

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

JULY 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: President Connie Bracher-Griffin called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Tuesday, July 20, 2021.

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

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

Also in attendance was Aclara Sales Director – Water – Western US, Dave LaJeunesse.

Public in attendance was Alan Clanin.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the June 15, 2021 Board Meeting. On a motion by Director Stone and a second by Director Farrell, 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 and discussed the cash disbursements for the month of June 2021. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of June 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: None.

PRESENTATION AND DISCUSSION OF ACLARA ONE SERVER UPGRADE:

Dave LaJeunesse from Hubbell presented the necessity for updating the automated meter infrastructure (AMI) server. Discussed were options for both a hosted, on-site server and a cloud-based, off-site server hosting. The Board discussed waiting for Hubbell/Aclara to resolve outstanding issues before taking action. On a motion by Director Stone and a second by Director Hubbell, the Board voted to bring this item back in August.

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

DISCUSSION AND POSSIBLE ACTION FOR DELINQUENT ACCOUNTS:

Office Manager Davis informed the Board of the current accounts in arrears, totaling \$82,166.59. The Board discussed what relief options exist and what position the District will take regarding delinquent accounts and forgiveness. Office Manager Davis proposed a letter to be mailed with relief options to all accounts in arrears. After general discussion, the Board directed staff to draft and send a letter to accounts in arrears with options for relief.

CONSIDER REORGANIZATION OF STAFF:

As Office Manager Davis prepares for retirement, staff positions must be updated to address staffing changes and the new Office Manager, Jeanene Weiss. On a motion by Director Hubbell and a second by Director Brister, the Board approved the reorganization of staff, with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

REVIEW DRAFT PUBLIC RECORDS REQUEST POLICY:

General Manager Dietz explained that the Board's request to apply for a transparency certificate through Special Districts Leadership Foundation requires certain policies to be adopted. This policy describes procedures for public records requests, and the District's responsibilities therein. Director Farrell requested that a cost per copy not be applied to electronic records, as the cost of staff time would suffice. On a motion by Director Stone and a second by Director Hubbell, the Board approved the policy, with the cost of electronic copies removed, with the following roll call vote:

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

NOES: None.

ABSENT: None.
ABSTAINED: None.

REVIEW DRAFT FINANCIAL RESERVES POLICY:

General Manager Dietz indicated that this policy is still in production with assistance from the District accountant and auditor. As this document is still being built, no discussion or action were necessary at this time, and the item was tabled.

DISCUSSION ON PAID-TIME-OFF AND COMP-TIME ACCRUAL POLICIES:

Staff provided requested information regarding the current policies and balances of compensated time and paid time off. In order to properly review and analyze the data provided prior to discussion, the Board chose to table this item until the regular meeting of the Board on August 17, 2021.

CONSIDER ATTENDANCE AT SOUTHERN CALIFORNIA WATER CONFERENCE, AUGUST 13, ONTARIO, CA:

Staff shared the invitation for the conference with the Board, with discussion relating to how informative or detailed the event has been in previous years. Staff and Directors agreed that, while some items may be beneficial, the overall conference is geared toward the building industry than the utility industry.

MANAGER'S REPORT/PROJECT UPDATE:

General Manager Dietz discussed the current Executive Order relating to voluntary water restrictions. The current order is asking for 15% reduction from the prior year's total water consumption. General Manager Dietz indicated that our current conservation efforts have resulted in the District falling well within previous reduction guidelines, but that this is a separate issue. Director Farrell requested that staff bring consumption data comparisons to the Board meeting on August 17, 2021.

General Manager Dietz indicated that, with the help of Attorney Ron VanBlarcom, staff is nearing completion on policy updates, and will bring a fully revised Administrative Code, with the referenced policies, in the upcoming meetings.

Continuing the report, General Manager Dietz shared that field staff had nearly completed the retaining wall foundation for the Electra Well site, and would be building the wall within the coming weeks.

General Manager Dietz included discussion of staff events and trainings. With the help of Field Supervisor Wood, safety materials and training are continuing, and a new gas detector was purchased.

To complete his report, General Manager Dietz wished Office Manager Davis a happy and safe retirement, acknowledging that this will be her last meeting with the District.

MONTHLY FINANCIAL AND INVESTMENT REPORTS:

Office Manager Davis responded to questions from the previous Board meeting relating to confusing values on financial reports. The Board discussed these concerns, and determined that there were further questions. Because the report is generated by the accounting system, Office Manager Davis agreed to follow up and respond.

MONTHLY WATER PRODUCTION REPORTS:

General Manager Dietz discussed the updated water production reports, and modifications made for accuracy and updating. Director Farrell found that there were calculation issues, and requested an update.

DIRECTOR'S REPORTS:

Director Bracher-Griffin shared that she will be leaving her position as the President of the Board of Directors, and will not be present for the August or future Board meetings. Discussion of deadlines for appointing her replacement ensued, with Counsel VanBlarcom and General Manager Dietz agreeing to begin the process promptly.

REQUESTS FOR FUTURE AGENDA ITEMS: None.

As there was no further business to discuss, the meeting was adjourned at 4:53 pm.

The next meeting is scheduled for Tuesday, August 17, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).