

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

**MAY 18, 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: Vice President Steven Farrell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:07 pm, on Tuesday, May 18, 2021.

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

Staff members present were General Manager Jordan W. Dietz, Attorney Ronald Van Blarcom, Field Supervisor Steve Wood, Office Manager Larrie Davis and Customer Service Representative Jeanene Weiss.

Also, in attendance was Autumn DeWoody of Webb & Associates and Jackie Rech of ACWA/JPIA.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the April 20, 2021 Board Meeting. Director Brister moved to approve the minutes as submitted without any changes. Director Stone seconded the motion. The motion was approved with the following roll call vote:

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

CASH DISBURSEMENTS: The Board reviewed and discussed the cash disbursements for the month of April 2021. Director Stone commented on the absence of any payment to the new Information Technology company. Manager Dietz explained that Oncall IT Consulting, LLC has a \$2,000 threshold and will bill once that threshold is met. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of April 2021 were approved with the following roll call vote:

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

PUBLIC COMMENTS: There were none. The two members of the public attending the meeting were scheduled to give board presentations.

**UPDATE ON URBAN WATER MANAGEMENT PLAN (UWMP) – WEBB & ASSOCIATES:**

Autumn DeWoody, Senior Analyst at Webb & Associates gave a progress report on the UWMP. The draft report is expected to be completed by Friday, May 21, 2021. A second notice was mailed on May 14<sup>th</sup> with details on the scheduled June 15<sup>th</sup>, 2021 public hearing. A hard copy of the draft document is required to be made available to the public at the District Administrative Office no later than June 1, 2021. The draft report is also required to be posted on the District's website no later than June 1, 2021.

It was noted that changes made to the Water Code in 2018 regarding the Water Shortage Contingency Plan (WSCP) would require that the Board of Directors meeting agenda should list the review and approval of the WSCP separately from the UWMP although the WSCP is contained in Chapter 8 of the UWMP. This would also mean one public hearing, vote, and resolution adoption for the WSCP and a second public hearing, vote and resolution adoption for the UWMP. The ideology behind adopting the Plans separately is to allow for review revision to the WSCP, independently and periodically as needed in reaction to water shortages. Annual review by the Board is recommended.

There was general discussion on the key determinations used by Webb & Associates in preparing the reports. Director Farrell wants to ensure we are not rushing through the adoption process. Due to the impending July 1, 2021 deadline, Attorney Van Blarcom noted that the Board may choose not to adopt the Plans at the June 15, 2021 Board meeting to allow for more review.

**PRESENTATION ON HEALTH SAVINGS PLANS – ACWA/JPIA:** Jackie Rech, Employee Benefits Account Manager at ACWA/JPIA gave an informational presentation to the Board about Health Savings Plans. The District does not currently offer employees this type of plan and would have the opportunity to do so. The potential savings to the District would not be significant, approximately \$10,000 if all employees signed up. It was determined that an additional ACWA/JPIA presentation to District Staff would be needed in order to assess how many, if any, employees would be interested in this plan. Adoption of the Plan would make this option available without cost to the District if no one chose to participate. No action was taken by the Board at this time.

**CONSIDER PROPOSED CHANGES TO DISTRICT ADMINISTRATIVE CODE AND PERSONNEL MANUAL:** Manager Dietz gave the Board a progress report and some samples of revisions of the Administrative Code and Personnel Manual. Current District policy allows for advancement between ranges of the salary grade upon attainment of certain water treatment and water distribution certificates. The exam, course and certificate application fees are not reimbursed and are the sole responsibility of the employee. General discussion ensued regarding the possibility of reimbursing exam fees upon notification of a passing grade.

Another proposed change was to allow the General Manager to administer the Certificate Proficiency Exam to certified employees every 3 years instead of annually by the District. Director Stone questioned Manager Dietz as to what made him qualified to administer such an exam as Manager Dietz does not hold any certification in water treatment or water distribution.

There was also general discussion regarding whether Paid Time Off (PTO) should be allowed to be used for Continuing Education Units (CEU's). The Board requested a formal report and cost analysis by Manager Dietz on all of the proposed changes to these policies at a future Board meeting.

CONSIDER ADOPTION OF DISTRICT RECORDS RETENTION POLICY: There was general discussion regarding the working draft of the proposed Records Retention Policy presented. Director Stone thanked Representative Weiss for her work on the retention schedule.

NEW DISTRICT WEBSITE PRESENTATION: After researching different website vendor options, Manager Dietz and Director Farrell found Streamline to be the most advantageous and ADA compliant option. Streamline will not charge a conversion fee. The cost to the District would include Streamline's monthly fee of \$260.00 per month without a contract or set up fee, however the District would be responsible for setting up and maintaining the website. A sample of the new website was presented to the Board. No Board action was taken at this time.

REPORT ON ACWA/JPIA VIRTUAL SPRING CONFERENCE, WEEK OF MAY 10, 2021: Director Farrell attended the two-day ACWA Virtual Spring Conference. Due to technical issues on the first day, part of the conference was not made available to view until Friday that week therefore delaying Director Farrell's full report to the Board until next month's meeting. There was general discussion regarding Director Farrell's attendance at the JPIA Virtual Conference on May 10, 2021.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported that the District Administrative Office remains open to the public and continues to take extra Covid-19 precautionary measures including requiring masks be worn by the public entering the facility.

Manager Dietz will continue to work with Attorney Van Blarcom on proposed changes and creation of District Policies.

The public will be allowed to comment on the Urban Water Management Plan at the regular June Board meeting.

Field updates included completion of annual flushing and Air Vac maintenance. Two new seasonal help employees have been hired to assist with District projects this summer.

Marine Diving Solutions is scheduled to perform required 5-year tank inspections on seven District tanks in June.

Two Field Servicemen assisted a man who had fallen in his driveway and his wife was unable to help him get back up. The Servicemen stopped and helped him get back into his home. The couple phoned the District Office to say thank you and praised them as heroes.

AdEdge technologies has partnered with the Charles P. Crowley Company, who will now be representing the Electra Well project.

Training continues for new office staff. Office Manager Davis continues to prepare for her retirement and work with Representative Weiss.

Staff were introduced to the District's Hazard Mitigation Plan during the monthly Safety Meeting.

Manager Dietz is registered for the CSDA's General Manager Summit in June. Supervisor Wood will be enrolling in additional Supervisor training in the coming months. Supervisor Wood has completed the Wienhoff Drug Testing Reasonable Suspicion Supervisor trainings required by the Department of Transportation.

Manager Dietz shared his Gantt Charts and reported that he will have a better breakdown on the Electra Well progress at the next board meeting.

There was an update to the Water Production reports. Representative Weiss will not be compiling these reports when she assumes the role of Office Manager as she is the District's Water Audit Validator and therefore will be unable to do so due to the conflict.

DIRECTOR'S REPORTS: None.

REQUESTS FOR FUTURE AGENDA ITEMS: It was requested that Manager Dietz give the Board a detailed and in-depth overview of the District's current policy for PTO (paid time off), Comp Time and Overtime at the June 15, 2021 Board meeting. This report should include what each staff position accrues, any set limits and should include all employees whether hourly or salaried. The Board also requested Manager Dietz provide alternate options to current policy.

All proposed changes to the District Administrative Code and Personnel Manual with regard to reimbursement of employee certification expenses was requested to be addressed by Manager Dietz at a future Board meeting.

As there was no further business to discuss, the meeting was adjourned at 6:08 pm.

The next meeting is scheduled for Tuesday, June 15, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).