

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

**JUNE 16, 2020**

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 3:09 pm., on Tuesday, June 16, 2020. President Bracher-Griffin made an announcement regarding the meeting being conducted via videoconference and teleconference in compliance with waivers to certain Brown Act Provisions under the Governor's Executive Orders due to the COVID-19 Coronavirus pandemic.

ROLL CALL: Present were President Connie Bracher-Griffin, Directors Steven Farrell, Kenneth Stone, Robert Kinzel and Leslie Brister.

Staff members present were General Manager Alan E. Clanin, Attorney Ronald Van Blarcom, Field Supervisor Steve Wood and Office Manager Larrie Davis.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the April 21, 2020 Board Meeting. On a motion by Director Kinzel and a second by Director Stone, the Board unanimously approved the minutes as written with the following roll call vote:

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

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the months of April and May 2020. On a motion by Director Farrell and a second by Director Stone, the cash disbursements for the month of May 2020 were unanimously approved with the following roll call vote:

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

On a motion by Director Farrell and a second by Director Brister, the cash disbursements for the month of April 2020 were unanimously approved with the following roll call vote:

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

PUBLIC COMMENTS: The Board allowed a short waiting period for public comments. There were none.

PUBLIC HEARING FOR PROPOSED WATER RATE INCREASE: President Bracher-Griffin opened the public hearing on the proposed increase to water rates at 3:20 pm.

There were no members of the public present at the hearing via Zoom Teleconference or Videoconference.

Manager Clanin provided a general presentation highlighting the following documents which constitute the record of proceedings upon which the Boards' decision will be based.

- Notice and Publication Documents
- Written Protests
- PowerPoint presentation
- November 2018 Financial Forecast and Water Rate Study
- Written protests received by.
  - Bondehagen, David P; Account No. 008-4484-00; 23412 Kay Rd.
  - Corey, Randall A; Account No. 030-8326-00; 23841 Bowl Rd.
  - Barrientos, Rose; Account No. 010-5024-00; 23419 Knapps Cutoff
  - Robert-Mays, Mary J; Account No. 014-8208-00; 470 Lookout Ridge AKA 476 Woodsy Rd.
  - Rose, Michael and Mary; Account No 093-0051-00; 520 Pyramid Dr
  - Guindon, Terry; Account No. 073-8277-00; 24728 Valle Dr.
  - Nollau, Gayle; Account No. 010-6190-00; 545 Shady Dell

There was general discussion about the protest letters and the Directors were particularly sympathetic of low income and fixed income customers.

President Bracher-Griffin closed the public hearing at 3:39 pm.

**RESOLUTION NO. 460, ADOPTING NEW WATER RATE SCHEDULE:** Manager Clanin reviewed the proposed resolution with the Board. The resolution increases the Monthly Charge for all meter sizes by \$5.00 per month and increases the consumption charges.

**Section 1.** The following water rate schedule is hereby set for the Crestline Village Water District:

The District hereby adopts an annual increase over a five-year period of \$5.00 per month for all meter sizes to the Monthly Minimum Charge in the District’s water rate beginning July 01, 2020. An increase of \$1.00 per month for all meter sizes to the Monthly Minimum Charge in the District’s water rate beginning May 01, 2021. An increase of \$1.00 per month for all meter sizes to the Monthly Minimum Charge in the District’s water rate beginning May 01, 2022. An increase of \$1.00 per month for all meter sizes to the Monthly Minimum Charge in the District’s water rate beginning May 01, 2023. An increase of \$2.00 per month for all meter sizes to the Monthly Minimum Charge in the District’s water rate beginning May 01, 2024. The Basic Allocation Rate is to be increased to \$5.10 per one hundred cubic foot (CCF) of water for the 0-1300 CF consumption range July 01, 2020. Consequently, the Excess Consumption Rate becomes \$7.65 per 100 CF for 1301 CF or greater as recommended by the Study.

Water Rate Schedule – July 01, 2020  
Water Conservation Program - Phase I general conservation measures in effect

Monthly Minimum Charge:

5/8 X 3/4 inch meter	\$30.50*	
3/4 inch meter	31.50	
1 inch meter	32.50	
1 inch meter (Residential fire service)		34.75
1-1/2 inch meter	36.50	
2 inch meter	41.50	
3 inch meter	47.50	
4 inch meter	70.50	

\* 5/8 X 3/4 inch meter is standard for most residential accounts.

Quantity Rates:

Basic Allocation - 0 to 1300 cubic feet	\$5.10 per 100 cubic ft
Quantity in excess of 1300 cubic feet	\$7.65 per 100 cubic ft

Water Rate Schedule - Commercial Fire Services: Commercial Fire Services have detector check meters to detect any water that passes through the fire service water line. The detector check meter is a 5/8 X 3/4 inch meter.

Monthly Minimum Charge:

5/8 X 3/4 inch meter	\$34.00
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Quantity Rates:

Basic Allocation	\$5.10 per 100 cubic ft
Quantity in excess of 1300 cubic feet	\$7.65 per 100 cubic ft

Water Rate Schedule – May 01, 2021

Water Conservation Program - Phase I general conservation measures in effect

Monthly Minimum Charge:

5/8 X 3/4	inch meter	\$31.50*	
3/4	inch meter	32.50	
1	inch meter	33.50	
1	inch meter (Residential fire service)		35.75
1-1/2	inch meter	37.50	
2	inch meter	42.50	
3	inch meter	48.50	
4	inch meter	71.50	

\* 5/8 X 3/4 inch meter is standard for most residential accounts.

Quantity Rates:

Basic Allocation - 0 to 1300 cubic feet \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule - Commercial Fire Services: Commercial Fire Services have detector check meters to detect any water that passes through the fire service water line. The detector check meter is a 5/8 X 3/4 inch meter.

Monthly Minimum Charge:

5/8 X 3/4	inch meter	\$35.00
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Quantity Rates:

Basic Allocation \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule – May 01, 2022

Water Conservation Program - Phase I general conservation measures in effect

Monthly Minimum Charge:

5/8 X 3/4	inch meter	\$32.50*	
3/4	inch meter	33.50	
1	inch meter	34.50	
1	inch meter (Residential fire service)		36.75
1-1/2	inch meter	38.50	
2	inch meter	43.50	
3	inch meter	49.50	
4	inch meter	72.50	

\* 5/8 X 3/4 inch meter is standard for most residential accounts.

Quantity Rates:

Basic Allocation - 0 to 1300 cubic feet \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule - Commercial Fire Services: Commercial Fire Services have detector check meters to detect any water that passes through the fire service water line. The detector check meter is a 5/8 X 3/4 inch meter.

Monthly Minimum Charge:  
5/8 X 3/4 inch meter \$36.00

Quantity Rates:  
Basic Allocation \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule – May 01, 2023  
Water Conservation Program - Phase I general conservation measures in effect

Monthly Minimum Charge:  
5/8 X 3/4 inch meter \$33.50\*  
3/4 inch meter 34.50  
1 inch meter 35.50  
1 inch meter (Residential fire service) 37.75  
1-1/2 inch meter 39.50  
2 inch meter 44.50  
3 inch meter 50.50  
4 inch meter 73.50

\* 5/8 X 3/4 inch meter is standard for most residential accounts.

Quantity Rates:  
Basic Allocation - 0 to 1300 cubic feet \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule - Commercial Fire Services: Commercial Fire Services have detector check meters to detect any water that passes through the fire service water line. The detector check meter is a 5/8 X 3/4 inch meter.

Monthly Minimum Charge:  
5/8 X 3/4 inch meter \$37.00

Quantity Rates:  
Basic Allocation \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule – May 01, 2024

Water Conservation Program - Phase I general conservation measures in effect

Monthly Minimum Charge:

5/8 X 3/4	inch meter	\$35.50*	
3/4	inch meter	36.50	
1	inch meter	37.50	
1	inch meter (Residential fire service)		39.75
1-1/2	inch meter	41.50	
2	inch meter	46.50	
3	inch meter	52.50	
4	inch meter	75.50	

\* 5/8 X 3/4 inch meter is standard for most residential accounts.

Quantity Rates:

Basic Allocation - 0 to 1300 cubic feet \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

Water Rate Schedule - Commercial Fire Services: Commercial Fire Services have detector check meters to detect any water that passes through the fire service water line. The detector check meter is a 5/8 X 3/4 inch meter.

Monthly Minimum Charge:

5/8 X 3/4	inch meter	\$39.00
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Quantity Rates:

Basic Allocation \$5.10 per 100 cubic ft  
Quantity in excess of 1300 cubic feet \$7.65 per 100 cubic ft

**Section 2. Exemption from the California Environmental Quality Act.** The Board of Directors finds that the imposition of rates and charges pursuant to this Resolution No. 460 is exempt from the provisions of the California Environmental Quality Act (CEQA) since the rates and other charges have been imposed for the purposes of meeting operating expenses, purchasing or leasing supplies, equipment or materials, meeting financial reserve needs and requirements, and obtaining funds for capital projects necessary to maintain service within existing service areas, and, additionally, since the imposition of these rates and charges constitutes the creation of government funding mechanisms which do not involve commitment to any specific project which may result in a potentially significant physical impact on the environment or which will be used to fund projects which have CEQA documentation or will have CEQA documentation in place prior to construction of any facility or facilities.

**Section 3. Repeal of Prior Water Rate Schedule.** The water rate schedule for Crestline Village Water District as set by Board action on December 20, 2016, and any other motions or resolutions of Crestline Village Water District inconsistent with the new

water rate schedules established in Section 1 of this Resolution No. 460, are hereby repealed effective as of the effective date specified in Section 4 below.

**Section 4. Effective Date.** This Resolution and the water rate schedule imposed pursuant hereto shall become effective for all billing periods that begin in July 2020.

On a motion by Director Brister and a second by Director Farrell, the Board adopted Resolution No. 460, adopting new water rate schedules for Crestline Village Water District, with the following roll call vote:

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

**REVIEW AND ADOPT RESOLUTION 461, DETERMINING APPROPRIATION LIMITATION FOR FISCAL YEAR 2020/21:** Manager Clanin discussed the proposed resolution with the Board. The proposed resolution uses “the percentage change in California per capita personal income from the preceding year” as the “change in the cost of living” factor and the “change of population within the county in which it is located” as the “change in population” factor. The proposed Appropriation Limitation for fiscal year 2020-21 is \$1,648,000.

On a motion by Director Stone and a second by Director Brister, the Board adopted Resolution No. 461, determining the Appropriation Limitation for fiscal year 2020-21 to be \$1,648,000 with the following roll call vote:

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

**BIENNIAL REVIEW OF DISTRICT’S CONFLICT OF INTEREST CODE:** Manager Clanin reviewed with the Board the District’s current Conflict of Interest Code.

On a motion by Director Stone and a second by Director Farrell, the Board unanimously approved to leave the current Conflict of Interest Code unchanged with the following roll call vote:

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

CONSIDER CALIFORNIA SPECIAL DISTRICTS (CSDA) 2020 BOARD OF DIRECTORS ELECTION, SEAT C: The Board reviewed the four candidate's information sheets and biographies. Director Farrell strongly endorsed Arlene Schafer who is the incumbent and extremely competent.

On a motion by Director Farrell and a second by Director Stone the Board unanimously voted to cast the District's vote for Arlene Schafer as CSDA 2020 Board of Directors Election, Seat C with the following roll call vote:

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

CONSIDER ATTENDANCE OF 2020 SAN BERNARDINO COUNTY WATER CONFERENCE, AUGUST 14, 2020, ONTARIO, CA: Office Manager Davis shared information regarding the 2020 Conference. There was general discussion regarding the conference. No action was taken.

CONSIDER ATTENDANCE OF ACWA/JPIA VIRTUAL CONFERENCES, JULY 27, 2020 AND JULY 29-30, 2020: In response to increasing concerns over the spread of COVID-19 and the inability to social distance the ACWA/JPIA Spring Conferences will be held virtually.

On a motion by Director Brister and a second by Director Kinzel, the Board unanimously approved attendance to the ACWA/JPIA Virtual Conference by any Director and the General Manager with the following roll call vote:

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

EXECUTIVE SESSION: The Board entered into executive session at 4:00 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 4:19 pm. No action was taken during the Executive Session.

General Manager Alan Clanin reported to the Board that he will be moving out of state in a few months. No definite date has been determined at this point.



Director Farrell made a motion to add an agenda item for the appointment of an Ad-Hoc committee for the possible replacement of the General Manager. The motion was seconded by Director Brister and unanimously approved with the following roll call vote:

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

APPOINT AD-HOC COMMITTEE FOR THE RECRUITMENT OF A NEW GENERAL MANAGER: On a motion by Director Brister and a second by Director Kinzel the Board unanimously approved the selection of Director Stone and Director Farrell to the Ad-Hoc Committee for the recruitment of a new General Manager with the following roll call vote:

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

General Manager Clanin thanked the Board for their understanding.

CONSIDER PERFORMANCE EVALUATION FOR GENERAL MANAGER: No action taken.

MANAGER'S REPORT/PROJECT UPDATE: Manager Clanin reported the District Administrative Offices were still closed to the public. Manager Clanin has been monitoring San Bernardino County's recommendation for opening of public offices.

Manager Clanin has been working with another engineering company for a solution for the removal of gross alphas and uranium from the Electra Well.

Director Farrell requested an update on off-site data storage. Manager Clanin informed the Board off-site data storage has been completed and he has now begun the process of swapping out old office PCs.

As there was no further business to discuss, the meeting was adjourned at 04:42 pm.

The next meeting has been adjourned to Tuesday, July 21, 2020 at 3:00 pm. This meeting will more than likely be a teleconferenced meeting.