

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

NOVEMBER 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 Steven Farrell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:02 pm, on Tuesday, November 16, 2021.

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

Staff members present were Attorney Ronald Van Blarcom, Field Supervisor Steve Wood, Office Manager Jeanene Weiss and District Accountant Nathan Statham.

Public in attendance was Sherri Fairbanks.

MINUTES OF PREVIOUS MEETINGS: The Board reviewed the minutes of the October 19, 2021 Board Meeting. On a motion by Director Stone and a second by Director Hubbell, the Board approved the minutes 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 October 2021. On a motion by Director Hubbell and a second by Director Stone, the cash disbursements for the month of October 2021 were approved with the following roll call vote:

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

PUBLIC COMMENTS:

Sherri Fairbanks from the Crestline Sanitation District's Board of Directors introduced herself and wanted to bring up the Federal Infrastructure Bill.

CONSIDER CUSTOMER DISPUTE FOR LATE FEES; ZIA FARUQUI: The customer was not present for the meeting and Staff was unable to make contact with the customer after several attempts. The Board requested this customer be

removed from future Board agendas until they contact us to be added to it again.

PRESENTATION OF THE ANNUAL AUDIT REPORT, FISCAL YEAR 2020-2021:

The District's Auditor Brad A. Welebir of Rogers, Anderson, Malody & Scott, LLP, Certified Public Accounts (RAMS), presented the audit report for the fiscal year ending April 30, 2021. Auditor Welebir explained the purpose of the annual audit and noted that the audit was completed later than usual due to staffing turnover both at RAMS and at the District.

Auditor Welebir noted the audit was conducted remotely and that there were no significant changes in financial reporting from the prior year. There were no new accounting policies adopted during the year. He explained for the Fiscal Year 2022 GASB87 Leases is something the District should be aware of.

The rate increase made operating revenues compared to operating expenses closer.

Auditor Welebir said there were not any problems working with District Staff and that the results of the Audit were good and there was nothing to report. After general discussion regarding the audit, on a motion by Director Hubbell and a second by Director Stone, the Board unanimously approved to receive and file the Audit for the Fiscal Year 2020-2021.

AYES: Directors Barrera, Brister, Farrell, Hubbell, and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: None.

REVIEW AGREEMENT WITH RON VAN BLARCOM FOR GENERAL COUNSEL SERVICES:

Annual arrangement. Presenting increase in rate. Attorney Van Blarcom noted that working with the District has been a highlight of his career. On a motion by Director Stone and a second by Director Hubbell, the Board unanimously approved to renew the District's contract with Attorney Van Blarcom.

AYES: Directors Barrera, Brister, Farrell, Hubbell, and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: None.

REVIEW PAST DUE PENALTY POLICY AND COVID-19 CUSTOMER ARREARAGES:

After discussing the

The motion made by Director Stone with a second by Director Barrera to send back the grant money and uphold the District's past due penalty policy failed with the following roll call vote:

AYES: Directors Barrera and Stone.

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

On a motion by Director Hubbell and a second by Director Brister the Board approved to accept the grant money with its conditions with the following roll call vote:

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

REVIEW AND ADOPT RESOLUTION NO. 485, PERSONNEL MANUAL
UPDATES:

Holiday

Motion by Director Stone and a second by Director Hubbell:

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).