

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

May 17, 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, May 17, 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, Office Manager Jeanene Weiss and Field Lead Dave Sale.

Public in attendance were Brad Sackett and Melinda Weinrich from Albert A. Webb Associates and Larrie Davis.

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.

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MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the April 19, 2022, Regular Board Meeting. On a motion by Director Stone and a second by Director Barrera, the minutes for the April 19, 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 April 2022. On a motion by Director Hubbell and a second by Director Stone, the cash disbursements for the month of April 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: Jeanene Weiss informed the Board that she would be resigning effective immediately.

CONSIDER APPROVAL OF THE 2022 EMERGENCY RESPONSE PLAN: Brad Sackett and Melinda Weinrich, Consultants from Albert A. Webb and Associates, reviewed the Draft Emergency Response Plan 2022. President Farrell brought up a number of concerns regarding a complete list of contacts along with preventative protocols. After some discussion, Mr. Sackett and Ms. Weinrich asked that all edits be sent to them for editing and the Emergency Response Plan would be available at the June Board meeting for further review.

CONSIDER DROUGHT AND CONSERVATION: The Board discussed the need for enhancing the District awareness of the State drought and reminding landowners of being diligent of how they use water and ways to conserve. With the Governor asking for additional restrictions, the Board felt it necessary to move from Tier 1 to Tier 1A with the high likelihood that a move from Tier 1A to Tier II could be likely in June.

ADOPT RESOLUTION 490, CHANGING THE DISTRICT CONSERVATION PLAN FROM 1 TO 1A: On a motion by Director Stone and a second by Director Brister, the Board adopted Resolution No. 490, establishing the water conservation move from Tier 1 to Tier 1A., with the following roll call vote:

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

CONSIDER SALE OF SURPLUS EQUIPEMENT (2011 Ford Escape): The Board discussed the sale of the 2011 Ford Escape as surplus with a minimum bid of \$4000.

On a motion by Director Brister and a second by Director Hubbell, the Board approved the sale of the 2011 Ford Explorer as a surplus vehicle:

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

CONSIDER SALE OF SURPLUS EQUIPEMENT (2014 Ford Explorer): The Board discussed the sale of the 2014 Ford Explorer as a surplus vehicle.

On a motion by Director Brister and a second by Director Hubbell, the Board approved the sale of the 2014 Ford Expedition as a surplus vehicle:

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

DISCUSS AND CONSIDER A VEHICLE STIPEND FOR GENERAL MANAGER: There was discussion regarding a vehicle stipend for Manager Weddle in lieu of using a District vehicle. After a short discussion the Board asked Manager Weddle to pencil it out and bring the numbers back to the June Board Meeting for a decision.

REVIEW UNCOLLECTED ACCOUNTS FROM 2016: Larrie Davis discussed with the Board the accounts that have balances older than five years and discussed those that are categorized as closed accounts and those that are categorized as abandoned accounts. Staff requested the Board write off the balances for 44 closed accounts totaling \$2,549.01; 53 Inactive accounts with balances under \$25 for a combined total of \$348.44, and 160 Inactive credit balance accounts under \$5 for a combined total of \$92.85 for a combined total of \$2,990.30. The amount to be written off represents less than 0.003% of the water sales in 2016. The amount written off last year was \$7,388.20 which was 0.003% of the water sales in 2015.

On a motion by Director Stone and a second by Director Brister, the Board approved the write-off of unpaid balances totaling \$2,990.30. This total includes the write-off of all 44 closed accounts totaling \$2,549.01 and the write-off of 2 of the 3 abandoned accounts totaling \$441.29, with the following roll call vote:

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

REPORT ON ACWA/JPIA & ACWA CONFERENCE, MAY 2-5, 2022: President Farrell stated that he would have a written report available at the June Board Meeting.

CONSIDER ATTENDANCE AT ACWA REGION 9 EVENT JUNE 24, 2022: This item was deferred to the June Board Meeting.

MANAGER'S REPORT: Serviceman Dave Sale gave a brief update of District projects and ongoing maintenance.

Manager Weddle informed the Board that Field Supervisor Steve Wood had retired and that the field staff would be working together to make sure that any and all items that Supervisor Wood managed would be taken care of.

MONTHLY FINANCIAL AND INVESTMENT REPORTS: Larrie Davis reviewed the monthly financial and investment reports with the Board. It was stated that Larrie would be filling in temporarily until a suitable Office Manager was found.

MONTHLY WATER PRODUCTION REPORTS: With the retirement of Steve Wood the Production Reports were put on hold until Serviceman Sale was up to speed and the spreadsheet used to produce said reports was checked for errors.

REPORT ON ACLARA CONNECT CONFERENCE, MAY 2-5, 2022: Manager Weddle gave a brief report outlining what should be expected with the Aclara One update. Manager Weddle also informed that Board that there were contacts that would be valuable moving forward, including the Gas Company. The Gas Company had pledged to work with the District during the transition to Aclara One as a precursor to the Gas Company transitioning themselves.

DIRECTOR'S REPORTS: There was nothing to report on this item.

REQUESTS FOR FUTURE AGENDA ITEMS: None other than those listed during the meeting.

As there as no further business to discuss, the meeting was adjourned at 5:09 pm.

The next scheduled meeting will be held on Tuesday, June 21, 2022, at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).