

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

APRIL 21, 2020

The Board conducts 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 Robert Kinzel called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:03 pm., on Tuesday, April 21, 2020. Vice President Kinzel 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: Director Farrell pointed out two typographical errors on page three of the minutes. The word Country should be replaced with County and Newsome's should be replaced with Newsom's.

Director Farrell moved to approve the minutes as corrected. Director Kinzel seconded the motion. The motion was unanimously approved 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 month of March 2020. On a motion by Director Stone and a second by Director Brister, the cash disbursements for the month of March 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.

REVIEW AND ADOPT CASH BUDGET FOR FISCAL YEAR 2020/21: There was general discussion on budget items, in particular, the increase in discretionary appropriations for storage tank work and emergency preparedness.

On a motion by Director Stone and a second by Director Farrell the Board approved the cash budget for fiscal year 2020/21 as submitted, with the following roll call vote:

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

ADOPT RESOLUTION 459, ESTABLISHING WATER AVAILABILITY ASSESSMENT FOR FISCAL YEAR 2020-21: Manager Clanin discussed 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 Farrell, the Board adopted Resolution No. 459, establishing the water availability assessment for fiscal year 2020/21 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 Bracher-Griffin, Brister, Farrell, Kinzel and Stone.
NOES: None
ABSENT: None
ABSTAINED: None

REVIEW UNCOLLECTABLE ACCOUNTS FROM 2014: Office Manager Davis discussed with the Board the accounts that have balances older than five years. Staff requested the Board write off the balances for 52 closed accounts totaling \$715.25 and the balances for 2 abandoned accounts totaling \$2,824. The total amount of \$3,539.25 represents less than approximately 0.015% of the water sales in 2014. The amount written off last year was \$1,740.95 which was 0.0007% of the water sales in 2013.

On a motion by Director Bracher-Griffin and a second by Director Brister, the Board unanimously approved the write-off of unpaid balances totaling \$3,539.25 from 2014 with the following roll call vote:

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

CONSIDER PROPOSAL FOR REPLACEMENT OF DISTRICT GARAGE ROOF: The District’s Maintenance Garage was built in 1989. Manager Clanin explained the roofing material is beginning to curl and crack, and in a few places, some of the tiles have lost pieces due to extreme weather. The District’s Administrative Facility was re-roofed in 2017. Manager Clanin presented a bid from Bell Roof Company for the total project amount of \$31,655. The District has \$35,000 in the 2020-21 fiscal year budget for this project.

Director Farrell made a motion to award the contract for reroofing the Maintenance Garage to Bell Roof Company for the total amount of \$31,655 pending reference and insurance verification. The motion was seconded by Director Brister. The motion passed with the following roll call vote:

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

CONSIDER BALLOT FOR REGULAR SPECIAL DISTRICT MEMBER OF THE LOCAL AGENCY FORMATION COMMISSION: Office Manager Davis shared with the Board the candidate information for the two candidates on the ballot for Regular LAFCO Member. Director Farrell strongly endorsed Kimberly Cox who is the incumbent and extremely competent.

Director Farrell made a motion to cast the District ballot for Kimberly Cox. The motion was seconded by Director Bracher-Griffin. The motion passed with the following roll call vote:

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

MANAGER’S REPORT/PROJECT UPDATE: Manager Clanin reported that for the health of our Staff, face masks have been supplied to all personnel and the District Office remains closed to walk in customers. An intercom has been installed at the front door that allows for staff to assist customers. This is working as well as can be expected.

Manager Clanin reported he has responded to Valley View Park Mutual Water Company’s proposal for consolidation to the District. The District estimated the cost per service to be estimated at \$2,836 or \$23.36 per month for a 10-year period. Valley View Park Mutual Water Company has not responded to the District letter. Director Farrell suggested the District look at other buy-back periods.

Manager Clanin informed the Board the old Comet Server has been virtualized, the new Domain Controller is online and the Internet replaced with Fiber Optic Service. The

faster internet speed will allow for off-site data storage which is currently in the testing phase.

Manager Clanin reported the new pump and motor for Electra Well has been shipped to Sam Crum Well Drilling. They will be installed when weather clears. Director Farrell suggested the District apply for a small system grant to help with the future costs treatment costs of this well.

DIRECTOR'S REPORTS: Director Farrell informed the Board the ACWA/JPIA Spring Conference has been postponed to July 2020.

As there was no further business to discuss, the meeting was adjourned at 04:07 pm.

The next meeting has been adjourned to Tuesday, June 16, 2020 at 3:00 pm. This meeting will be more than likely a teleconferenced meeting.