

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

JUNE 15, 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 3:00 pm, on Tuesday, June 15, 2021.

ROLL CALL: Present were President Connie Bracher-Griffin, Directors Kenneth Stone, Leslie Brister and Cory Hubbell. Vice President Steven Farrell joined the meeting at 3:04 pm.

Staff members present were General Manager Jordan W. Dietz, Attorney Ronald Van Blarcom, Field Supervisor Steve Wood, and Customer Service Representative Jeanene Weiss.

Staff members in attendance from Albert A. Webb Associates included Autumn DeWoody – Senior Environmental Analyst, Sam I. Gershon – Senior Vice President, and Lee Reeder – Senior Environmental Analyst.

Public in attendance was Alan Clanin.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the May 18, 2021 Board Meeting. Director Stone moved to approve the minutes as submitted. Director Hubbell seconded the motion. The motion was approved with the following roll call vote:

AYES: Directors Brister, Hubbell and Stone.

NOES: None.

ABSENT: Director Farrell.

ABSTAINED: Director Bracher-Griffin.

CASH DISBURSEMENTS: The Board reviewed and discussed the cash disbursements for the month of May 2021. Director Stone commented on the absence of employee payroll checks on the Check Report. Representative Weiss responded that the report does not list employee paychecks, but does include payroll deductions and accounts payable checks. A request was made to have a report provided to the Board that included all Payroll expenses with a breakdown at the next Board meeting. On a motion by Director Stone and a second by Director Hubbell, the cash disbursements for the month of May 2021 were approved with the following roll call vote:

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

ADOPTION OF 2020 URBAN WATER MANAGEMENT PLAN (UWMP) – ALBERT A. WEBB & ASSOCIATES: President Bracher-Griffin opened the public hearing at 3:10 pm. Autumn DeWoody, Senior Analyst at Webb & Associates went over highlights of the UWMP with a PowerPoint presentation. Analyst DeWoody confirmed that the District adhered to all public notice requirements including newspaper announcements in the Mountain News and Alpine Mountaineer.

Director Farrell asked the representatives from Webb & Associates for clarification on some of the information provided in the UWMP regarding water supply, specifically as to why the highest amount was used in the projections for increase in supply from Future Water Supply Projects. Analyst Reeder responded that the increase in supply used was actually in the low to medium range. Manager Dietz noted that the Valle Well is a promising future water supply source for the District. Director Farrell expressed concern about Crestline-Lake Arrowhead Water Agency (CLAWA) not guaranteeing the District's supply in a mountain wide drought. He also voiced concern that the model did not accurately represent the District needs during a drought year.

Director Farrell did not accept the following footnote on page 2-3: CLAWA does not meet the thresholds for having to prepare a UWMP, including water use reduction targets for SB X7-7. Director Farrell asked to change the wording to CLAWA told CVWD that they do not meet the thresholds. Analyst Gershon confirmed that CLAWA does not have to prepare an UWMP.

The UWMP projected that the District will have sufficient water supplies to meet projected demands after considering the addition of future planned wells, projected climate change, impacted water quality, future supply projects, and water conservation. By January 1, 2024, the District will have to submit to the Department of Water Resources (DWR) a supplement to the 2020 UWMP that describes how demand management measures are implemented. Director Stone questioned whether this would have to include an updated UWMP. Analyst DeWoody responded that it is an amendment to the 2020 and would require public noticing, but not need a plan.

The public hearing for the UWMP ended at 3:42 pm.

PUBLIC COMMENTS: None.

ADOPTION OF 2020 WATER SHORTAGE CONTINGENCY PLAN (WSCP) – ALBERT A. WEBB & ASSOCIATES: The public hearing for the WSCP started at 3:42 pm. Autumn DeWoody, Senior Analyst at Webb & Associates went over highlights of the WSCP. In 2018 the State modified UWMP law by strengthening water shortage contingency plans and making them a standalone document separate from the UWMP. The WSCP can be updated at any time following the same noticing, adoption and submittal process as the UWMP.

Analyst DeWoody explained that the Appendix for the Annual Assessment

Procedures was not available yet from DWR so she followed the Metropolitan Water District's Plan.

President Bracher-Griffin closed the public hearing at 3:48 pm.

PUBLIC COMMENTS: None.

ADOPT RESOLUTION NO. 470, ADOPTING THE 2020 URBAN WATER

MANAGEMENT PLAN: After general discussion, on a motion by Director Bracher-Griffin and a second by Director Stone, the Board adopted Resolution No. 470, adopting the Urban Water Management Plan with the rewording to the footnote on page 2-3, with the following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: Director Farrell.

ADOPT RESOLUTION NO. 471, ADOPTING THE 2020 WATER SHORTAGE

CONTINGENCY PLAN: After general discussion, on a motion by Director Stone and a second by Director Hubbell, the Board adopted Resolution No. 471, adopting the Water Shortage Contingency Plan on the following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: Director Farrell.

ADOPT RESOLUTION NO. 472, AUTHORIZING NEW SIGNATURE CARDS AT

CALIFORNIA BANK & TRUST: Manager Dietz reviewed the proposed change in authorized signers (due to the upcoming retirement of Office Manager Davis) and replaced with the new Office Manager, Jeanene Weiss. In order to prevent any delays, Resolution No. 472 adds Office Manager Weiss as an authorized signer.

President Bracher-Griffin wanted clarification as to whether Manager Davis would be taken off at retirement or whether the proposed resolutions would do so when adding Representative Weiss to them. Attorney Van Blarcom confirmed that the series of resolutions would take Manager Davis off of all bank accounts once the documents have been processed by the banks.

On a motion by Director Stone and a second by Director Bracher-Griffin, the Board adopted Resolution No. 472, authorizing new signature cards at California Bank & Trust, with the following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Farrell, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: None.

ADOPT RESOLUTION NO. 473, AUTHORIZING NEW MONEY MARKET ACCOUNT SIGNATURE CARDS AT ARROWHEAD CREDIT UNION: Manager Dietz reviewed the proposed change in authorized signers (due to the upcoming retirement of Office Manager Davis) and replaced with the new Office Manager, Jeanene Weiss. In order to prevent any delays, Resolution No. 473 adds Office Manager Weiss as an authorized signer.

On a motion by Director Stone and a second by Director Bracher-Griffin, the Board adopted Resolution No. 473, authorizing new money market account signature cards at Arrowhead Credit Union, with the following roll call vote:

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

ADOPT RESOLUTION NO. 474, AUTHORIZING NEW SAVINGS AND CHECKING ACCOUNT SIGNATURE CARDS AT ARROWHEAD CREDIT UNION: Manager Dietz reviewed the proposed change in authorized signers (due to the upcoming retirement of Office Manager Davis) and replaced with the new Office Manager, Jeanene Weiss. In order to prevent any delays, Resolution No. 474 adds Office Manager Weiss as an authorized signer.

On a motion by Director Stone and a second by Director Bracher-Griffin, the Board adopted Resolution No. 474, authorizing new savings and checking account signature cards at Arrowhead Credit Union, with the following roll call vote:

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

ADOPT RESOLUTION NO. 475, LOCAL AGENCY INVESTMENT FUND, AUTHORIZED SIGNERS: Manager Dietz reviewed the proposed change in authorized signers (due to the upcoming retirement of Office Manager Davis) and replaced with the new Office Manager, Jeanene Weiss. In order to prevent any delays, Resolution No. 472 adds Office Manager Weiss as an authorized signer.

On a motion by Director Stone and a second by Director Bracher-Griffin, the Board adopted Resolution No. 475, Local Agency Investment Funds Authorized Signers, with the following roll call vote:

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

ADOPT RESOLUTION NO. 476, DETERMINING APPROPRIATION LIMITATION FOR FISCAL YEAR 2021-2022: Manager Dietz discussed the proposed resolution with the Board. The calculations are based on last year's appropriation limitation and data supplied by the State Department of Finance. The proposed Appropriation Limitation for Fiscal Year 2021-2022 is \$1,664,661.

On a motion by Director Stone and a second by Director Bracher-Griffin, the Board adopted Resolution No. 476, Determining Appropriation Limitation for Fiscal Year 2021-2022 to be \$1,664,661 with the following roll call vote:

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

ADOPT RESOLUTION NO. 477, ESTABLISHING A BOARD CONDUCT POLICY: There was general discussion regarding the proposed resolution. Manager Dietz explained that the numbering on the Policy would match that of the District Administrative Code. Attorney Van Blarcom pointed out that some of these item numbers needed to be corrected. On a motion by Director Hubbell and a second by Director Farrell, the Board adopted Resolution 477, Establishing a Board Conduct Policy:

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

CONSIDER COST OF LIVING ADJUSTMENT FOR DISTRICT EMPLOYEES: The Board reviewed the change in Consumer Price Index (CPI) for the past year ending April 2021. Staff recommended a 4.2% Cost of Living Adjustment (COLA) effective June 24, 2021.

Director Farrell pointed out that the memo incorrectly stated employees were given a 2.8% Cost of Living Adjustment last year and the actual amount was only 2.3%. He expressed his concern and wanted an explanation as to why this year's adjustment was so much higher than last year's and also believed the Table attached of the 10 Year History of COLA increases had one year missing. After some discussion, it was determined that this year's adjustment would not apply to the General Manager as the position is under contract. On a motion by Director Hubbell and a second by Director Stone, the Board approved a 4.2% Cost of Living Adjustment for employees amended to exclude the General Manager and Board members, effective June 24, 2021 with the following roll call vote:

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

DISCUSSION ON PAID-TIME-OFF AND COMP-TIME ACCRUAL POLICIES: Last month the Board had requested more information on the District's paid-time off and comp-time accrual policies. President Bracher-Griffin stated that as President she wanted to review the current District policies. Manager Dietz informed the Board that since the last board meeting, he has stopped adding Comp-Time to his timesheets since he is salaried and the Board had questioned whether it was appropriate.

Representative Weiss provided a detailed breakdown on the paid-time-off and comp-time accrual policies currently in place. Attorney Van Blarcom discussed which employee positions can be classified as exempt and explained that California has a two-part test to determine if a position can be exempt; the position must meet certain duties and salary requirements. Attorney Van Blarcom also clarified that the District can't force office staff to select comp-time instead of receiving overtime compensation on their paycheck. There was general discussion regarding separating sick and vacation time. The topic was tabled for next month's Board Meeting. It was requested that the Board be given the current balances of Paid-Time-Off and Comp-Time totals for all employees and by department at the July Board Meeting.

CONSIDER SALE OF SURPLUS EQUIPMENT; 2001 FORD F150 4X TRUCK #5:

The District received the new 2021 Ford F150 Extra Cab pickup and therefore requested that the Board declare Truck #5, 2001 Ford F150 as surplus District property and to authorize staff to proceed with the sale of this vehicle. Manager Dietz noted that the vehicle is in very good condition.

On a motion by Director Hubbell and a second by Director Brister, the Board approved declaring the vehicle as surplus equipment with the following roll call vote:

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

CONSIDER 2021 ELECTION BALLOT, CALIFORNIA SPECIAL DISTRICTS

ASSOCIATION: The Board reviewed the nine candidate's information sheets and biographies. Director Farrell endorsed Jo MacKenzie. The District is allowed one vote for Seat A in the Southern Network for the California Special Districts Association.

On a motion from Director Farrell and a second from Director Brister, the Board unanimously voted for Jo MacKenzie for CSDA 2021 Board of Directors Election, Seat A.

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

CONSIDER REVISED PROPOSAL FOR ELECTRA WELL URANIUM REMOVAL:

In January of 2021, the Board approved a proposal provided by AdEdge Technologies for uranium removal. Shortly after, AdEdge made an agreement with CP Crowley Company to handle projects. This change inadvertently led to an increase of \$4,095.00 mostly for freight and tax that were not supplied in previous estimates. Attorney Van Blarcom clarified that since the original contract had not been submitted, the District cannot bind CP Crowley Company for the price difference.

On a motion by Director Farrell and a second by Director Stone, the Board approved the revised proposal in the amount of \$57,170 for Electra Well Uranium Removal with following roll call vote:

AYES: Directors Bracher-Griffin, Brister, Farrell, Hubbell and Stone.

NOES: None.

ABSENT: None.

ABSTAINED: None.

CONSIDER PROPOSAL FOR ACLARA ONE AMI SERVER UPGRADE: Manager Dietz informed the Board that the Aclara sales representative reached out to him to discuss options for upgrading the current AMI server software. The current server's software will reach its end-of-life at the end of 2021. Manager Dietz explained that the issue was not addressed sooner as it was lost due to the transition in general managers. The current software only has 4 months before the District may experience issues.

Two options are available to the District and were presented to the Board. The first is to continue with an on-site server. The software and licensing for this would cost \$36,700 (including annual fees of \$10,700). The on-site server would be an additional cost of up to \$15,000. The second option would be to move to a cloud solution hosted and managed entirely by Aclara at a cost of \$41,800 (including annual fees of \$15,800). The annual fees would not change from their current amounts as they are based on the number of meters. Manager Dietz did not have a recommendation for the Board and encouraged Board feedback regarding the issue. After some discussion, the item was tabled for the July Board Meeting and a presentation to the Board from Aclara was requested.

REPORT ON ATTENDANCE OF ACWA VIRTUAL SPRING CONFERENCE:

Director Farrell shared information regarding the two-day ACWA Virtual Spring Conference. There were some technical issues that delayed part of the conference so it was repeated later that week on Friday. Recordings of the conference are available for anyone interested.

UPDATE ON HEALTH SAVINGS ACCOUNTS (HSA) FOR PLAN YEAR 2022:

At the May 2021 Board of Directors Meeting, a potential Health Savings Account (HSA) plan being offered to District staff was discussed, however no action was taken. Manager Dietz informed the Board that since there was no interest by Staff, he felt it was unnecessary, however there is no cost to the District to make HSAs available. The item was tabled for now and would be revisited at a later date.

President Bracher-Griffin requested to move the Executive Session to the end of the meeting and there were no objections.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported that the District office remains open to the public and continues to monitor for any updates to any Executive Order relating to Covid-19. Cal Osha still requires employees to wear masks.

Manager Dietz continues to work with Attorney Van Blarcom on proposed changes and creation of District policies.

Manager Dietz confirmed that the District will meet the July 1 deadline for submittal of the Urban Water Management Plan.

Field Staff have been making repairs as listed in the District's 2020 Sanitary Survey and will meet all goals and deadlines as requested by Department of Water Resources' (DWR) engineers. The DWR requires reservoirs to be inspected on a regular basis. Manager Dietz and Field Supervisor Wood have developed a plan to ensure inspections are made regularly. Divers completed inspections on 8 reservoirs on June 10, 2021. Reports and video inspection logs will be shared with DWR engineers. Director Farrell opened discussion as to whether divers could be replaced with drones. Manager Dietz responded that the issue would need to be researched more as the State requires a certain certification necessary on inspections.

Serviceman Griffin Brown has given notice and accepted a job at Lake Arrowhead Community Services District. Manager Dietz would like to update job descriptions to allow for more potential growth.

A survey of the Electra Well site was performed and Field Supervisor Wood has drawn a site plan to solicit construction bids for the project.

As Manager Davis nears her retirement, she continues to work with her replacement Representative Weiss. Manager Dietz acknowledged that Representative Weiss has been fulfilling the duties as an office manager, customer service representative as well as trainer of new staff.

Future staff training to be scheduled includes phishing and ransomware training which would help identify threats via email.

MONTHLY FINANCIAL AND INVESTMENT REPORTS: Representative Weiss presented the monthly financial and investment reports to the Board on behalf of Manager Davis as she was absent from the meeting. Director Brister requested clarification regarding the dollar amount of \$1,499.40 for Directors' Fees on the Monthly Budget Report. Representative Weiss said that this information would be given to the Board at the next meeting. President Bracher-Griffin noted that the PARS statement did not include a signature by the Office Manager indicating that it had been read. Representative Weiss confirmed that this would be done on the statement for the next board meeting.

MONTHLY WATER PRODUCTION REPORTS: Manager Dietz informed the Board that he had some issues with some of the reports and that he would have them fixed for the next board meeting. There was general discussion regarding the future of the Valle Well. Manager Dietz and Field Supervisor Wood are working on this together.

DIRECTOR'S REPORTS: None.

REQUESTS FOR FUTURE AGENDA ITEMS: President Bracher-Griffin requested a copy of District policy manuals for all Directors. Manager Dietz confirmed he would get copies to all Board Directors by the end of that week.

EXECUTIVE SESSION: The Board entered into executive session at 5:52 pm to discuss the following item:

Public Employee Performance Evaluation: Title: General Manager, Pursuant to Government Code Section 54957 (B).

The Board returned to regular session at 7:31 pm.

The Board reported no action was taken during Executive Session.

As there was no further business to discuss, the meeting was adjourned at 7:33 pm.

The next meeting is scheduled for Tuesday, July 20, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).