

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

JUNE 25, 2019

CALL TO ORDER AND FLAG SALUTE: Vice President Kinzel called the Adjourned Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:12 pm, on Tuesday, June 25, 2019, at the regular meeting place of said Board at its office in Crestline, California.

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

Absent was President Connie S. Bracher.

Staff members present were General Manager Alan E. Clanin, Attorney Ronald Van Blarcom, Field Supervisor Steve Wood, Office Manager Larrie Davis and Customer Service Representative Jeanene Weiss.

MINUTES OF PREVIOUS MEETING: On a motion by Director Stone and a second by Director Farrell, the Board that was present unanimously approved the minutes of the Regular Meeting of May 14, 2019 as written.

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the month of May 2019. On a motion by Director Stone and a second by Director Farrell the cash disbursements for the month of May 2019 were unanimously approved by those Directors present.

PUBLIC COMMENTS: None.

On a motion by Director Farrell and a second by Director Brister the Board present unanimously approved amending the Agenda to include CONSIDER ATTENDANCE AT CSDA 's 2019 SPECIAL DISTRICTS LEADERSHIP ACADEMY as Item Number 11.

CONSIDER RESOLUTION NO. 456, ENTERING INTO A MERCHANT AGREEMENT WITH OPEN EDGE PAYMENT SYSTEMS: This agenda item was moved from Item Number 7 on the agenda to Item Number 1. Customer Service Representative Weiss reviewed with the Board her research on third-party vendors offering merchant services. The District has increasingly been asked by customers to accept credit and debit cards at the counter, by telephone and online. Tyler Incode, our billing software company, charges \$1.25 per transaction. OpenEdge Payment Processing provides the ability to offer all forms of payment to our customers with complete Incode interface and minimal Administrative expense.

On a motion by Director Stone and a second by Director Farrell Resolution 456, Entering into a Merchant Agreement with OpenEdge Payment Systems was approved on the following roll call vote:

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

CONSIDER CANDIDATE NOMINATIONS FOR ACWA PRESIDENT/VICE PRESIDENT FOR THE 2020-2021 TERM: The Board reviewed the candidate nominations for ACWA President/Vice-President. No action was taken.

CONSIDER BALLOT FOR SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS: The Board reviewed the ballot packet provided by SDRMA. No action was taken.

CONSIDER DCU RENEWAL: General Manager Clanin reported that he had received additional information this morning from the Districts Sales Representative. General Manager Clanin needs additional time to research the topic further. General Manager Clanin requested this agenda item be tabled until the next board meeting.

CONSIDER APPROVAL OF NEW PAY SCHEDULE FORMAT: The District was audited by CalPERS in 2018. The audit determined the District did not maintain pay schedules in compliance with the requirements set forth in the Government Code and the California Code of Regulations (CCR). The determination from CalPERS was based on the existing pay schedule. The pay schedule has been re-formatted in an effort to comply with Government Code and the California Code of Regulations.

On a motion by Director Stone and a second by Director Farrell the new pay schedule format was unanimously approved by those directors present.

CONSIDER COST OF LIVING ADJUSTMENT FOR DISTRICT EMPLOYEES: The Board reviewed the change in Consumer Price Index (CPI) for the past year ending April 2019. The average change in the three CPI Indexes is as follows. The U.S. City average was 1.95%, the average change for the Los Angeles-Long Beach-Orange County area was 3.45% and the average change for the Riverside-San Bernardino-Ontario area was 2.95%. Staff recommended a 2.80% Cost of Living Adjustment (COLA) for all current employees except the General Manager, effective June 27, 2019. This would increase annual wages by approximately \$24,044 per year.

On a motion by Director Farrell and a second by Director Brister, the Board present unanimously approved a 2.8% Cost of Living Adjustment and attached payroll schedule for all current employees, except the General Manager effective June 27, 2019.

REVIEW SALARY SURVEY AND CONSIDER SALARY SCHEDULE ADJUSTMENT RECOMMENDATION OF AD-HOC COMMITTEE: General Manager Clanin reviewed with the Board the Salary and Benefits Survey conducted as part of the Salary Survey AD-HOC committee. The Committee met in January and June of 2019.

Information was obtained from seven water purveyors who would be likely candidates to hire current or potential employees. While exact comparisons were difficult to establish,

the survey indicates that the District appears to be slightly above the average of the other purveyors surveyed. The Committee discussed several options that would encourage an employee to continue with education and increasing certification levels. The Committee recommends a 5% adjustment to the salary schedule which will place the District in an above average position. This would increase annual wages by approximately \$44,200 per year.

On a motion by Director Stone and a second by Director Brister, the Board present unanimously approved and adopted the Revised Hourly Salary Schedule effective June 27, 2019 as updated by 5.00% for all current employees, except the General Manager.

REPORT ON SALE OF SURPLUS CASE 580K BACKHOE: Two bids were received for the purchase of the surplus Case 580K Backhoe. Both bids were below the minimum bid requirement of \$17,500. General Manager Clanin contacted both parties and requested last, best, and final bids. The District accepted the highest bid of \$13,100 from Chris Heryford.

CONSIDER ATTENDANCE AT ASSOCIATION OF THE SAN BERNARDINO COUNTY WATER CONFERENCE, AUGUST 9, 2019, ONTARIO, CA: The Board reviewed the draft agenda for the San Bernardino County Water Conference. This item was tabled until more information becomes available.

CONSIDER ATTENDANCE AT ASSOCIATION OF THE SAN BERNARDINO COUNTY SPECIAL DISTRICTS MEMBERSHIP MEETING, JULY 15, 2019; HESPERIA, CA: The board reviewed the Program for the monthly membership meeting. No action was taken.

CONSIDER ATTENDANCE AT CSDA's 2019 SPECIAL DISTRICTS LEADERSHIP ACADEMY: Director Farrell received a scholarship for attendance of the Special District Leadership Academy Conference being held July 7-10, 2019. District cost would include mileage, hotel accommodations, and Director Stipend for three days.

On a motion by Director Farrell and a second by Director Brister, the Board present approved Director Farrell's attendance at the CSDA's 2019 Special District Leadership Academy Conference on the following vote:

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

MANAGER'S REPORT/PROJECT UPDATE: Manager Clanin reported the District is updating the website to accept credit card payments and is implementing the Incode Online Utility Account Management Portal.

Director Farrell and General Manager Clanin both attended a workshop hosted by the Crestline Sanitation District with the Incorporate Lake Gregory Committee. The

Incorporate Lake Gregory Committee is no longer attempting to get this item on the 2020 ballot.

Manager Clanin reported the District has been flushing the Electra well for several weeks. The well will be sampled again in a couple of weeks and analyzed for contaminants.

The District is virtualizing the outdated "COMET" server which was previously used as the financial and billing software server and the network domain controller. Backup drives are being implemented on the two new servers.

Manager Clanin informed the board the District is receiving bids on the remainder office upgrades which include resurfacing the remaining counters, tables and desks.

Manager Clanin reported that the District is testing a used asphalt roller. Based on the excellent condition of the unit the District may consider purchasing the roller. The district is currently paying \$1,800 a month for the rental, which will be deducted from the purchase price if the District decides to purchase the roller.

DIRECTOR'S REPORTS: Director Farrell reported on a meeting he attended against the incorporation of Crestline. There was general discussion regarding the meeting.

REQUESTS FOR FUTURE AGENDA ITEMS: Director Kinzel requested a list of District vehicles and equipment along with length of service and estimated replacement dates.

As there was no further business to discuss, the meeting was adjourned at 05:28 pm.

The next meeting is scheduled for Tuesday, July 16, 2019 at 3:00 pm.