

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

January 19, 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: President Connie Bracher-Griffin called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:05 pm., on Tuesday, January 19, 2021.

ROLL CALL: Present were President Connie Bracher-Griffin, Directors Steven Farrell, Kenneth Stone, Cory Hubbell and Leslie Brister.

Staff members present were General Manager Jordan W. Dietz, Attorney Ronald Van Blarcom, Field Supervisor Steve Wood and Office Manager Larrie Davis.

Also in attendance was Alan Clanin.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the November 10, 2020 Board Meeting. On a motion by Director Stone and a second by Director Farrell, the Board approved the minutes as written with the following roll call vote:

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

CASH DISBURSEMENTS: The Board reviewed the cash disbursements for the month of November 2020. On a motion by Director Stone and a second by Director Brister, the cash disbursements for the month of November 2020 were approved with the following roll call vote:

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

The Board reviewed the cash disbursements for the month of December 2020. On a motion by Director Farrell and a second by Director Brister, the cash disbursements for the month of December 2020 were approved with the following roll call vote:

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

PUBLIC COMMENTS: Alan Clanin, former General Manager of Crestline Village Water attended and shared his wishes of health and happiness with the Board.

CONSIDER PURCHASE OF AEDGE WATER TECHNOLOGIES URANIUM REDUCTION SYSTEM FOR ELECTRA WELL: The Board reviewed the quote and recommendations for the Uranium reduction system to be installed at the Electra Well. General Manager Dietz provided a cost buy-back (ROI) example which included the \$192,000.00 that has been spent for the well drilling thus far. Discussion with Directors highlighted the \$5,100 cost for each vessel to be replaced annually, with a total of 6 vessels on site. General Manager Dietz indicated that the Electra Well could reduce CLAWA dependence by 5% per year. Director Farrell is concerned about the limitations of a 1-year warranty. On a motion by Director Stone and a second by Director Farrell, the Board unanimously approved the purchase as quoted for \$42,000, with the following roll call vote:

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

CONSIDER PROPOSAL FROM WEBB AND ASSOCIATES FOR UPDATED URBAN WATER MANAGEMENT PLAN: California Department of Water Resources mandates that urban water suppliers complete an Urban Water management Plan every 5 years. Webb & Associates has been contracted for previous plans, and has provided a quote for service to complete the current plan. The total cost, as quoted is not to exceed \$77,000 on a time-and-materials basis. The 2015 cost was \$59,900. Director Farrell believes the amount is excessive. General Manager Dietz indicated that the State is requiring new items for this plan, including energy analysis District-wide. If the filing deadline is not met, the District will not be eligible for grants or loans. Director Farrell would like staff to push back on costs and keep a timeline for production. On a motion by Director Stone and a second by Director Brister, the motion passes unanimously to approve the contract, with the following roll call vote:

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

DISCUSS FORM 700 FOR DIRECTORS: Office Manager Davis reviewed with Board the purpose and filing process of Form 700. All completed forms need to be returned to the District no later than March 16, 2021.

DISCUSS DIRECTOR COMPENSATION AND W2 REPORTING: Due to changes in California laws, Directors need to be listed as W2 employees instead of 1099 contractors. Directors need to submit their completed W4 and I9 forms along with photocopies of their Drivers' License and Social Security card to Larrie Davis.

General Manager Dietz and Attorney Van Blarcom indicated that Directors should review compensation limits and limits on number of meetings per month while already making changes to how Directors are paid. Directors have not seen an increase to

compensation since at least 1988, and no changes to meeting limits since 2000. It is possible that these values have been the same since 1976. Attorney Van Blarcom indicated that changes to these values would require a change by Ordinance which would include a public hearing and 60-day waiting period. Attorney Van Blarcom went on to indicate that the maximum compensation value would be \$200 per meeting, due to a cap of 5% increase per year, dating back to 2000. The maximum number of meetings could be increased from 6 to 10 per month.

The Board voted to move forward with the public notice and Ordinance modification, with discussion on values to be held at the February 16, 2021 regular meeting of the Board.

CONSIDER RESOLUTION NO. 468, AMENDING RESOLUTION 464, CALIFORNIA BANK AND TRUST SIGNATURE CARDS: Manager Dietz informed the Board that California Bank and Trust denied Resolution 464 due to disparity in policies. Crestline Village Water District requires two signatures on all banking documents, while California Bank and Trust requires only one. Due to this, a modified resolution was required that addressed the difference. Director Farrell made a motion to approve the new Resolution No. 468. The motion was seconded by Director Brister and adopted with the following roll call vote:

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

CONSIDER ATTENDANCE AT THE ASSOCIATION OF THE SAN BERNARDINO COUNTY SPECIAL DISTRICTS VIRTUAL MEMBERSHIP MEETING, JANUARY 25, 2021: Office Manager Davis informed the Board of an opportunity to attend the California Special District Risk Management Authority (SDRMA) virtual membership meeting. No action was taken.

REPORT ON ATTENDANCE AT FALL ACWA AND JPIA VIRTUAL CONFERENCES, NOVEMBER 30, 202 AND DECEMBER 2-3, 2020: Director Farrell reported on his attendance of both ACWA and JPIA conferences, indicating that he felt both fell short of expectations. While he did find the virtual meeting to be a useful method of continuing the conferences, he missed the in-person connections and conversations. Manger Dietz agreed that reality did not meet expectations, but that some useful information was gained. Manager Dietz found the Human Resources and Communication sessions to be of the most benefit.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported the District Administrative Office is still closed to walk in customers.

Manager Dietz discussed that there are ongoing conversations with District Counsel VanBlarcom, addressing updates to Administrative Policy, Personnel rules and current agreements with partner agencies.

Manager Dietz spoke briefly relating to the Urban Water Management Plan, indicating that

he has taken part in nearly all webinars to date, and feels very prepared to assist Webb & Associates in an effort to keep the engineering costs to a minimum. This will include assistance with energy analysis.

Office Manager Davis has begun preparation for retirement, with an official date of July 30, 2021. Manager Dietz has been working with Office Manager Davis to choose a fitting replacement as well as to fill Customer Service Representative needs at the current time.

Manager Dietz concluded his report by discussing upcoming potential projects, including his desire to provide more and better communication and outreach to ratepayers. He will be bringing examples of both Public Service Announcement-style videos and an updated website to better comply with transparency guidelines.

DIRECTORS REPORT: Director Stone wanted to discuss decision made regarding customer complaint in previous meeting. Director Stone indicates that he abstained due to personal association with complainant. He feels that employees both followed policy and billed accordingly, but the Board went against staff recommendation. He feels that is doing an injustice to the employees, who provided detailed documentation. Directors Farrell and Bracher-Griffin agreed, and felt that this was an unfortunate decision.

Director Bracher-Griffin requested further clarification on future items.

As there was no further business to discuss, the meeting was adjourned at 5:05 pm.

The next meeting has been adjourned to Tuesday, January 19, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).