

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

FEBRUARY 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 3:04 pm., on Tuesday, February 16, 2021.

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

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.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the January 19, 2021 Board Meeting. On a motion by Director Farrell and a second by Director Hubbell, the Board approved the minutes as corrected with the following roll call vote:

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

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the month of January 2021. On a motion by Director Stone and a second by Director Farrell, the cash disbursements for the month of January 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: Manager Dietz introduced Jeanene Weiss. Jeanene has been with the District for four years and has acted as backup to Office Manager Davis. Jeanene has a broad Information Technologies knowledge and has been selected to replace Office Manager Davis when she retires in July 2021.

PUBLIC HEARING FOR PROPOSED ADJUSTMENT TO BOARD DIRECTOR
COMPENSATION AND MEETING LIMITS: President Bracher-Griffin opened the public hearing on the proposed adjustment to board director compensation and meeting limits; Amending Ordinance 34 at 3:15 pm.

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

Manager Dietz 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
- Financial Impact

No written protests were received.

President Bracher-Griffin closed the public hearing at 3:20 pm.

ORDINANCE 34; ADJUSTMENT TO BOARD DIRECTOR COMPENSATION AND MEETING LIMITS: Manager Dietz reviewed the proposed ordinance with the Board. The Ordinance would increase Director compensation to \$200.00 per authorized meeting or event with a maximum of ten meetings or events per month. There was general discussion regarding director compensation and the maximum number of meetings per month.

On a motion by Director Stone and a second by Director Farrell the Board voted to amend Ordinance 34 to reflect compensation in the amount of \$200.00 per meeting or events up to a maximum of six (6) per month beginning April 19, 2021 with the following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Farrell, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: None.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported the District Administrative Office is still closed to walk in customers. The District has provided tools for staff to monitor, isolate and clean more effectively. Before opening to the public, staff is looking at options for the lobby area walkup service in an effort to protect employee safety.

Manager Dietz reported the District has begun the process of transitioning to a new Information Technology support provider. Our new provider, Ryan Pitchforth is local, well established and provides a cost savings in six months. The District will receive discounted software costs. Monthly backup costs and phone support will cost between \$200.00 and \$250.00 per month. Mr. Pitchforth charges \$129.00 per hour for items not covered in the monthly charge.

Manager Dietz is currently gathering information on energy efficient upgrades including LED lighting upgrades, incentive programs offered for utilities and no cost solar.

Manager Dietz notified the Board two new staff members have been hired for the office. Both are customer service representatives. One will replace an employee

who recently left the District and one will replace Jeanene Weiss who will be taking the position of office manager in August 2021.

Director Stone requested an update on the Electra Well project, updating of the Administrative Code and Urban Water Management Plan. Manager Dietz reported the next step with Electra well will be site preparation and building the well house. Manager Dietz reported the changes have been made to the Administrative Code but they have not yet been reviewed by Attorney Van Blarcom. Manager Dietz will be signing the contract documents with Webb & Associations for the preparation of the Plan tomorrow and then the work will begin.

Director Bracher requested that District projects remain on the Manager's Report until complete with a monthly update on each. Director Farrell suggested a spreadsheet with projected and completed dates would also be helpful.

DIRECTOR'S REPORTS: Director Farrell notified the Board of an upcoming webinar on records retention. The webinar is being hosted by CSDA. Manager Dietz informed the Board he was scheduled to attend this webinar.

Director Farrell provided an update on the Lake Gregory concessionaire. The new concessionaire is scheduled to be in place by April 1, 2021.

REQUESTS FOR FUTURE AGENDA ITEMS: Director Farrell requested the ACWA Virtual Spring Conference be placed on next month's agenda.

As there was no further business to discuss, the meeting was adjourned at 4:20 pm.

The next meeting is scheduled for Tuesday, March 16, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).