

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

MARCH 16, 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: President Connie Bracher-Griffin called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:01 pm., on Tuesday, March 16, 2021.

ROLL CALL: Present were President Connie Bracher-Griffin, Directors Kenneth Stone, Cory Hubbell and Leslie Brister. Director Farrell joined the meeting at 3:04 pm.

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

Also, in attendance was Jeanene Weiss, Alan Clanin, Autumn DeWoody, Lee Reeder, Scott Bledsoe and John Blevins.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the February 16, 2021 Board Meeting. On a motion by Director Stone and a second by Director Brister, the Board approved the minutes as with the following roll call vote:

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

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

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

PUBLIC COMMENTS: None.

Director Bracher-Griffin moved item 4 on the agenda to item 1.

UPDATE ON THE URBAN WATER MANAGEMENT PLAN (PLAN): Autumn DeWoody, Webb & Associates updated the Board on the required changes to the 2020 Plan which include:

- Climate change data.
- Energy use reporting.
- Water Storage Continuation Plan – this plan is meant to be a pull-out, stand-alone plan which can be modified independently from the Urban Water Management Plan.
- Drought year assessment (now a 5 year plan instead of the previous 3 year plan).

Lee Reeder, Webb & Associates reported the District has provided 75-80% of the data required to complete the report. The Electronic Annual Report is still needed and some information from Crestline Sanitation District, Crestline-Lake Arrowhead Water Agency and County Planning.

Ms. DeWoody stated the Plan is due to the state of California by July 1, 2021. The State Guidebook has not yet been finalized. A finalized version is expected at the end of March and there may be some changes added. There are no penalties from the State if the Plan is not submitted by July 1, 2021 but the District would not be able to apply for state grants or loans until submitted.

Director Farrell asked if a screen check would be provided prior to the draft report. Ms. DeWoody stated yes there would be, but the intent is to expand the Plan not reinvent the wheel.

CONSIDER CUSTOMER DISPUTE DUE TO STOPPED METER; SCOTT BLEDSOE, ACCOUNT NO. 024-4384-00; 1020 VENUS WAY: Manager Dietz reviewed with the Board the District's Administrative Code Section 3.2.9.2 relating to "Non-Registering Meters".

"If a meter is found to be not registering, the charges for service shall be at the minimum monthly rate or based on the estimated consumption, whichever is greater. Such estimates shall be made from previous consumption for a comparable period or by such other method as is determined by the District and its decision shall be final."

This has been the District policy since 1982. Manager Dietz provided an overview of staff procedures for estimating consumption when a meter is not registering. The District estimates consumption for the time that meters are not registering by averaging previous water use at the property. In accordance with the estimated consumption, the total amount owed for water use at this property during the time that the meter was not registering is \$183.60.

Mr. Bledsoe stated he had renters in his property from 2013 until they vacated the property in June of 2020. Mr. Bledsoe began visiting the property again in November of 2020. Mr. Bledsoe stated since the property was vacant from June – November there should be no consumption charges on the account. He believes the estimated consumption should be "zero" – no water used during that time period. He stated a consumer should not be charged for something that was not used. He offered to bring in his Edison bill to show no one was living at the property.

Director Stone stated the Board needs to follow District policy as stated in the Administrative Code. When meters don't register, the District has always estimated

consumption by averaging prior water use at the property. He felt that while an Edison bill might be some evidence of whether the property was vacant or not, the fact that the electric service and water service was left on indicated that some use was being made of the property. Director Stone made a motion to support Staff's proposed charges in the amount of \$183.60. The motion was seconded by Director Hubbell.

Director Farrell suggested the Board wait to make a decision until records could be provided to substantiate Mr. Bledsoe's claims. Director Bracher-Griffin stated she would be willing to consider postponing a decision until next month's meeting. Director Bracher-Griffin asked if Director Hubbell was willing to remove his second from the motion on the floor. Director Hubbell removed his second.

Manager Dietz stated that Mr. Bledsoe had already been asked to bring documentation supporting his statements to the board meeting. There was further discussion regarding the estimated consumption method used to determine the amount owed by Mr. Bledsoe due to the non-registering meter.

Director Hubbell reinstated his second to the original motion. On the following roll call vote the Board approved the proposed charges to Mr. Bledsoe's account in the amount of \$183.60:

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

Mr. Bledsoe was informed that the Board decision was final.

CONSIDER MAIN EXTENSION, DEAD END OF CHATEAU DRIVE: Manager Dietz reviewed with the Board his memo regarding the Chateau main extension. The main at the dead end of Chateau was washed out years ago in a flood. The road in this section has been completely rebuilt, including a substantial and secure retaining wall to prevent a washout in the future. The cost to complete this section of main and the addition of one hydrant is estimated to be \$40,000. Mr. Blevins urged the Board to approve this item. Mr. Blevins will be building on two of the ten lots affected.

On a motion by Director Stone and a second by Director Brister the Board approved the installation of an extension for the remaining portion of Chateau Drive with a cost estimated at \$40,000 with the following roll call vote:

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

Mr. Blevins thanked the Board for approving the main extension. Director Bracher-Griffin asked when the work would be scheduled. Field Supervisor Wood thought the work would be scheduled for mid-summer and take approximately two weeks.

REVIEW PRELIMINARY CASH BUDGET FOR FISCAL YEAR 2021-2022: Manager

Dietz reviewed the preliminary cash budget with the Board. There was general discussion on budget items. The final budget will be brought to the Board for consideration at the April meeting.

CONSIDER ATTENDANCE AT ACWA/JPIA VIRTUAL SPRING CONFERENCE, MAY 12-13, 2021: The Board discussed the benefits of attending the ACWA/JPIA virtual conferences. Topics to be covered during the conference have not yet been released. This item was tabled until the April Board meeting.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported the District Administrative Office reopened on March 10, 2021 to walk in customers. Shields are in place at the front counter, a hand sanitizing station is available and signage indicating masks are required has been posted.

Manager Dietz and Attorney Van Blarcom continue to work on proposed changes to the personnel and manual.

Manager Dietz reported that staff continues to collect and provide necessary documents to Webb and Associates for the Urban Water Management Plan.

Manager Dietz reported field staff continue to replace MTUs as they reach their end of life. There are currently less than 200 MTUs needing replacement. Meter testing continues in-house by staff, providing certified results for the annual water audit. State regulations seem to have a focus on mainline replacement, largely targeting Asbestos-Concrete (AC) pipe. Our District has approximately 30% AC pipe in the system.

Electra Well is moving forward. When snow clears a site survey will be done and bids for building construction will be gathered.

Field staff were issued new uniforms. Office personnel will also be receiving new uniform shirts in the future.

Manager Dietz reported as of March 1, 2021, On-Call IT Consultants (OCITC) took ownership of the District IT. Since then improvements have been made to the phone system and software, printing issues have been resolved and productivity seems to be increasing.

Training continues in the office. The two new Customer Service Representatives continue to grow and both are showing understanding of District Policy and Procedure. Jeanene Weiss has begun Office Manager Training in preparation of Office Manager Davis' retirement.

Manager Dietz reported that after extended delays due to Resolution modification and COVID19 restrictions all banking documents have been completed allowing him to now sign all documents and checks. Manager Dietz's credit card has been shipped, however increases to District card limits were denied by California Bank and Trust. The Board asked staff to look for another credit card institution and to obtain an additional credit card in Supervisor Wood's name.

Manager Dietz continues to preview website vendors and shared a mock-up of one of them. Director Farrell suggested the District look at Streamline which specializes in small district websites. Director Farrell agreed to work with Manager Dietz in the implementation of a new district website.

EXECUTIVE SESSION: The Board entered into executive session at 5:24 pm to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: General Manager, Pursuant to Government Code Section 54957 (B).

The Board returned to regular session at 6:51 pm.

The Board reported no action was taken during Executive Session.

As there was no further business to discuss, the meeting was adjourned at 6:54 pm.

The next meeting is scheduled for Tuesday, April 20, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).