

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

**JANUARY 18, 2022**

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 Steven Farrell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:10 pm, on Tuesday, January 18, 2022.

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

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

Public in attendance was Scott Hopkins.

TELECONFERENCE MEETING ATTENDANCE: The series of Executive Orders issued by Governor Newsom waiving certain Brown Act requirements resulting in the District's ability to meet via Zoom expired as of September 30, 2021. With the continuation of the COVID-19 Pandemic, the Brown Act has been modified to allow for the future use of Teleconferencing if the following findings have been voted on every 30 days. These findings include: The Board of Directors has reconsidered the circumstances of the state of emergency; AND the state of emergency continues to directly impact the ability to meet safely; OR State or local officials continue to impose or recommend social distancing. In order to continue with meeting via Zoom, a motion to adopt these required findings will need to take place. Majority vote by the Board is required.

On a motion by Director Hubbell and a second by Director Stone, the Board approved continuing to permit attendance at District Board meetings via teleconferencing with the following roll call vote:

AYES: Directors Barrera, 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 November 2021. On a motion by Director Stone and a second by Director Barrera, the cash disbursements for the month of November 2021 were approved with the following roll call vote:

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

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

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

PUBLIC COMMENTS: The member of the public in attendance, Scott Hopkins, introduced himself to the Board. There were no other public comments.

DISCUSSION REGARDING CHANGING THE EXISTING PHASE OF WATER

CONSERVATION: Attorney Van Blarcom led the discussion on the topic of changing the District's existing phase of water conservation however no Board action was taken and the topic would be revisited at the next board meeting.

CONSIDER NOMINATIONS FOR LAFCO – SPECIAL DISTRICT REGULAR AND

ALTERNATE MEMBERS: President Farrell expressed his interest in being a Local Agency Formation Commission for San Bernardino County (LAFCO) representative again. After some discussion, it was decided that Vice President Hubbell would prepare and sign the nomination documents naming President Farrell. On a motion by Director Hubbell and a second by Director Brister, the Board approved the nomination of President Farrell as the Special District Alternate Member nomination with the following roll call vote:

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

REPORT ON ATTENDANCE OF ACWA VIRTUAL FALL CONFERENCE:

President Farrell informed the Board that he suffered a medical emergency during the week of the ACWA Fall Conference and provided a brief report.

MANAGER'S REPORT:

Manager Weiss informed the Board that the District's Aclara sales representative, Dave LaJeunesse passed away unexpectedly at the end of December. The Aclara One server upgrade presentation that was scheduled for the January board meeting would be rescheduled for the February meeting with the new sales representative.

Manager Weiss was able to successfully extract historical billing data from the old Comet server with the assistance of Data 1 Business Systems. Manager Weiss merged the Comet data with the current data from Incode 10 to determine if there were any

discrepancies attributed to the account classifications of business and residential water sales. Auditors have repeatedly pointed out that there has been a significant difference in the amount of business and residential water sales reported since the District changed its software in 2019. Previous management had not found a resolution to the issue. Manager Weiss confirmed that the account class data had been correctly imported at conversion, however the accounts and their rate structures were set up incorrectly. The analysts at Tyler Technologies confirmed this. Manager Weiss noted that it would be a significant project to correct the issue and similar to one she had to tackle when she took over as Office Manager. She discovered the District's Payroll module had been set up incorrectly and she had to not only correct it but refile quarterly Form 941's for the District with the Internal Revenue Service.

Manager Weiss reported that Computer Options completed remote setup of a laptop in December and she was able to work remotely when needed. Computer Options identified that the District's network IP address ends in a common number and would need to be corrected in the near future to prevent overlapping issues.

The District lobby was closed as of January 12, 2022 to the public as several staff members were sick, two of which were confirmed positive for Covid-19.

The District received the State Water Resources Control Board arrearage check in the amount of \$61,017.76. District Accountant Nathan Statham has assisted in working to apply the funds to the allocated water accounts. The Arrearage Program requires a notice be sent to customers notifying them of the payment, the reversal of late fees and to offer to set them up for a payment arrangement on remaining past due balances within 30 days of the notice before shutting them off.

The District has made some progress in cross training its staff. Serviceman Justin Anderson is signing up for Cross Connection Certification so that Supervisor Wood will not be the only staff member with this certification.

The District's Critical Worker passes issued by the Twin Peaks Sheriff Office expired at the new year. The General Manager normally processes these with the Sheriff's Office however Manager Weiss was able to complete the applications and get them filed. All Managers and field service have received their new passes for 2022. The passes were being accepted by Caltrans to gain access to Highway 18 with the recent closure of the highway due to erosion from the excessive storm rainfall.

Southern California Gas contacted the District regarding the relocation of one of their DCU's onto the District's property where the Wilson tank is located. They are drafting the easement documents and will make them available so that the District's legal counsel can review them.

#### MONTHLY FINANCIAL AND INVESTMENT REPORTS:

The monthly financial and investment reports were available to review and there was not anything significant to report.

#### MONTHLY WATER PRODUCTION REPORTS:

Supervisor Wood spoke to the Board about the District's wells and water production.

DIRECTOR'S REPORTS:

The District has not had a General Manager since September 17, 2021 and the Board appointed a General Manager Recruitment Subcommittee to manage the recruitment process. The Subcommittee posted an ad for the General Manager vacancy online on December 9, 2021. Director Stone informed the Board that a handful of applications had been received however no interviews had been held. The application deadline was set for Sunday, January 23, 2022 and there was discussion as to whether it should be extended to allow for more applications to come in. The Subcommittee did not have any cost or timeline information for utilizing a headhunter should the application process not yield a successful candidate.

REQUESTS FOR FUTURE AGENDA ITEMS:

President Farrell requested to catch up on items that were not included in the January board packet.

EXECUTIVE SESSION: The Board entered into closed session from 4:53 pm until 5:30 pm. After a 5 minute break, the Board returned to closed session at 5:35 pm to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957(b) Title: Office Manager

Closed session ended at 6:06 pm and immediately resumed until 6:50 pm to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957(b) Title: Field Supervisor

Open session resumed at 6:51 pm. There was no reportable action taken.

On a motion by Director Hubbell and a second by Director Brister, the Board approved having the General Manager Recruitment Subcommittee take action regarding management compensation with the following roll call vote:

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

NOES: None.

ABSENT: None.

ABSTAINED: None.

As there was no further business to discuss, the meeting was adjourned at 6:55 pm.

The next scheduled meeting will be held on Tuesday, February 15, 2022 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).