received the regular position nomination from Cucamonga Valley Water District and would be running for that position in the election instead.

REQUESTS FOR FUTURE AGENDA ITEMS:

None.

EXECUTIVE SESSION: The Board entered into closed session at 4:39 pm to discuss the following item:

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

Closed session ended at 5:58 pm and there was not a reportable action taken by the Board. As there was no further business to discuss, the meeting was adjourned at 6:05 pm.

The next scheduled meeting will be held on Tuesday, March 15, 2022 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).