

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

January 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 3:00 pm, on Tuesday, January 16, 2024.

ROLL CALL: Present were President Cory Hubbell, Vice President William Barrara, Directors Steve Farrell, Leslie Brister (arrived at 3:35pm), and Kenneth Stone.

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

The public in attendance were customer Richard Carrillo, and representing Valley View Park Mutual Water Company, Board Member, Craig Randall.

MINUTES OF PREVIOUS MEETINGS:

The Board reviewed the minutes of the November 2023 Regular Board Meeting. After corrections of the date of the last Board Meeting along with the Cash Disbursements to represent November and December, and on a motion by Director Farrell and a second by Director Stone, the minutes for the November 21, 2023, meeting were approved with the following roll call vote:

AYES: Directors Barrera, Farrell, Hubbell, and Stone.

NOES: None.

ABSENT: Director Brister.

ABSTAINED: None.

CASH DISBURSEMENTS:

Director Barrera inquired about a payment on the December Cash Disbursements. A payment sent to ACWA JPIA in the amount of \$78,144.00 along with a second payment of \$33,183.84. Director Barrera recognized the second payment as monthly employee insurance. Office Manager Quine explained the \$78,144.00 as being an annual bill for the Districts' Property and Liability insurance premiums. On a motion made by Director Stone and a second by Director Barrera, the cash disbursements for the month of November 2023 and December 2023, were approved with the following roll call vote:

AYES: Directors Barrera, Farrell, Hubbell, and Stone.

NOES: None.

ABSENT: Director Brister.

ABSTAINED: None.

PUBLIC COMMENTS:

Richard Carrillo, customer of Crestline Village Water District, asked the Board who he should contact for the trash along Highway 138 that he is seeing on his drive to work. He

DRAFT

was curious as to who would be responsible for the removal of this debris. He was told that it would be either the County of San Bernadino or Cal Trans, depending how far off the road it was.

REGULAR SESSION:

CONSIDER CUSTOMERS REQUEST FOR ADJUSTMENT TO ACCOUNT BALANCE FOR REPAIRS; RICHARD CARRILLO, ACCOUNT NO. 012-6696-06; 374 HIGHWAY 138.

Richard Carrillo explained the events that occurred on Saturday, October 28, 2023, to the Board. Mr. Carrillo was doing some landscaping in his backyard and inadvertently hit a service line that is on his property but provides water to a house on the street adjacent to his property. He provided a drawing showing how the service line runs through his property and where he was digging in his backyard. He explained how he remedied the situation prior to calling the District. When he called in, Serviceman Justin Anderson responded to the after-hours call. A temporary fix was performed that day and would be properly repaired during business hours. The location of this service line required manual digging from several serviceman on October 30, 2023. After repairs were completed, a bill was created to cover the costs. The total amount billed came to \$1,908.94, which is for parts and labor provided and performed by District staff. Per Admin Code:

3.1.11.3 – Damage to Water System Facilities -The customer shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or any tenants, agents, employees, contractors, licensees or permittees of the customer, including the breaking or destruction of locks by the customer or others on or near a meter, and any damages to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The District shall be reimbursed by the customer for any such damage promptly on presentation of a bill.

There was general discussion amongst the Board. The following questions were asked. "Is this how a Bill-To-Customer is typically handled?" "Yes". "Is this an abnormal situation?" "Yes". Was "DigAlert called?" "No". All questions were answered by Operations Manager Sale, Richard Carrillo, and Office Manager Quine. With all the information given to the Board, a few ideas of how to make an adjustment were discussed. Director Stone suggested a 50% reduction, Director Barrera suggested a 10% reduction if paid within a set timeframe and Director Farrell agreed with the 50% reduction or something similar. Office Manager Quine confirmed the amount and will call Richard Carrillo to discuss a payment arrangement after making the adjustment to his account.

On a motion by Director Stone and a second by Director Farrell, a 50% reduction to Richard Carrillo's account totaling \$954.47, was approved with the following roll call vote:

AYES: Directors Barrera, Farrell, Hubbell, and Stone.

NOES: None.

ABSENT: Director Brister.

ABSTAINED: None.

DRAFT

REPORT ON ATTENDANCE AT JPIA AND FALL ACWA CONFERENCE; DECEMBER 2, 2023, AND DECEMBER 3 – DECEMBER 5, 2023:

Director Farrell attended both the JPIA and the ACWA portion of conference. Manager Weddle attended the ACWA portion of the conference. They each gave reports from the meetings they attended while at the conference in December 2023.

DISCUSS FORM 700 FOR DIRECTORS:

Office Manager Quine gave each of the Board Members a Form 700 to fill out and turn back in. Directors can go to www.fppc.ca.gov to fill out Form 700 online. If a Director chooses to fill out the form online, the form must still be printed, signed, and returned to the District. The deadline is April 2, 2024.

VALLEY VIEW MUTUAL WATER COMPANY CONSOLIDATION UPDATE:

Craig Randall from Valley View Park Mutual Water Company reviewed a proposed services agreement between Crestline Village Water District and Valley View Park Mutual Water Company. He also provided updates on the consolidation progress. He explained that a full consolidation of Crestline Village and Valley View's would be roughly a 4–6-year process. Mr. Randall informed the Board of Jim Rockwood's retirement. Valley View has requested services from the District which would help them facilitate deliveries and repairs for their customers. The Board members of Crestline Village Water District requested that Mr. Randall take the draft agreement to his Board for approval.

MANAGER'S REPORT:

1. Field Maintenance:

The dump truck has arrived at the facility for final inspection and outfitting. It should arrive mid-February.

The District received a shipment of large boxes for sampling PFA's (Perfluoroalkyl and polyfluoroalkyl substances). This was sent by the EPA with instructions on how to sample and send back properly. We are expecting our numbers will be low due to the fact most of our water is groundwater from deep wells.

The District has decided to move forward with the purchase of a new Miox unit, chlorine pump, and telemetry satellite box, for the Pinecrest Vertical well. We have also extended the size of the building to accommodate the extra equipment. We did this ourselves in about two working days. This well is located at the top of our system. This year we have been producing so much water that we are unable to use, all of it at that location. Because of this, this well is being shut off every few days and purchasing CLAWA water instead. This is because we have no way to chlorinate the water at this site. We order 10gpm from CLAWA solely for chlorination purposes. With this purchase, it would allow us to use our own water and chlorinate our water to the legal ppm. We would be able to shut down CLAWA at this site for a good portion of the year. Leaving this well on full time for a few months will cover the cost of the Miox by purchasing less water from CLAWA.

RDO called to notify us that the snow blower has arrived. Unfortunately, it had damage to it and they were unable to repair it at their facility. In the meantime, a new one has been ordered.

2. Monthly Financial and Investment Reports:

The Board reviewed the monthly financials and investment reports.

3. Water Report:

We continue to see our system loss remain under 10% as we find and repair leaks. Our CLAWA purchases were less than 10% of our total production for the month. We are currently evaluating water use per customer per month using known vacation rentals and trying to determine if there is a water use trend that we can use to determine actual full time residential use. We will also evaluate customers that have excessive use and will reach out to these customers to determine the reasoning. We have also seen excessive watering of the landscape during winter months. We are hoping that by reaching out we can help them save water during times of unnecessary watering.

DIRECTORS REPORTS:

2. Director's reports: President Hubbell reported on his attendance at the Special District Finances for Board Members held by California Special Districts Association sponsored by Local Agency Formation Commission (LAFCO).

3. Requests for Future Agenda Items. Director Stone would like to review the current policy on travel reimbursement, mileage and per diem rates.

As there was no further business to discuss, the meeting was adjourned at 5:42 pm. The next meeting is scheduled for Tuesday, February 13, 2023. This meeting will be held in person at the District office at 4pm.