

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

**August 19, 2025**

CALL TO ORDER AND FLAG SALUTE: President Steven Farrell called the Regular Meeting of the Board of Directors of Crestline Village Water District to order at 3:00 pm, on Tuesday, August 19, 2025.

ROLL CALL: Present were President Steven Farrell, Vice President William Barrera, Directors Ken Stone, and Leslie Brister.

Staff members present were Operations Manager David Sale, General Manager Thomas Weddle, Office Manager Josselyn Quine and District Counsel Ronald Van Blarcom.

Public in Attendance: Jayson Braude and Like Lane with Kiley & Associates.

MINUTES OF PREVIOUS MEETINGS:

The Board reviewed the minutes of the July 2025 Regular Board Meeting. After general discussion and on a motion by Director Brister, and seconded by Director Barrera, the minutes for the July 15, 2025, meeting were approved with the following vote:

AYES: Directors Barrera, Hubbell, Stone, Brister and Farrell.

NOES: None.

ABSENT: None.

ABSTAINED: None.

CASH DISBURSEMENTS:

There was general discussion about the cash disbursements. Director Brister inquired about the two payments going to All the Above and Jace Varghese. All the Above, payment for \$3,900.00, was for the removal of a dead tree hanging over the Brookside Tank road. The check made out to Jace Varghese, \$1,245.04, was a refund of deposit made for a hydrant meter. On a motion by Director Stone, and seconded by Director Brister, the cash disbursements for June 2025 were approved with the following vote:

AYES: Directors Barrera, Hubbell, Stone, Brister and Farrell.

NOES: None.

ABSENT: None.

ABSTAINED: None.

MONTHLY FINANCIALS:

The Board reviewed and discussed the monthly financials for June 2025.

PUBLIC COMMENTS:

None.

REGULAR SESSION:

Consider Proposal from Kiley & Associates:

Jayson Braude, Chief Counsel from Kiley & Associates gave an overview of how Kiley and Associates can support Crestline Village Water District in its effort to seek grant funding for capital improvement projects. After general discussion and on a motion by Director Hubbell, and seconded by Director Brister, the Board approved working with Kiley and Associates pending an amendment to the agreement stating the cost of \$2000 a month. This update will be presented at the September Board Meeting for the ratification of the agreement.

AYES: Directors Barrera, Hubbell, Stone, Brister and Farrell.

NOES: None.

ABSENT: None.

ABSTAINED: None.

CONSIDER THE ADOPTION OF RESOLUTION NO. 511, CAL OES FDP-130:

Office Manager Quine presented Resolution No. 511, CAL OES FDP-130. The District is reaching the final stages of our FEMA application from the 2023 snowstorms. This resolution will allow FEMA to disburse funds to the District. After general discussion and a motion by Director Stone, and a second by Director Brister, the signing and submission of Resolutions No. 511 was approved with the following roll call vote:

AYES: Directors Barrera, Hubbell, Stone, Brister and Farrell.

NOES: None.

ABSENT: None.

ABSTAINED: Stone.

MANAGER'S REPORT.

**Field Manager**

Valley View Park AML update. Currently there is limited cell service for the gateway at the tank to collect the meter reads. They are doing a study right now to see if the gateway will cover their entire area from the tank down the road.

Three new taps were installed during July. One of them being a 2" that replaced Sanitations 1" service to facilitate a larger plant operation that they have upgraded.

Valve maintenance has been completed.

We recently replaced Sim cards on our DCU's to get a better price through Verizon. There was an issue with Aclara's servers not allowing the new SIM cards to come through. The problem has been fixed and all of the sim cards have been replaced.

Old Mill Springs pump arrived and has performed as expected. It is pumping at 50 GMP. We were able to open the throttled valve all the way. After testing some previously dried up wells, we were able to place those back into the OMS manifold.

**Office Manager**

# DRAFT

**Electronically Filing Docs:** We have been able to go through all customer accounts and have cleared out almost three filing cabinets so far. Reorganizing saved documents for easy accessibility. All documents will be electronically filed and archived.

**CSDA Conference:** Office Manager Quine will be attending this conference August 25-28<sup>th</sup>.

**District CPA:** Misty Cheng with MC Cheng & Associated reached out to inform the District about the recent health issues that Jim Raia has been going through. She provided us with three different CPAs from her firm that we could use for end-of-year audit purposes. Of the three candidates, we have selected Thad Coffing.

## **General Manager**

**District Grants:** A follow-up to the grant for the meter upgrades. The District has been approved for a grant of \$1 million for the meter replacement project. Currently this amount is in the budget for approval. We are looking to continue working with Kiley & Associates to seek State funding to finance the remainder of this project. Kiley & Associates work with local governments, special districts, and other public agencies to help identify federal funding opportunities and secure critical resources. Their team includes former congressional staff, attorneys, and policy experts with experience in federal grant programs, public safety legislation, and agency operations.

It is staff recommendation to hire Kiley & Associates for annual assistance with federal and grant support.

**Office IT Support:** The District has decided to move away from California Computer Options and replace them with Circle for its IT services moving forward. This move will both save money and increase both our IT and cyber support.

**Investments:** Current legislation allows districts with non-pulled funds to invest up to 50% of their assets until January 1, 2031 (At which time it reverts to 30%). We currently have funds in LAIF that are pooled with other agencies which makes our maximum limitation 30%.

**Cyber Liability:** Our current cyber liability through JPIA covers network security & privacy, liability, and cyber extortion with a \$5M aggregate limit. The cost of this coverage is \$2,003 annually.

## **DIRECTORS' REPORTS:**

1. Director's Reports: None
2. Requests for Future Agenda Items: None.
3. Staff Items: Personnel Manual for September or October Board Meeting.

As there was no further business to discuss, the meeting was adjourned at 4:43 pm.

# DRAFT

The next meeting date is September 16, 2025. This meeting will be held in person at the District office at 3pm.