

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

MARCH 19, 2019

CALL TO ORDER AND FLAG SALUTE: President Bracher called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm., on Tuesday, March 19, 2019, at the regular meeting place of said Board at its office in Crestline, California.

ROLL CALL: Present were President Connie Bracher, Directors Steven Farrell, and Kenneth Stone.

Absent was Director Bob Kinzel.

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: On a motion by Director Stone and a second by Director Farrell, the Board unanimously approved the minutes of the Regular Meeting of December 18, 2018 as written.

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the months of December 2018, January 2019, and February 2019. On a motion by Director Stone and a second by Director Farrell, the cash disbursements for the months of December 2018, January 2019, and February 2019 were unanimously approved by the Board members present.

PUBLIC COMMENTS: None.

VACANCY ON BOARD OF DIRECTORS, LETTER OF RESIGNATION FROM DAREL V. DAVIS: Manager Clanin reported the District received a letter of resignation from Director Davis effective March 18, 2019. On a motion by Director Stone and a second by Director Farrell the Directors present unanimously accepted the resignation of Director Davis. General Manager Clanin will begin the process of soliciting for the vacant position.

ADOPT RESOLUTION NO. 448, IN RECOGNITION OF DAREL V. DAVIS AS BOARD MEMBER: The Board reviewed a resolution that recognizes the services of Darel V. Davis to the District while he served as a Board member from December 15, 2009 to March 18, 2019.

On a motion by Director Farrell and a second by Director Stone, the Board adopted Resolution No.448 on the following roll call vote:

AYES: Directors Bracher, Farrell and Stone.

NOES: None.

ABSENT: Director Kinzel.

ABSTAINED: None.

CONSIDER DECLARATION AND SALE OF SURPLUS EQUIPMENT, 1990 Case 580K

Backhoe: Manager Clanin reported that the District has received the new John Deere 310 HL. The 2018 backhoe was purchased to replace the 1990 Case 580K backhoe.

On a motion by Director Farrell and a second by Director Stone, the Board unanimously approved the action to declare the 1990 Case 580K Backhoe as surplus district property and authorized staff to proceed with the sale of the equipment.

SALE OF SURPLUS PROPERTY; 2006 FORD F250 DIESEL 4WD WITH UTILITY

BED: General Manager Clanin reported the District received one sealed bid for the purchase of the surplus vehicle. The bid was opened by Manager Clanin and Field Supervisor Steve Wood. The bid was from Leopoldo Orona in the amount of \$8,000.00 cash.

The bid was discussed by District Staff as it did not meet the minimum bid requirement of \$12,500. Following negotiation, Mr. Orona agreed to increase the bid to \$9000.00 which was accepted by the District.

CONSIDER APPROVAL OF SALARY SCHEDULES FOR THE PERIOD OF 2012-2019:

Manager Clanin reviewed with the Board the audit conducted last year by CalPERS. CalPERS is requiring all pay schedule language pertaining to longevity be removed and the pay schedules from 2012 to current be re-approved by the Board of Directors. On a motion by Director Farrell and a second by Director Stone the Board unanimously approved the salary schedules for the period of 2012 thru 2019.

REPORT ON SALARY SURVEY AD-HOC COMMITTEE MEETING:

Manager Clanin reported that the committee met in January to discuss the current salaries of District Staff in comparison to the pay offered by competing districts. After general discussion the Board requested Staff update the survey information and conduct a follow up meeting in early May. The Board may take action at the June Board meeting to coincide with a potential cost of living increase.

DISCUSS UPCOMING CHANGES TO ACLARA METER READING SYSTEM:

Manager Clanin explained to the Board that Aclara Data Collector Units (DCU's) for the AMI Meter Reading System will need to be updated due to Verizon Wireless retiring the old 2G network. The upgrade to the new 5G network will require the installation of new DCU's at an estimated cost of \$40,000. This item will be included in the 2019-20 budget.

ADOPT RESOLUTION NO 449, AMENDING THE PERSONNEL MANUAL TO INCLUDE A NATIONAL DAY OF REMEMBRANCE: The Board unanimously adopted Resolution No. 449 adding a National Day of Remembrance to the personnel manual allowing the District to grieve the passing of a deceased President following Presidential decree.

On a motion by Director Farrell and a second by Director Stone the Board adopted Resolution No.449 on the following roll call vote:

AYES: Directors Bracher, Farrell and Stone.
NOES: None.
ABSENT: Director Kinzel.
ABSTAINED: None.

ADOPT RESOLUTION NO. 450, ENTERING INTO A MERCHANT AGREEMENT WITH UNION BANK: General Manager Clanin discussed the necessity to offer electronic Automatic Clearing House (ACH) payments to integrate with the new Tyler Incode Billing Software. District Staff searched for the best available rates and concluded Union Bank was the most affordable.

On a motion by Director Stone and a second by Director Farrell the Board adopted Resolution No.450 on the following roll call vote:

AYES: Directors Bracher, Farrell and Stone.
NOES: None.
ABSENT: Director Kinzel.
ABSTAINED: None.

DISCUSS FORM 700 FOR DIRECTORS: Manager Clanin reviewed with Directors the purpose and filing process of Form 700. All completed forms need to be returned to the District no later than April 2, 2019.

CONSIDER ATTENDANCE AT ACWA/JPIA 2019 SPRING CONFERENCE, WEEK OF MAY 7, 2019 THROUGH MAY 10, 2019: The ACWA and ACWA/JPIA Spring Conferences are scheduled to be held during the week of May 07, 2019 in Monterey, California. On a motion by Director Stone and a second by Director Farrell, the Board unanimously approved the attendance of these conferences for the General Manager and any Directors desiring to attend. Director Farrell will be attending the conference(s).

MANAGER'S REPORT/PROJECT UPDATE: Manager Clanin reported that Electra Well is currently shut down due to rising contaminants. This is a direct result of Uranium. The cost of treatment is very high with a long buy-back. District Staff will begin flushing in the Spring once weather permits to see if water quality improves.

Manager Clanin reported that the District has gone live with the Tyler Incode Financial Software Modules in February. Tyler Personnel will be on site during April to facilitate the go-live process of the Utility Billing Module.

Manager Clanin discussed the results of a meeting with Valley View Park Mutual Water Company (VVPMMC) who may be interested in being acquired by Crestline Village Water District. The District currently performs larger repairs for the mutual on an as needed time and material basis.

Manager Clanin informed the Board that he and President Bracher attended a meeting with the Incorporate Lake Gregory Committee. It is the intention of the Committee that Crestline Sanitation District (CSD) and Crestline Village Water District become subsidiary districts of the newly incorporated community if incorporation becomes a reality. CSD General Manager Rick Dever and CSD President Matthew Phillippe also attended the meeting.

FUTURE AGENDA ITEMS: None

On a motion by Director Stone and a second by Director Farrell the Board unanimously approved rescheduling the April 16, 2019 Board Meeting to April 23, 2019.

As there was no further business to discuss, the meeting was adjourned at 5:15 pm.

The next meeting has been adjourned to Tuesday, April 23, 2019 at 3:00 pm.