

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

FEBRUARY 16, 2016

CALL TO ORDER AND FLAG SALUTE: President Clanin called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Tuesday, February 16, 2016, at the regular meeting place of said Board at its office in Crestline, California.

ROLL CALL: Present were President Alan Clanin, Directors Darel Davis, Steven Farrell, Kenneth Stone and Connie Bracher.

Staff members present were General Manager Karl B. Drew, Engineer Wally Franz, Attorney Ronald Van Blarcom, Field Supervisor Chris Heryford and Office Manager Larrie Davis.

MINUTES OF PREVIOUS MEETING: On a motion by Director Farrell and a second by Director Bracher, the minutes of the Regular Meeting of January 19, 2016 were unanimously approved as written.

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the month of January 2016. On a motion by Director Davis and a second by Director Stone the cash disbursements for the month of January 2016 were unanimously approved.

PUBLIC COMMENTS: President Clanin thanked Director Davis for his term as President of the Board and Director Bracher for accepting the nomination of Vice President of the Board for the current term.

DISCUSS FORM 700: Manager Drew reviewed with the Directors Form 700. All completed forms need to be returned to the District no later than April 1, 2016.

CONSIDER PROPOSAL FOR THE PREPARATION OF THE 2015 URBAN WATER MANAGEMENT PLAN: Engineer Franz provided a proposal for the preparation of the 2015 Urban Water Management Plan. Engineer Franz suggested a committee be established to help the District stay within the scope of the Plan and prevent delays such as those that occurred with the 2010 Plan. There was discussion on the necessity of appointing an AdHoc committee.

President Clanin appointed an AdHoc Committee consisting of Director Farrell and Director Clanin to meet with Staff and Albert A. Webb and Associate for the preparation of the 2015 Plan.

On a motion by Director Stone and a second by Director Davis the Board unanimously approved the acceptance of Albert A. Webb and Associate's proposal for the preparation of the 2015 Urban Water Management Plan not to exceed \$60,000.

REPORT ON SMART UTILITY SYSTEMS (SUS) – SMART CUSTOMER

MOBILE/PORTAL IMPLEMENTATION: Manager Drew reported that he and Office Manager Davis met with SUS to determine which enhancements to the basic package were necessary for District implementation of the Smart Customer Mobile/Portal. SUS will get back to the District with final product pricing. Manager Drew is estimating the cost to be somewhere around \$10,000.

CONSIDER NOMINATIONS FOR REGULAR SPECIAL DISTRICT MEMBER, LOCAL AREA FORMATION COMMISSION (LAFCO):

Manager Drew shared with the Board a letter received from LAFCO requesting nominations for the position of Regular Special District member on the Local Agency Formation Commission. Director Farrell is interested in the position. This item will be brought back to the Board in March.

CONSIDER ATTENDANCE AT ACWA/JPIA SPRING CONFERENCE; WEEK OF MAY 2, 2016, MONTEREY, CA:

The ACWA and ACWA/JPIA Spring Conferences are scheduled to be held during the week of May 2, 2016 in Monterey, California. On a motion by Director Stone and a second by Director Davis, the Board unanimously approved the attendance of these conferences for the General Manager and any Director desiring to attend. Director Farrell and General Manager Drew will be attending the conferences.

CONSIDER ATTENDANCE AT COMMUNITY PLANS CONTINUUM WORKSHOP, MARCH 2, 2016, SENIOR CITIZENS' CENTER, CRESTLINE, CA:

The primary purpose of the Crest Forest Community Plan is to guide the future use and development of land within the Crest Forest Community Plan area in a manner that preserves the character and independent identity of the community. The County has scheduled three workshops to obtain input from the community in updating the 2007 Crest Forest Community Plan. Attorney Van Blarcom believes it would be a benefit to the District to have representation at the workshop. Manager Drew will attend the first workshop and report back to the Board at the March 15, 2016 Board meeting. A decision can then be made as to the benefits of continued participation.

REPORT ON ACWA REGION 9 BOARD MEETING; FEBRUARY 8, 2016, EAST

VALLEY WATER DISTRICT: Director Farrell reported on his attendance of the first meeting of ACWA's 2016/2017 Region 9 Board. Region 9 is currently in the planning stages of a session they will host at the ACWA/JPIA Spring Conference in Monterey, CA. The Region 9 Board is considering hosting a local regional event sometime in the summer or fall of 2016. There was general discussion regarding topics of interest to the Board.

MANAGER'S REPORT: Manager Drew reported the State Water Resource Control Board has extended the emergency water conservation regulations through October 2016. Water sales are down which is creating a shortfall in water revenues. The District was required to have an 8% reduction in water use through December 2015. The District is actually down 21.7%.

Manager Drew and Engineer Franz met with Hydro Geologist, Russ Kyle and walked the proposed Valle and Electra well site locations. Albert A. Webb Associate is preparing cost estimates.

Manager Drew informed the Board that the District received a \$2,000 deposit from American Tower for the amended option period for installing a cell tower at the Brookside tank site.

Manager Drew reported the Crestline-Lake Arrowhead Water Agency's allocation of State Water Project water has been increased from 10% to 15%.

Manager Drew reminded the Board that his annual performance appraisal will held at the March 15, 2016 Board Meeting.

REPORT ON PERSONNEL MATTERS: Manager Drew provided the Board with a draft job description for the position of Administrative Manager. He also included current job descriptions and salary grades for the positions of General Manager, Office Manager and Field Supervisor. Director Bracher would like Human Resource duties added to the Job Descriptions where appropriate.

There was general discussion on the Administrative Manager position. Attorney Van Blarcom is reviewing the language. Director Farrell would like minimum education requirements included.

DIRECTORS' REPORTS: None

As there was no further business to discuss, the meeting was adjourned at 4:22 pm.

The next meeting is scheduled for Tuesday, March 15, 2016 at 3:00 pm.