

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

**APRIL 20, 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 3:00 pm, on Tuesday, April 20, 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 Jo Mackenzie and Alan Clanin.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the March 16, 2021 Board Meeting. Director Stone requested some changes to the minutes regarding wording on the Bledsoe paragraph.

After some discussion, Director Stone moved to approve the minutes as corrected. Director Brister 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 March 2021. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of March 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: Vista Irrigation District, Division 5 Director Jo MacKenzie was present and discussed her nomination for the CSDA Seat A Board. She also offered information regarding promotional items and conferences offered through CSDA.

REVIEW AND ADOPT CASH BUDGET FOR FISCAL YEAR 2021-22: There was general discussion on budget items, in particular the discretionary appropriations.

On a motion by Director Brister and a second by Director Hubbell, the Board approved the cash budget for fiscal year 2021/22 as submitted, with the following roll call vote:

AYES: Directors Brister, Farrell, Hubbell and Stone.

NOES: None.

ABSENT: Director Bracher-Griffin.

ABSTAINED: None.

ADOPT RESOLUTION NO. 469, ESTABLISHING WATER AVAILABILITY ASSESSMENT FOR FISCAL YEAR 2021/22: There was general discussion on the proposed resolution with the Board. There is no change in the amounts of the proposed assessments from prior years.

On a motion by Director Stone and a second by Director Hubbell, the Board adopted Resolution No. 469, establishing the water availability assessment for Fiscal Year 2021/22 at Thirty Dollars (\$30.00) per acre for the first acre or portion thereof plus Fifteen Dollars (\$15.00) per acre over one acre for all unimproved property, or 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 Brister, Farrell, Hubbell and Stone.

NOES: None.

ABSENT: Director Bracher-Griffin.

ABSTAINED: None.

REVIEW UNCOLLECTED ACCOUNTS FROM 2015: Office Manager Davis discussed with the Board the accounts that have balances older than five years and discussed those that are categorized as closed accounts and those that are categorized as abandoned accounts. Staff requested the Board write off the balances for 23 closed accounts totaling \$1,684.48 and 3 abandoned accounts totaling \$5,703.72, for a combined total of \$7,388.20. The amount to be written off represents less than 0.003% of the water sales in 2015. The amount written off last year was \$3,539.25 which was 0.0015% of the water sales in 2014. Discussion followed regarding the possibility of leaving 1 specific abandoned account (Robinson) on for one more year as it was known the property owner was in litigation with another outside private party.

On a motion by Director Stone and a second by Director Brister, the Board approved the removal of the 1 abandoned account and approved the write-off of unpaid balances totaling \$4,609.48. This total includes the write-off of all 23 closed accounts totaling \$1,684.48 and the write-off of 2 of the 3 abandoned accounts totaling \$2,925.00, with the following roll call vote:

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

CONSIDER ATTENDANCE AT ACWA/JPIA VIRTUAL SPRING CONFERENCES, MAY 10, 2021 AND MAY 12-13, 2021: The ACWA/JPIA Spring Conference will be held virtually during the week of May 10, 2021. The Board discussed the benefits of attending and who was interested in the conferences. Director Farrell expressed an interest in attending.

On a motion by Director Stone and a second by Director Hubbell, the Board approved the attendance of these conferences for both the General Manager and any Director who would like to attend, with the following roll call vote:

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

CONSIDER COMMERCIAL CREDIT CARD OPTIONS: Manager Dietz presented two potential credit card options to the Board; one with Umpqua Bank and the other with Cal Card. On Staff recommendation the Board approved the option with Umpqua Bank that included an initial line of credit of \$50,000 which includes 4 cards for the following staff members: \$7500 limit (each) for Manager Dietz and Office Manager Davis as well as her replacement, Customer Service Representative Weiss. Field Supervisor Wood would be assigned a \$5,000 credit limit. On a motion by Director Brister and a second by Director Stone, the Board approved applying for the Umpqua Bank Business Credit Card while continuing to utilize the current California Bank & Trust credit cards within the credit limits discussed:

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

UPDATE ON HEALTH SAVINGS ACCOUNTS FOR PLAN YEAR 2022: Office Manager Davis discussed some of the potential benefits of offering employees the option of a health savings account through ACWA/JPIA. The item was tabled for the May Board meeting in order to allow a member of ACWA/JPIA to give a presentation to the Board on the subject.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported the District Administrative Office continues to adhere to extra Covid-19 precautionary and cleaning standards. A new barrier for the front counter has arrived but is being returned due to poor workmanship.

Manager Dietz reported that he is still working on proposed changes to the personnel manual, Administrative Code and record retention policy. These should

be available at the May 2021 meeting for Board comment.

Manager Dietz reported that there has been continued progress on the Urban Water Management Plan with the June 15<sup>th</sup> public hearing goal kept in mind due to the State's July 1 deadline. Manager Dietz will schedule Webb & Associates to attend the May 18, 2021 Board meeting.

Field Staff have successfully completed the replacement of all District MTU's. The District is now able to read 100% of meters remotely.

Meter testing continues in-house by staff as well as annual flushing.

Air vac maintenance will be completed in a few weeks.

Strawberry Lodge Water requested Crestline Village Water District's assistance with a repair to one of their tanks and will be invoiced for time and material.

The District Office building received repairs to damaged rain gutters and maintenance to the HVAC system. Thermostats were replaced with more energy efficient models. A cooling unit for the server room is being added.

Progress on the Electra Well continues and the District is waiting for results from Brad Breier's survey of the building site.

Manager Dietz shared his Gantt Charts and reported the new website design will be on the agenda next month. Director Farrell and Manager Dietz have researched for platforms, with Streamline being the most advantageous for the District. Manager Dietz also continues to work towards the September deadline for the District Transparency Certificate of Excellence.

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

An all-staff safety meeting regarding COVID-19 safety guidelines was held on April 6, 2021. Future meetings will be held at least once each month and will include topics such as discussion of current policies.

Manager Dietz expressed an interest in attending the General Manager Leadership Summit June 27-29, 2021 in Squaw Creek. After discussion, it was determined that the item does not need to be on an agenda if the General Manager would like to attend. Director attendance requires Board approval. Public Comment: Jo MacKenzie informed Board and Staff that the District may apply for a grant for the Summit Conference.

Office Manager Davis reported that monthly Water Production Reports have some issues and will be worked on to correct.

**DIRECTOR'S REPORTS:** Nothing to report. Director Stone opened discussion regarding whether staff should have to be present for the closed session. After some discussion it was determined that closed session would commence with the

Board and General Manager only and then Staff would come in. A 5-minute break was taken at 4:28PM.

CLOSED SESSION: The Board entered into closed session at 4:33 pm to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to (Paragraph (1) of subdivision (d) of Section 54956:9). Bledsoe vs Crestline Village Water District (San Bernardino Superior Court Case No. SCVA 2100896).

The Board returned to regular session at 4:50 pm.

The Board reported no action was taken during Closed Session.

As there was no further business to discuss, the meeting was adjourned at 4:52 pm.

The next meeting is scheduled for Tuesday, May 18, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).