

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

OCTOBER 19, 2021

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: Vice 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, October 19, 2021.

ROLL CALL: Present were Vice President Steven Farrell, Directors Kenneth Stone, Leslie Brister, Cory Hubbell and William Barrera.

Staff members present were Attorney Ronald Van Blarcom, Field Supervisor Steve Wood, Office Manager Jeanene Weiss and Customer Service Representative Josselyn Quine.

Public in attendance was Larrie Ann Davis, Rhea-Frances Tetley, Michael Morgan and Victoria Miller.

MINUTES OF PREVIOUS MEETINGS: The Board reviewed the minutes of the October 5, 2021 Special Board Meeting. The Board approved the minutes as submitted with a correction to the word *month* to *months* from the minutes reflecting August and September board meetings. On a motion by Director Stone and a second by Director Hubbell, the minutes for the month of October 2021 were approved with the following roll call vote:

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

CASH DISBURSEMENTS: The Board reviewed and discussed the cash disbursements for the month of September 2021. On a motion by Director Brister and a second by Director Hubbell, the cash disbursements for the month of September 2021 were approved with the following roll call vote:

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

PUBLIC COMMENTS:
None.

CONSIDER REORGANIZATION OF THE BOARD: The Board has several vacancies due to staffing changes and the resignation of former Board President Connie Bracher-Griffin. After general discussion and a motion by Director Hubbell and a second by Director Brister, the Board approved Vice President Farrell as President, Director Hubbell as Vice President, Director Barrera as Alternate ACWA-JPIA Director, Manager Weiss as Secretary and Representative Quine as Acting Secretary with the following roll call vote:

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

CONSIDER CUSTOMER DISPUTE FOR LATE FEES; ZIA FARUQUI: The customer was not present for the meeting. The Board requested this customer to be added to the agenda for the November 16, 2021 board meeting.

CONSIDER CUSTOMER DISPUTE FOR LATE FEES; MICHAEL MORGAN: The customer expressed his concern about the amount of late fees being assessed on his tenant's past due account. District policy is to assess a late fee of \$15 or 7%, whichever is greater. After general discussion, the Board denied Mr. Morgan's request of a reduction of 50% of his arrearage penalties. Staff recommendation was to offer this customer and any customer with a large arrearage balance due to COVID-19, a reduction of past due penalties by 25% if the account is paid in full within 7 days of the request. Director Stone requested Staff mail a letter to Mr. Morgan stating the Board's decision. On a motion by Director Stone and a second by Director Barrera, the Board approved the 25% reduction of past due penalties when the account balance is paid in full within 7 days, with the following roll call vote:

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

CONSIDER CUSTOMER DISPUTE FOR BROKEN AMS; VICTORIA MILLER: The customer, Victoria Miller, has requested to have the charge of \$662.29 removed from her account. This charge was for a broken AMS that was reported on August 17, 2021 to District Staff. Staff documented that there was unauthorized use by Ms. Miller's plumber and the initial bill for damages was \$911.14. Management removed the overhead charge of \$248.85 as a courtesy, and billed her account in the amount of \$662.29. Ms. Miller requested a copy of the statement from District Staff provided in the Board Memo. After Board discussion, on a motion by Director Stone and a second by Director Hubbell the Board denied the removal of the \$662.29 charge for a broken AMS, with the following roll call vote:

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

ADOPT RESOLUTION NO. 481 CALIFORNIA BANK AND TRUST SIGNATURE CARDS:

After discussing the change in authorized signers due to the appointment of new Board Director, William Barrera, the Board approved new signature cards. On a motion by Director Stone and a second by Director Hubbell, the Board approves Resolution No. 481, 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. 482 ARROWHEAD CREDIT UNION SIGNATURE CARDS, MONEY MARKET ACCOUNT:

After discussing the change in authorized signers due to the appointment of new Board Director, William Barrera, the Board approved new signature cards. On a motion by Director Stone and a second by Director Hubbell, the Board approves Resolution No. 482, authorizing new signature cards at Arrowhead Credit Union with the following roll call vote:

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

ADOPT RESOLUTION NO. 483 ARROWHEAD CREDIT UNION SIGNATURE CARDS, CHECKING ACCOUNT:

After discussing the change in authorized signers due to the appointment of new Board Director, William Barrera, the Board approved new signature cards. On a motion by Director Stone and a second by Director Hubbell, the Board approves Resolution No. 483, authorizing new signature cards at Arrowhead Credit Union with the following roll call vote:

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

ADOPT RESOLUTION NO. 484, LOCAL AGENCY INVESTMENT FUNDS, AUTHORIZED SIGNERS:

After discussing the change in authorized signers due to the appointment of new Board Director, William Barrera, the Board approved new signature cards. On a motion by Director Stone and a second by Director Hubbell, the board approves Resolution No. 484, authorizing new signers at Local Agency Investment Funds with the following roll call vote:

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

CONSIDER CONTINUING TO MEET VIA TELECONFERENCING:

Attorney Van Blarcom provided the Board with an update regarding the option of continuing to meet via teleconferencing. 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 Brister, the board approved the continued use of Zoom for Teleconferencing for board meetings with the following roll call vote:

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

CONSIDER ATTENDANCE OF FALL ACWA CONFERENCE:

After general discussion, the Board set a motion stating that any Board member who would like to attend the conferences would be able to. President Farrell will attend via Zoom, Manager Weiss and Director Barrera also expressed an interest in attending. On a motion by Director Stone and a second by Director Hubbell the Board approved the motion with the following roll call vote:

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

CONSIDER CSDA PROPOSED BYLAW CHANGES:

Director Farrell expressed his reluctance to vote on the proposed changes due to receiving the information a day prior to the Board Meeting. The item was tabled for discussion at the next Board Meeting.

CSDA COVID-19 RELIEF FUND UPDATE:

District Account Nathan Statham provided Management with a detailed report on why the District does not qualify for the CSDA COVID-19 Relief Fund (SD Fund). Under the State Water Resources Control Board (SWRCB), the District was able to apply with Manager Weiss as an applicant for a potential amount of up to \$60,000.00. The District is awaiting a response. The application was mailed on October 15, 2021.

MANAGER'S REPORT:

1. Manager's Update on District Task List

Manager Weiss informed the Board that all of the necessary paperwork for the new Umpqua Bank Credit Cards were processed and that the new cards would be mailed out by the end of October.

Supervisor Wood was pleased to inform the Board of the start of the installation of the new security camera system for the District Office Building by Staff. Manager Weiss and Supervisor Wood will be able to have the camera system alert them of incidents on their cell phones if needed.

A fifty percent deposit was paid to Seeley's Heating and Air in the amount of \$1,725.00 for the installation of the new air conditioning unit for the server room. Manager Weiss stated that the unit will be in place well before next summer so that equipment will no longer be at risk due to excessive heat.

The District is now in compliance with the Federal Motor Carrier Safety Administration (FMCSA) driver query requirements. Driver queries will be run annually by Wienhoff Drug Testing on behalf of the District for each commercial driver.

Manager Weiss, after much consideration, has contracted with Computer Options. Mike Brandon, a senior technician, has been able to assist the District either remotely or on-site in a timely manner. The District servers are now protected with three layers of backup.

Director Farrell informed Staff of his login access to the Districts' new website and would share that information with Manager Weiss. The new website isn't in the live status yet. Director Farrell was concerned about the current website not being secure. This item will be brought to the attention of Computer Options so it can be addressed.

Staff was happy to inform the Board of the office staff uniforms being completed.

Manager Weiss has been able to pull resources from former employees. Former General Manager, Karl Drew agreed to assist with extracting data from Comet, the District's prior billing software system. Also, utilizing the expertise of District Accountant Nathan Statham, has been a huge help to Manager Weiss; allowing her the opportunity to work on other pressing items since the departure of the General Manager.

2. Monthly Financial and Investment Reports

There were not any questions or concerns expressed.

3. Monthly Water Production Reports

Director Barrera had concerns about the amount of System Loss for the month of September. Supervisor Wood explained that there were two major water leaks that occurred within the District, when combined were totaled over one million gallons of water. Supervisor Wood stated he would double check the System Loss numbers compared to the billable water charges and update if needed. There was a public comment from Rhea-Frances Tetley asking which stage of water conservation the District is following. Supervisor Wood answered that the District was in Stage 1A.

DIRECTOR'S REPORTS:

Director Stone and President Farrell have set a budget of \$1,000.00 to advertise for the General Manager position. They will potentially post for the position with the CSDA, ACWA and Brown and Caldwell (BC Water Jobs) as well as locally.

REQUESTS FOR FUTURE AGENDA ITEMS:

The Board has requested to discuss the District policy on Past Due Penalties as well as Districts' plan is for when the moratorium is lifted. The customer, Zia Faruqui who missed the Board Meeting should be added to agenda for the next scheduled meeting in November.

As there was no further business to discuss, the meeting was adjourned at 5:23 pm.

The next scheduled meeting will be held on Tuesday, November 16, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).