

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

SEPTEMBER 15, 2020

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 Connie Bracher-Griffin called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm., on Tuesday, September 15, 2020.

ROLL CALL: Present were President Connie Bracher-Griffin, Directors Robert Kinzel, Steven Farrell, Kenneth Stone, and Leslie Brister.

Staff members present were General Manager Alan E. Clanin, Assistant General Manager Jordan W. Dietz, Attorney Ronald Van Blarcom, Field Supervisor Steve Wood and Office Manager Larrie Davis.

Also, in attendance was Brad Welebir.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the August 18, 2020 Board Meeting. On a motion by Director Stone and a second by Director Brister, the Board unanimously approved the minutes as amended with the following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Farrell, Stone and Kinzel.

NOES: None.

ABSENT: None.

ABSTAINED: None.

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the month of August 2020. On a motion by Director Stone and a second by Director Brister, the cash disbursements for the month of August 2020 were unanimously approved with the following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Farrell, Stone and Kinzel.

NOES: None.

ABSENT: None.

ABSTAINED: None.

PUBLIC COMMENTS: Brad Welebir, Partner with Rogers, Anderson, Malody and Scott introduced himself to the Board. Mr. Welebir was assigned to the District as the District's Independent Auditor for fiscal year 2019-2020.

PRESENTATION OF THE ANNUAL AUDIT REPORT, FISCAL YEAR 2019-20: The District's Auditor Brad Welebir, presented the audit report for the fiscal year ending April 30, 2020. The audit report includes an opinion that the financial statements present fairly,

in all material respects, the financial position and cash flows of the District. Auditor Welebir explained the purpose of the annual audit and the role of the auditor with both the Board and the District staff. Currently the District has no debt other than current payables and is operating on a pay as you go basis. Auditor Welebir reviewed and discussed the various financial statements, schedules and notes in the audit report with the Board. The ratio of current assets to current liabilities is 18:1 as compared to 12:1 for the prior fiscal year. The auditor's minimum guideline for this ratio is 1.5:1.

The District had an Operating Loss of \$1,077,065. In the previous year, the District had an Operating Loss of \$779,083. Increases in water sales and service revenues resulting from increased demand were offset by increases in transmission and distribution costs along with increased costs for purchased water and increased costs of administration and general expenses resulting in net operating loss of \$297,982.

Net non-operating revenues from property taxes, availability assessments, interest and other income/expenses resulted in \$477,891 in non-operating income.

Loss before contributions was \$599,174 (operating loss of \$1,077,065 plus non-operating income of \$477,891) for the current fiscal year. Loss before contributions of \$599,174 is added to the capital contributions of \$7,702 for a change in net position (decrease) for the current fiscal year of \$591,472.

There was general discussion regarding the audit.

CONSIDER HEALTH BENEFIT PREMIUMS AND ADJUSTMENT TO MAXIMUM MONTHLY

HEALTH BENEFIT: Office Manager Davis reviewed with the Board the ACWA Health Benefit premiums going into effect January 1, 2021. The average health premium will increase an average of 7.37%. On a motion by Director Stone and a second by Director Kinzel, a 3.685% increase in the maximum monthly health benefits paid by the District, effective January 1, 2021, was approved on the following roll call vote:

AYES: Directors Stone, Brister, Farrell, Kinzel and Bracher-Griffin.
NOES: None.
ABSENT: None.
ABSTAINED: None.

The maximum monthly health benefit will increase from \$1,565 per month per employee to \$1,623 at a total annual cost to the District of approximately \$6,821.

Director Farrell would like a presentation made to the Board early next year on Health Saving Accounts. Staff will contact ACWA to schedule.

CONSIDER ADOPTING JPIA's "COMMITMENT TO EXCELLENCE" PROGRAM:

Office Manager Davis reviewed JPIA's "Commitment to Excellence" Program with the Board. JPIA's Risk Control Grant Program is designed to help members prevent and mitigate losses. JPIA members will be eligible for grants up to \$10,000 to fund risk management and safety projects. One criterion of the Grant Program is for the District to adopt the JPIA's "Commitment to Excellence" Program.

On a motion by Director Kinzel and a second by Director Farrell the Board unanimously

approved the District's participation in JPIA's "Commitment to Excellence Program on the following roll call vote:

AYES: Directors Stone, Brister, Farrell, Kinzel and Bracher-Griffin.
NOES: None.
ABSENT: None.
ABSTAINED: None.

DISCUSS CANDIDATE FILING FOR NOVEMBER 3, 2020 GENERAL ELECTION: The District has three director seats available for re-election in November. Director Stone successfully filed for one of the available 4-year terms. Manager Clanin shared correspondence with the Board which requests the County Board of Supervisors to appoint Director Bracher-Griffin to a two year term and Director Brister to a four year term.

CONSIDER APPROVAL OF REPLACEMENT VEHICLE: Manager Clanin presented the Board with a proposal from Fairview Ford for a 2021 Ford F150 Super Cab 4x4 with service body to replace an aging 2001 Ford F150 service truck. The total cost was listed as \$44,184.10.

There was general discussion regarding the potential purchase and obtaining additional bids for comparable vehicles.

This item was tabled until next month.

REPORT ON PROGRESS OF ELECTRA WELL: The Electra Well which was drilled at the end of 2017 was found through water quality analysis to have high amounts of Gross Alpha Radiation caused by groundwater flowing across plates of Subsurface Uranium. The District has received quotes from three different companies to engineer and manufacture a water treatment system that would be capable of reducing the contaminants to an acceptable level. Three companies have prepared quotes ranging from \$45,000 to \$174,900. One company is still in the process of calculating the lifespan of the resin vessel based on the estimated flow rate of the well. This will allow staff to calculate the buy-back and ongoing expenses versus the cost of imported water for each unit.

MANAGER'S REPORT/PROJECT UPDATE: Manager Clanin reported the District Administrative Office is still closed to walk in customers.

Manager Clanin reported that Assistant General Manager Jordan W. Dietz is acclimating well to the District. He is learning the IT Systems quite well as well as the Administrative Code, Personnel Manual and day to day operations of the District.

Director Stone stressed the decision to hire Assistant Manager Dietz was a decision made by Director Stone, Director Kinzel and Manager Clanin. Director Stone also suggested that Manager Clanin set up an introduction between Assistant Manager Dietz and the District's Personnel Attorney.

Assistant Manager Dietz stated he is impressed with staff and how well the District is run. He is working on building trust with employees and feels the District is where he needs to

be right now.

Manager Clanin made contact with Autumn DeWoody from Albert A. Webb Engineering regarding the collaboration with other mountain water agencies to create a Regional Urban Water Management Plan. While this can be done, this may not be in the best interest of the district as we would lose control of the plan and the cost savings would be minimal. Director Farrell would like the District to obtain more specifics on a combined mountain plan from Albert A. Webb Engineering.

DIRECTORS REPORT: There was general discussion regarding the two recent fires within the District boundaries; Old Mill Road and Zurich Drive.

Director Kinzel would like the Board to consider meeting in person again. Director Farrell stated he will join the meeting via Zoom as he is uncomfortable meeting in person.

As there was no further business to discuss, the meeting was adjourned at 4:37 pm.

The next meeting has been adjourned to Tuesday, October 20, 2020 at 3:00 pm. This meeting will more than likely be held in person as well as simultaneously via videoconference (Zoom).