

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

OCTOBER 5, 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 Special Meeting of the Board of Directors of Crestline Village Water District to order at 1:15 pm, on Tuesday, October 5, 2021.

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

Staff members present were Attorney Ronald Van Blarcom, Field Supervisor Steve Wood, and Office Manager Jeanene Weiss.

Board applicants present were William Barrera, Darren McCanne, and Ronald F. Scrivens. Public also in attendance was Larrie Ann Davis.

MINUTES OF PREVIOUS MEETINGS: The Board reviewed the minutes of the August 17, 2021 Board Meeting and the September 17, 2021 Special Board Meeting. The Board approved the minutes as submitted with a correction to the date on the September 17, 2021 minutes. On a motion by Director Brister and a second by Director Hubbell, the minutes for the months of August and September 2021 were approved with the following roll call vote:

AYES: Directors Farrell, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: Director Brister.

CASH DISBURSEMENTS: The Board reviewed and discussed the cash disbursements for the month of August 2021. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of August 2021 were approved with the following roll call vote:

AYES: Directors Brister, Farrell, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: None.

PUBLIC COMMENTS:

None.

BOARD VACANCY: Former President Connie Bracher-Griffin resigned from office effective August 6, 2021. The Board had sixty days to appoint someone to the vacated position. The Board received three letters of interest to fill this vacancy. Directors interviewed these three candidates: William Barrera, Darren McCanne and Ronald F. Scrivens. On a motion by Director Stone and a second by Director Brister, the Board approved the appointment of William Barrera as Director with the following roll call vote:

AYES: Directors Brister, Farrell, Hubbell and Stone.
NOES: None.
ABSENT: None.
ABSTAINED: None.

ADOPT RESOLUTION NO. 480 UMPQUA BANK PURCHASING CARDS: Due to recent staffing changes, credit applications need to be updated and resubmitted to Umpqua Bank. The District was approved for a \$50,000 line of credit which includes a credit card limit of \$7,500 for Office Manager Weiss and \$5,000 for Field Supervisor Wood. Staff recommended the Board approve Resolution 480 so that Office Manager Weiss can complete these documents on the District's behalf. On a motion by Director Hubbell and a second by Director Brister, the Board approved Resolution No. 480 with the following roll call vote:

AYES: Directors Barrera, Brister, Farrell, Hubbell and Stone.
NOES: None.
ABSENT: None.
ABSTAINED: None.

DISCUSSION ON CSDA COVID-19 RELIEF FUND: The CSDA is accepting applications for the \$100 million in COVID-19 relief for independent special districts from October 1 through October 15, 2021. The District has estimated customer arrearage balances at a total of \$100,000 if including customers with a past-due balance of at least \$200. The Board requested that Supervisor Wood and Manager Weiss investigate if the District qualifies for the funds and if so to apply for them.

DISCUSSION ON DISTRICT STAFFING NEEDS: Manager Weiss and Supervisor Wood were appointed by the Board to make decisions jointly on behalf of the District until a new General Manager is appointed. Due to the additional work load placed onto both managers, the Board discussed what the best planned action would be to assist them. There was discussion as to what the desired background is for a General Manager and effective recruiting methods.

On a motion by Director Stone and a second by Director Hubbell, the Board approved Manager Weiss and Supervisor Wood use a budget up to \$25,000 over the next 3 months to hire support to assist them. The Board approved the motion with the following roll call vote:

AYES: Directors Barrera, Brister, Farrell, Hubbell and Stone.
NOES: None.
ABSENT: None.
ABSTAINED: None.

MANAGER'S REPORT/PROJECT UPDATE: Supervisor Wood gave the Board an update on the Chateau Project and reported that the main extension has been completed. There weren't any comments on the monthly financial and investment reports.

DIRECTOR'S REPORTS: Director Farrell discussed some upcoming conferences including ACWA that would have the option of attending by Zoom.

CLOSED SESSION: The Board entered into closed session at 3:53 pm to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Pursuant to (Paragraph (1) of subdivision (d) of Section 54956.9). Felsen vs. Crestline Village Water District (San Bernardino Superior Court Case No. SCVA 2101993).

Closed Session ended and regular session resumed at 3:58 pm. There was not a reportable Board action taken.

The Board requested banking signature card resolutions along with customers disputing delinquency charges be added to the next board meeting agenda.

As there was no further business to discuss, the meeting was adjourned at 3:59 pm.

The next scheduled meeting will be held on Tuesday, October 19, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).