

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

April 16, 2024

CALL TO ORDER AND FLAG SALUTE: President Cory Hubbell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:02 pm, on Tuesday, April 16, 2024.

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

Staff members present were Office Manager Josselyn Quine, Operations Manager David Sale, and General Manager Thomas Weddle.

Absent: Director Steven Farrell

The public in attendance is Ute Ach, Laura Kile, Brad Welebir, and District Accountant Nathan Statham.

MINUTES OF PREVIOUS MEETINGS:

The Board reviewed the minutes of the March 2024 Regular Board Meeting. On a motion by Director Brister and a second by Director Barrera, the minutes for the March 19, 2024, meeting were approved with the following roll call vote:

AYES: Directors Barrera, Stone, Hubbell and Brister.

NOES: None.

ABSENT: Director Farrell.

ABSTAINED: None.

CASH DISBURSEMENTS:

There was general discussion about the cash disbursements. A few payments were questioned: AMCAL-repairs to Ford Ranger, Kuntze-chlorine analyzer, Davis Auto Body-truck repairs after an accident, and Judith Anderson-mileage reimbursement. On a motion made by Director Stone and a second by Director Brister, the cash disbursements for the month of February 2023, were approved with the following roll call vote:

AYES: Directors Barrera, Stone, Hubbell and Brister.

NOES: None.

ABSENT: Director Farrell.

ABSTAINED: None.

(Director Steven Farrell arrived at 3:07pm)

PUBLIC COMMENTS: Laura Kile was in attendance. She is a customer of Crestline Village Water District living on Rangers Rd. She moved into this home about 2 years ago. Laura would like to purchase or swap property because her driveway encroached on our property

DRAFT

prior to her purchasing the home. She showed the Board Members the piece of property she would like to acquire. General Manger Weddle met with Laura at her property to get a visual of the parcel in question. Manager Weddle thinks it would be in the best interest of the District to sell Laura this land with the agreement that we will continue to have an easement. There is no district equipment or infrastructure that requires us to use this land. District staff will start looking into surveying the parcel to get a value and to see where the property lines are precisely located. The Board would like to see a larger map showing the whole property. The surrounding neighbors that are next to this property are not interested in purchasing any portion of this parcel.

REGULAR SESSION:

CONSIDER CUSTOMER REQUEST; UTE ACH – ACCOUNT 077-0627-00:

On January 16, 2024, District Staff was notified of the water consumption at Ms. Ach's property. Staff was sent out to turn off the meter because we were unable to get in contact with this customer and the mailing address was from out of town, indicating this house is a part time residence. When Ms. Ach leaves this house for any length of time, she will shut off her own ball valve, located inside of her garage. We turned off the meter, a notice was hung, and left a voicemail. During the timeframe of the leak, about 500 cubic feet registered through the meter. Ms. Ach immediately got a restoration company and a plumber out to her house for repairs. Unfortunately, no leaks were found. Ms. Ach has requested a new meter to be placed at her residence and for her bill to be credited the leak amount. District staff tested her meter, at no cost, and the results came back as 99% accurate. The meter was registering 99% of the water flowing through it, meaning the 1% was not being charged to her account. After some discussion, the Board decided to keep the original meter because of its accuracy and to offer a 10% reduction of consumption. ServLINE, a leak protection insurance policy, was also offered. No action was taken by the Board.

PRESENTATION OF THE ANNUAL AUDIT, FISCAL YEAR 2022-23:

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, 2023. Auditor Welebir explained the purpose of the annual audit and noted that the audit was completed later than usual but assured us there were no issues with the audit.

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.

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.

CONSIDER 2024-25 PROPOSED CASH BUDGET:

The Board reviewed and discussed the proposed Cash Budget for the 2024-25 Fiscal Year. There was general discussion, particularly the need for the last annual increase to the Monthly Minimum Charge for water accounts. Director Farrell would like Manager Weddle to determine if the \$2 increase is needed for the last year of the 5-year plan to increase the Monthly Minimum Charge.

DRAFT

On a motion by Director Stone and a second by Director Farrell, the Board approved the cash budget for fiscal year 2024/25 as submitted, with the following roll call vote:

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

ADOPT RESOLUTION NO. 507, Establishing Water Availability:

The District passes a resolution annually prior to billing water availability assessments. There is no change in the amount of the proposed assessments from prior years.

On a motion by Director Stone and a second by Director Farrell, the Board adopted Resolution No. 507, establishing the water availability assessment for the Fiscal Year 2024/25 at Thirty Dollars (\$30.00) per acre for the first acre or portion thereof plus Fifteen Dollars (\$15.00) per acre for the first acre or portion thereof plus Fifteen Dollars (\$15.00) per acre over one acre for all improved property within the District, with the following roll call vote:

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

ADOPT RESOLUTION NO. 504, RECORDS MANAGEMENT POLICY

A resolution is required to create a policy for record retention within our Administrative Code. Allows the General Manager to create a Retention Schedule for proper record keeping or disposal of records.

Director Farrell made mention of electronic records not being included within Resolution No. 504. The Board would like to reconvene with District Counsel, Ronald Van Blarcom.

ADOPT RESOLUTION NO. 505, RECORDS REQUEST:

A resolution is required to set a policy for Records Request. This Resolution sets a standard for the request and response to said requests. This Resolution outlines a procedure, how to provide copies, and a cost schedule. No action was taken at this time.

ADOPT RESOLUTION NO. 506, DISTRICT RESERVES POLICY:

This Resolution is establishing a District Reserves Policy. This will include a reserve for purchased water, emergency funds, and future improvements. The Board may approve the creation of any additional accounts as necessary. No action was taken at this time.

MANAGER'S REPORT:

1. Update on District projects: We have finally received the new dump truck. It is currently being outfitted to be put into service. The tail gate is getting fabricated here in our garage to accommodate our needs.

Saxon pumphouse had an old weld that was sweating. This was on the side of the six inch steel high pressure line coming in. We were able to fabricate a new one and shut down the main quickly, replace it, and turn it back into service, with no other interruptions.

With the addition of seasonal employees, we have started the Lead Service Line Inventory. This is due in October. We have managed to get a fair amount done but still have more to go through.

The April meter testing and flushing program has begun.

The Barn roof was compromised during the huge amount of snow in '23. We have a contractor currently doing repairs and putting in more support.

The District has been testing for PFAS. This is an umbrella term for a family of thousands of chemicals – about 12,000 at last count – that are prized for their indestructible and non-stick properties. So far, the District has been at non-detected levels.

2. Monthly Water Production Reports: The water usage continues to trend less than in the previous months, including the 2020 comparative year. System loss has leveled out for the last 7 months after going through the spreadsheets and checking for inconsistency among the numbers and formulas.
3. District Owned Property: The District owns a small piece of property on Rangers Rd off Crest Forest Dr. The prior owner of the property enlarged the driveway that overlapped the District property. The new owner would like to purchase the District property or offer to trade a comparable piece of her property that could better suit the District. Staff recommends that the Board sale or exchange this property as it has no benefit to the District.
3. Monthly Financial and Investment Reports:
The Board reviewed the monthly financials and investment reports.

DIRECTORS REPORTS:

1. Director's reports: None
2. Requests for Future Agenda Items: None

As there was no further business to discuss, the meeting was adjourned at 5:13 pm. The next meeting is scheduled for Tuesday, May 21, 2024. This meeting will be held in person at the District office at 3pm.