

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

**AUGUST 17, 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: Vice President Steven Farrell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:01 pm, on Tuesday, August 17, 2021.

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

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

No members of the Public were present.

MINUTES OF PREVIOUS MEETING: The Board reviewed the minutes of the July 20, 2021 Board Meeting. On a motion by Director Brister and a second by Director Hubbell, the minutes for the month of July 2021 were approved with the following roll call vote:

AYES: Directors 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 July 2021. Director Stone was concerned with the payment for IT support, and whether it matches the agreement on file, and that payments to a company are being paid to an individual. On a motion by Director Hubbell and a second by Director Brister, the cash disbursements for the month of July 2021 were approved with the following roll call vote:

AYES: Directors Brister, Farrell, Hubbell.

NOES: Director Stone.

ABSENT: None.

ABSTAINED: None.

PUBLIC COMMENTS:

None.

DISCUSS SALE OF SURPLUS EQUIPMENT: The Board discussed the sale of the surplus Ford F-150, after receiving a single bid less than the reserve price. Manager Dietz shared that the original bid was \$4,750.00, and that the bid had been later raised to \$5,000.00. The Board discussed options for alternative sale of the vehicle, and discussed the opinion of staff.

On a motion by Director Stone and a second by Director Brister, the Board approved the sale of the vehicle, with encouragement for the General Manager to negotiate a higher sale price, with the following roll call vote:

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

ADOPT RESOLUTION NO. 479, AUTHORIZING UMPQUA BANK PURCHASING CARDS: The Board reviewed the documentation provided by Umpqua Bank and Staff, and discussed the purchasing card agreement and limits. The account is designed as strictly a purchasing account, with a \$50,000.00 limit. This limit would allow for (3) staff credit cards, each with a \$7,500.00 purchasing limit. The staff cards would be utilized by the General Manager, Office Manager and Field Supervisor, with the excess credit limit allowing for emergency purchases or increased limits during disaster situations.

On a motion by Director Hubbell and a second by Director Brister, the Board approved the resolution with the following roll call vote:

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

ADMINISTRATIVE CODE LANGUAGE UPDATE REVIEW: Manager Dietz introduced a full Administrative Code with language updates for review. Changes represent policies necessary for pursuing a Certificate of Transparency from the Special Districts Leadership Foundation, and are a combination of all discussions from previous meetings. Some policies are new and others are modified language, and each will be adopted by resolution.

Manager Dietz imparted that action does not need to be taken, as this is for detailed review of the final document before adopting language.

PERSONNEL MANUAL LANGUAGE UPDATE REVIEW: Manager Dietz shared the proposed changes to the Personnel Manual, which reflected an earlier language discussion with the Board. This language was modified to encourage growth by staff utilizing certificates and training by providing reimbursement for tests and training in the future.

The Board's previous discussion encouraged providing more options for assistance

and reimbursement. The language was provided for review, with the goal of adoption at the September meeting.

Director Farrell asked to clarify the language regarding prior approval from the General Manager and Attorney Van Blarcom and Manager Dietz agreed to modify it.

PAID TIME OFF AND COMP TIME ACCRUAL REVIEW: Manager Dietz brought the information that was provided in the previous meeting as it was tabled. Discussion by the Board included current Comp time accrual by department.

No action was taken, and the policy will remain as written.

EMERGENCY RESILIENCY PLANNING: Manager Dietz brought information regarding the District's emergency planning at the request of Director Farrell. The District currently maintains multiple reports that address the emergency planning and recovery actions for various emergency situations. These include a Hazard Mitigation Plan, Emergency Response Plan and multiple assessment tools that were used to analyze risks within the District.

With the impending drought and wildfire potential, Public Safety Power Shutoff events and physical loss by wildfire were analyzed and discussed.

Directors discussed the need for emergency supplies on-hand to provide for staff in natural disasters, as well as the ability for Office Manager Weiss to remotely access District computer systems should evacuations be forced.

MANAGER'S REPORT/PROJECT UPDATE: Manager Dietz reported the District Administrative Office continues to adhere to extra Covid-19 precautionary and cleaning standards. Staff are asked to wear masks when interacting with public at the front counter. Director Farrell discussed current OSHA guideline modifications, and will share information as provided.

Manager Dietz reported that Field Supervisor Wood has made excellent progress for the Electra Well site, including a retaining wall and foundations for the building, and he has completed extension of underground utilities.

Manager Dietz thanked Office Manager Weiss for her amazing integration into her new position. She has also found errors that have needed attention, and been an amazing asset to the District.

Manager Dietz indicated that training for backhoe safety was supposed to have happened, but due to leaks and other concerns, had not yet happened. This training will be utilized before the Chateau main extension, so as to inform newer members of staff and reinforce safety among veteran crew members.

Annual consumption comparison data was provided for the Board. This data shows our current position in comparison with the previous year for the purposes of monitoring the Governor's request for voluntary reduction in water usage. Manager Dietz shared that the District's average consumption is 1.79% lower than 2020,

which does not yet meet the requested 15% from the Governor.

Manager Dietz shared the State Water Project 5% allocation reduction numbers for Crestline-Lake Arrowhead Water Agency (CLAWA), and the Board discussed the long-term supply from CLAWA. Based on that discussion, the Board directed Manager Dietz to begin attending CLAWA Board meetings.

Manager Dietz shared that he modified the water production report based on feedback from the Board, and current totals are accurate. Manager Dietz stated production continues to decrease, though not as drastically as in previous years.

DIRECTOR'S REPORTS: Nothing to report.

The Board chose to take a 5-minute break prior to Closed Session.

CLOSED SESSION: The Board entered into closed session at 4:33 pm to discuss the following item:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to (Paragraph (1) of subdivision (d) of Section 54956:9). Felsen vs Crestline Village Water District (San Bernardino Superior Court Case No. SCVA 2101993).

The Board returned to regular session at 4:42 pm.

The Board reported no action was taken during Closed Session.

REQUEST FOR FUTURE AGENDA ITEMS: Director Farrell requested the ACWA Regional Board Election be included on the next Board Meeting agenda.

As there was no further business to discuss, the meeting was adjourned at 4:44 pm.

The next meeting is scheduled for Tuesday, September 21, 2021 at 3:00 pm. This meeting will be held in person as well as simultaneously via videoconference (Zoom).