

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

**July 19, 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 3:01 pm, on Tuesday, July 19, 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, Field Lead David Sale, Serviceman Justin Anderson, and Customer Service Representative Josselyn Quine.

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 Brister, 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.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the June 21, 2022, Regular Board Meeting. On a motion by Director Stone and a second by Director Hubbell, the minutes for the June 21, 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 June 2022. On a motion by Director Hubbell and a second by Director Brister, the cash disbursements for the month of June 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: None.

DISCUSS CANDIDATE FILING FOR NOVEMBER 8, 2022 GENERAL ELECTION: Directors Farrell, Brister, and Hubbell were reminded that their terms as Board Members would expire December 7, 2022 and that they would need to file with the San Bernadino County Registrar of Voters by August 12, 2022, to be on the November ballot.

CONSIDER CSDA BOARD MEMBER BEST PRACTICES WORKSHOP: Director Farrell informed the other members of the board that there was a best practices workshop, for CSDA San Bernadino County Members, on August 2, 2022 if there was any interest. On a motion by Director Stone and a second by Director Hubbell, the Board approved attendance to the CSDA Best Practices Workshop.

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

CONSIDER ATTENDANCE AT THE CSDA CONFERENCE AUGUST 22-25, 2022: After some discussion, some Board Members expressed interest, others are unable to attend. On a motion by Director Hubbell and a second by Director Brister, the Board has approved a stipend for any Board Member who would like to attend the CSDA Conference in August 2022, with the following roll call vote:

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

CONSIDER ATTENDANCE AT THE SDLA CONFERENCE SEPTEMBER

18-21, 2022: After some discussion, some Board Members expressed interest, others are unable to attend. President Farrell mentioned this would be beneficial for General Manager Weddle to attend. On a motion by Director Hubbell and a second by Director Brister, the Board has approved a stipend for any Board Member who would like to attend the SDLA Conference in September 2022, with the following roll call vote:

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

NOES: Director Stone.

ABSENT: None.

ABSTAINED: None.

STREAMLINE PLATFORM – SUBSCRIPTION AGREEMENT DISCUSSION: Streamline, the host for our new website, focuses on Special Districts and will notify us of updates and regulations that may need to be posted on our website. District Counsel, Ronald Van Blarcom, has looked over a contract provided by Streamline; \$200 per month for hosting and a 30-day cancellation policy. After some discussion, the Board has approved General Manager Weddle to sign said contract. On a motion by Director Brister and a second by Director Hubbell, the Board has approved this contract with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

MANAGERS REPORT:

1. Update on District Projects:

Update on District Projects: Field Lead Dave Sale and General Manager Weddle worked with Cal-Trans to get permits approved to move forward with the installation of a new tap. The water meter on Highway 138 for has now been installed for Mick Hill.

District received the Electra Well Analyzer. Field Staff will install this as well as a meter once it arrives. Once this has been completed, State will come to inspect proper set up and give us the clearance to start using our newest well.

Dave Sale has been working diligently to ensure field staff has enough inventory on hand required for their daily tasks within the District.

Manager Weddle would like to start including different Field or Office staff at each Board Meeting. This month, Serviceman Justin Anderson attended. Justin has been working towards being certified in Backflow testing and has a long-term goal of being AWWA certified in Cross-Connection as well. In the mean time we are working with Ricky from Crestline-Lake Arrowhead Water Agency. Serviceman, Mike Casas, has also taken the course for Backflow testing.

Manager Weddle reported that the 2011 Ford has been posted in locations around town and is planning to list it in the local paper 2-3 weeks prior to the next Board meeting. 2 people have come to look at the car and 3 people have inquired about it. The District has been receiving bids and will open them at the August 19<sup>th</sup> Board Meeting.

District CPA Nathan Statham, Manager Weddle and Office Manager Davis worked together to create an ad for the Office Manager position. Since posting, we have received a few resumes. Before arranging any interviews, Manager Weddle may want to reevaluate the job requirements or job duties. Director Barrera inquired about how Office Manager Larrie Davis is doing. Manager Weddle reported she is happy to be helping us and is enjoying her time with staff but she is also happy we have posted the ad for her replacement. She has not given a timeframe for her official departure.

General Manager Weddle was able to work with Lincoln Financial to add himself as an authorized signer to now allow for previous employees to withdraw from their Lincoln accounts.

## 2. Monthly Financial and Investment Reports:

There weren't any questions or concerns discussed.

## 3. Monthly Water Production Reports:

Field Lead Sale and Manager Weddle have continued to work on the monthly Water Production Reports. Some of the system loss numbers on the Excel spreadsheet aren't correlating with the data provided by Aclara due to broken or incorrect formulas. Each month they are getting closer to being able to report back to the Board the most accurate data possible. The new Aclara One Program will allow for immediate remedy on leaks as it will notify us when system loss is detected.

## DIRECTORS REPORT:

### 1. Directors Report:

Director Farrell expresses his gratitude towards office staff for working with the Board and Manager Weddle to keep the office and field running smoothly.

### 2. Request for Future Agenda Items:

Director Barrera would like to revisit Water Conservation. He mentioned possibly setting up a booth at the local Farmer's Markets to bring awareness to conserving water where ever we can.

EXECUTIVE SESSION:

The Board entered into closed session at 4:29pm to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Pursuant to Government Code Section 54957(b)  
Title: General Manager

Closed Session ended at 5:09 pm. There was not a reportable Board action taken.

As there is no further business to discuss, the meeting was adjourned at 5:13 pm.

The next scheduled meeting will be held on Tuesday, August 16, 2022, at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).