

**Crestview Mutual Water Company**  
**Board of Directors - Board Meeting**  
**TUESDAY, MAY 28, 2024, AT 5:30 P.M.**  
**Hampton Inn**  
**50 W. Daily Drive, Camarillo CA 93010**

**AGENDA**

1. CALL TO ORDER: REGULAR MONTHLY BOARD MEETING AT 5:30 P.M
2. SHAREHOLDERS' PUBLIC FORUM
  - Shareholders that wish to address the Board may speak for up to the agreed upon minutes on matters within the jurisdiction of the Board. With limited exceptions for brief responses and emergency matters, please recognize that the Board cannot discuss or act on matters that are not on this Agenda.
  - If you have a question that Staff can answer, please email, or call Crestview at any time.

**CONSENT AGENDA**

3. MINUTES
  - Board Meeting: Open Session and Executive Session Meeting Minutes – April 23, 2024

**ACTION ITEMS**

4. TECHNOLOGY COMMITTEE CHARTER – Review Draft for Consideration
5. CYBER SECURITY AUDIT – Review Staff Recommendation
6. MS 365 DOCUMENT MIGRATION – Review Staff Recommendation

**INFORMATION ITEMS**

7. SUPERINTENDENT'S REPORT
8. BUSINESS CONSULTANT'S REPORT
  - Well 7 Project Timeline and Capital Reserve Study Consideration
  - GIS Proposal – Staff Recommendation
  - Illness and Injury/Workplace Violence Prevention Plan
9. TREASURER'S REPORT
  - Report on Monthly Draft Financial Statements
10. PRESIDENT'S REPORT
11. ADJOURNMENT OF REGULAR MONTHLY BOARD MEETING

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1. CALL TO ORDER – EXECUTIVE SESSION IMMEDIATELY AFTER CONCLUSION OF OPEN SESSION
  2. EXECUTIVE SESSION
    - Personnel Issues
    - Well #7 Site Selection
    - Third-Party Contracts
  3. ADJOURNMENT OF EXECUTIVE SESSION

**Please contact the Office at least 24 hours ahead of the meeting if you plan to attend.**

**Minutes of the Meeting**  
of the Board of Directors of  
Crestview Mutual Water Company  
April 23, 2024

**1. Convened Public Meeting**

The meeting was called to order by President Frank Mezzatesta on Tuesday, April 23, 2024, at 5:36 p.m. for an in-person meeting at the Hampton Inn, 50 W. Daily Drive, Camarillo, CA.

Attendance and Quorum

Directors Present: Frank Mezzatesta – President  
Alma Quezada – Vice President  
Laurie Bennett – Treasurer  
Steven Muro – Secretary  
Dave Stephenson – Director

Directors Absent: None

Staff/Counsel Present: Ann DeMartini – Business Consultant  
Lauri Marino – Office Manager

**2. Employee Recognition**

Lauri Marino was commended by the Board of Directors for her 25 years of service as Office Manager of the Company. Each Board member thanked Ms. Marino for her dedication, as did several shareholders in attendance.

**3. Organize Board Offices Following the Annual Meeting**

Director Frank Mezzatesta stated that after each annual meeting, the Board holds an organizational meeting to elect Board officers. A motion was made by Director Alma Quezada to retain all current Board officers in their respective roles, with the exception of the president position, and nominated Dave Stephenson as president. A second to this motion was made by Director Steven Muro. Discussion ensued. Shareholders Cheryl Temple and Barbara Whatley voiced their support to keep Mr. Mezzatesta in the president's position. Shareholder Michael Derr commented that change is always good, and the Company will move forward. Shareholder Mike Rolls seconded that opinion. The Board approved with three ayes (Directors Muro, Quezada, and Stephenson) and two abstentions (Directors Bennett and Mezzatesta) the following:

**Resolved**, that the positions of the Board of Directors remain the same, with the exception of Dave Stephenson holding the position of President, and Frank Mezzatesta holding the position of Director.

#### 4. Shareholders Public Forum

Shareholder Christine Cohen asked about the timing of the CPA-reviewed financials; the review is complete, and Staff expects to have final copies by April 26, 2024. Ms. Cohen asked about the minutes reporting the contracts discussed in Executive Session. The Raftelis rate study was discussed in open session. The hydrologist contract is not final and has not yet been discussed.

Shareholder Roger Chittum expressed concern about how long the CPA took to complete the review. Business Consultant Ann DeMartini reported that Lindsay & Co. specialize in water companies.

Shareholder Barbara Whatley commented that she believes that the Board is not making a timely decision on a new well. Director Dave Stephenson noted that the Board needs to study Crestview's current wells and treatment plant prior to committing more shareholder money to projects that may not be needed, stating it may be financially prudent to extend the lives of Crestview's current assets. Discussion ensued.

### CONSENT AGENDA

#### 5. Minutes

The minutes of the Regular Meeting and Executive Session of the Board of Directors of February 27, 2024, and the Annual Meeting Minutes of Adjournment of April 2, 2024 were presented. On a motion made by Director Steven Muro and seconded by Director Laurie Bennett, the Board unanimously approved the following:

**Resolved**, that the minutes of the Regular Meeting and Executive Session of the Board of Directors of March 26, 2024 and the Annual Meeting Minutes of Adjournment of April 2, 2024 be accepted as presented.

### INFORMATION ONLY

#### 6. Business Consultant's Report

Ann DeMartini reported the following:

Hydrologist Request for Proposal – The request for proposal was issued at the beginning of April. One licensed hydrologist has responded; two others do not have the time to complete the work.

Z World Geospatial Information Systems – A GIS application is under review that may provide benefits for system operations, asset management, documentation, and emergency response within Crestview's water system.

Security System Upgrades – Security upgrades are continuing. A proposal for an initial phase has been received and the information is under review.

## **7. Treasurer's Report**

The March financial statements were presented, with explanatory notes. Account #4075 – Regulatory Compliance remains over budget due to the previously reported water master fee paid to the Fox Canyon GMA in February. More water was sold in March than anticipated.

## **8. President's Report**

Director Frank Mezzatesta, President, reported that the minutes for the Executive Sessions held lately have remained the same because items continue to be discussed at length with no conclusions being reached. Crestview continues the search for a licensed hydrologist. The Board can communicate progress points and timelines for projects.

## **9. Adjournment**

On a motion made by Director Frank Mezzatesta, seconded by Director Laurie Bennett and approved unanimously, the regular meeting was adjourned at 6:42 p.m.

### **Call to Order – Executive Session at 7:01 p.m.**

#### **1. Executive Closed Session**

The Board in Executive Closed Session discussed the following matters:

- Personnel Matters – The Board voted to fund 9% of qualifying employees CY23 wages as a Company contribution to the employees' 401(k) plan.
- Well #7 Site Selection – No decisions were made; nothing to report.
- Third-Party Contracts – No decisions were made; nothing to report.

#### **2. Adjournment of Executive Session**

On a motion made by Director Frank Mezzatesta, seconded by Director Laurie Bennett, and approved unanimously, the Executive Session was adjourned at 8:57 p.m.

### **Shareholders in Attendance:**

Chittum, Roger  
Cohen, Christine  
Derr, Michael

Ono, Christopher  
Reston, Craig  
Rolls, Mike

Temple, Cheryl  
Whatley, Barbara

Submitted by,

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Lauri Marino – Office Manager

Approved by,

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Steven Muro – Secretary

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Dave Stephenson – President

DRAFT

# **DRAFT - Technology Committee Charter**

Crestview Mutual Water Company

May 28, 2024

## **Submitted for Consideration of Board Adoption**

### **Mission:**

The Technology Committee is responsible for assisting the Board of Directors in fulfilling its oversight responsibilities related to the effective and secure use of technology to support the company's mission of providing safe and reliable water services to its members. The committee will assess, recommend, and monitor the implementation of technology solutions that enhance operational efficiency, customer service, and data security.

### **Objectives:**

- Evaluate existing and emerging technologies relevant to the water industry, including but not limited to:
  - Customer service and billing systems
  - Water management and monitoring systems (SCADA)
  - Cybersecurity and data protection measures
  - Communication and collaboration platforms
- Develop recommendations for technology investments and upgrades based on the company's needs, budget, and strategic goals.
- Monitor the implementation and effectiveness of technology solutions, ensuring they meet the company's operational and security requirements.
- Provide guidance and support to staff on the use of technology tools and resources.
- Stay informed of industry best practices and regulatory requirements related to technology.

### **Membership:**

- The committee shall consist of 3 members, including:
  - 2 Board members appointed by the Board of Directors
  - 1 non-Board members with relevant expertise, appointed by the committee chair in consultation with the Board
- The committee chair shall be appointed by the Board of Directors.

### **Meetings:**

- The committee shall meet at least 4 times per year (quarterly) or as needed.
- Meetings shall be open to all members and may include invited guests.
- Meeting agendas and minutes shall be recorded and distributed to committee members and the Board of Directors.

# **DRAFT - Technology Committee Charter**

Crestview Mutual Water Company

May 28, 2024

## **Submitted for Consideration of Board Adoption**

### **Reporting:**

- The committee shall report its findings and recommendations to the Board of Directors on a regular basis.
- The committee may also provide ad hoc reports on specific technology issues as needed.

### **Authority:**

- The committee shall have the authority to:
  - Request information and reports from staff and outside experts.
  - Conduct research and analysis on technology issues.
  - Make recommendations to the Board of Directors on technology investments, upgrades, and policies.

### ***Disclaimer:***

***This charter is intended to provide a general framework for the Technology Committee. Specific roles and responsibilities may be modified by the Board of Directors as needed.***

# Cyber Security Audit

## Staff Recommendation to the Board of Directors

Subject: Approval for a Cyber Security Audit

Date: May 28, 2024

### **Recommendation:**

Staff recommends the Board of Directors approve a cybersecurity audit for Crestview Mutual Water Company as recommended by the Technology Committee. While Crestview has many security measures in place, the audit will assess the company's current cybersecurity posture and identify potential vulnerabilities, ensuring that we are taking all necessary steps to protect our systems and data from cyber threats.

### **Rationale:**

- **Increasing Cyber Threats:** Cybersecurity threats are constantly evolving and increasing in sophistication. A comprehensive audit will help identify and address potential vulnerabilities before they can be exploited.
- **Regulatory Compliance:** As a critical infrastructure provider, our company is subject to various regulations regarding cybersecurity. A cybersecurity audit can help us ensure compliance with these regulations and avoid potential penalties.
- **Data Protection:** We hold sensitive customer and operational data, and a security breach could have significant financial and reputational consequences. A thorough audit will help safeguard this data and maintain the trust of our customers and stakeholders.
- **Technology Committee Recommendation:** The Technology Committee, composed of experts in the field, has carefully reviewed the current cybersecurity landscape and strongly recommends a comprehensive audit to ensure the company's security.
- **Preliminary Proposal:** Our current IT consultant has provided a preliminary proposal for the audit, which is currently being refined based on the committee's feedback. The final proposal will be presented to the Board for review and approval.



# Cyber Security Audit

## Staff Recommendation to the Board of Directors

### Next Steps:

1. **Board Approval:** Obtain formal approval from the Board of Directors to proceed with the cybersecurity audit.
2. **Finalize Proposal:** Work with the IT consultant to finalize the audit proposal, including scope, timeline, and budget.
3. **Conduct Audit:** Engage the IT consultant to conduct the audit, working closely with the Technology Committee and staff to facilitate the process.
4. **Review Findings and Recommendations:** The Technology Committee will review the audit findings and recommendations, and develop a prioritized plan to address any identified vulnerabilities.
5. **Implementation:** Implement the recommended security measures to enhance the company's cybersecurity posture.
6. **Ongoing Monitoring:** Establish a process for ongoing monitoring and review of cybersecurity measures to ensure continued effectiveness.

### Conclusion:

By investing in a cybersecurity audit, we can proactively address potential vulnerabilities, protect our data, and ensure the continued safe and reliable operation of our water system. We urge the Board of Directors to approve this important initiative.

# MS 365 Migration

## Staff Recommendation to the Board of Directors

Subject: Migration of Company Documents to Microsoft 365 Platform

Date: May 28, 2024

### **Recommendation:**

Staff recommends the approval and implementation of migrating company documents to a Microsoft 365 platform for secure collaboration and document sharing among the Board of Directors and staff. This transition will improve efficiency, streamline workflows, and enhance communication within the organization.

### **Rationale:**

- **Enhanced Collaboration:** Microsoft 365 offers real-time collaboration tools, allowing multiple users to work on documents simultaneously, improving productivity and reducing version control issues.
- **Improved Accessibility:** Documents can be accessed securely from any device with an internet connection, enabling remote work and increased flexibility.
- **Data Security:** Microsoft 365 provides robust security features, including encryption, access controls, and multi-factor authentication, protecting sensitive company data from unauthorized access.

### **Recommended Policy for Personal Information:**

To protect the privacy of shareholders, the following policy is recommended:

- **No Personal Information:** Personal identifiable information (PII) of shareholders, including names, addresses, phone numbers, and email addresses, shall not be uploaded or shared on the Microsoft 365 platform.
- **Aggregate Data Only:** Shareholder data may be used in aggregate form (e.g., total number of shareholders, water usage statistics) for reporting and analysis purposes, but individual identities must remain confidential.
- **Exceptions:** Exceptions to this policy may be made only with written consent from the individual shareholder or as required by law.

# MS 365 Migration

## Staff Recommendation to the Board of Directors

### **Recommended Policy for Water Company Security:**

To ensure the security of the water company's sensitive information, the following types of data should not be uploaded or shared on the Microsoft 365 platform:

- **Financial Information:** Detailed financial records, bank account information, credit card numbers, or any other sensitive financial data.
- **Infrastructure Details:** Detailed maps of water infrastructure, vulnerabilities, or security measures.
- **Personnel Records:** Personal information of employees, including social security numbers, medical information, or salary details.
- **Confidential Contracts:** Agreements with vendors, contractors, or other parties that contain confidential terms or pricing.
- **Customer Data:** Personal information of customers, including account numbers, payment information, or water usage data.

### **Implementation Plan:**

1. **Board Approval:** Seek formal approval from the Board of Directors to proceed with the migration of pertinent documents to Microsoft 365.
2. **Data Migration:** Transfer existing documents and data to the Microsoft 365 platform.
3. **Employee Training:** Provide comprehensive training to all staff members on the proper use of Microsoft 365 tools and adherence to the new policies.
4. **Policy Implementation:** Enforce the policies regarding personal information and water company security.
5. **Ongoing Monitoring:** Regularly review and update the policies as needed to maintain compliance with security best practices and regulatory requirements.

The migration to Microsoft 365 presents a valuable opportunity to improve collaboration, efficiency, and security within the company. By implementing the recommended policies, we can ensure that the platform is used responsibly and that sensitive information is protected.

## BOARD OF DIRECTORS STAFF REPORT

**TO:** CRESTVIEW BOARD OF DIRECTORS  
**FROM:** DURRELL P McADOO, SUPERINTENDENT  
**TOPIC:** WATER SYSTEM SUPERINTENDENT'S REPORT  
**DATE:** MAY 28, 2024

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**Recommendation:** To receive and file the monthly Water System Superintendent's report. For informational purposes only.

**Background/Analysis:** Below is a list of activities and conditions that Staff encountered associated with the Crestview water system since the last Board Meeting.

Well 4 incurred an integrity failure on the chlorine tank servicing the well. The leak was discovered after receiving a load of 1,700 gallons. Staff responded by removing the chlorine from the failed tank and placing it in a temporary storage tank until the current tank can be replaced.

Well 6, to date, has the capacity to meet water demands for the district, as demand is low.

A HazMat inspection from County was conducted at 3 sites in the district of Crestview. A soft violation was issued due to Crestview not having complete documentation of training on our new operators. That issue has been resolved and we are now in compliance.

Crestview has taken the first step in responding to the new Cross Connection policy. One of our operators attended the course to get a Backflow license. This will fill the need for a Cross-Connection Control Program Coordinator. The new policy will be online on the 1<sup>st</sup> of July.

Crestview staff is conducting a system-wide lead and copper survey to verify what piping materials are coming off the meter and going into the house. Currently we are at 65% of the system completed. This is a federally-directed study; there is a mandated competition date of October 16, 2024. Staff will be conducting a 3-point verification, if possible, to gather the best information.

# BUSINESS MANAGER REPORT

Date: May 28, 2024

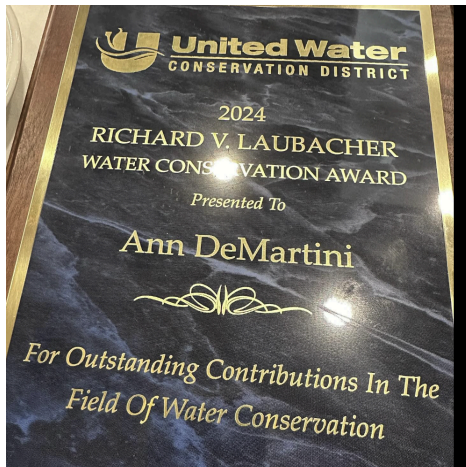
To: The Board of Directors

From: Ann DeMartini, Business Manager

Subject: Business Manager Report

## Meetings Attended:

**AWA Water Symposium:** The symposium is the largest AWA event and the theme was being nimble in changing times. Several informative speakers were included. I had the honor to be awarded, by complete surprise, the **United Water Conservation District 2024 Richard V. Laubacher Water Conservation Award for Outstanding Contributions in the Field of Water Conservation** at the event.



**Camarillo Quarterly Utility Meeting:** The City of Camarillo updated attendees, among many other projects, on the Crestview Avenue 12 lot new home project. Currently 3, one acre homes are being constructed. There was a major change order for undergrounding requirements. 3 more houses will be constructed within the next six months. Per Mac, fire flows have been conducted on all 12 lots.

**AWA Waterwise:** The topic was Dam safety and the St. Francis Dam Disaster of 1925. I did not realize that 400K people are in the inundation path of a dam rupture in the Santa Clara River Valley. This would be highly unlikely to happen.

**AWA Water Issues Meeting:** Focus Topic is the Ventura County Irrigated Lands Group update from the Farm Bureau.

**Fox Canyon LPV Water Master Financial Committee Meeting:** Two FCGMA Board members chaired the meeting with staff present and LPV Policy Action Committee members and stakeholders.

# BUSINESS MANAGER REPORT

They discussed that the second half of the water master fee has not been billed yet. The total for 2023 was \$64 per acre foot of allocation. Crestview has paid \$32 per acre foot so far in March 2024 and is waiting for the other half soon. However, the Water Master is having trouble separating the administration of the costs and that was the basis for the meeting. The budget they are proposing for 2024 is for \$75 per acre foot of allocation however it is unclear how they are allocating these costs. They went line item by line item contemplating each with a goal of preventing double dipping fees at the expense of the LPV. This is a complicated issue but at least they are aware of it and are working together to find a solution - hopefully!

Furthermore, that assessment that they billed for 2023, they have a 30% delinquency rate. Farmers are indicating they have to take out loans to pay the assessments and are hoping for a more palatable payment schedule.

It should be noted that the FCGMA is severely understaffed at the moment and undergoing much administrative disruption because of the shortage of staff and pending retirement of yet again, the current manager, in two months.

## **Compliance Projects and Staff Training:**

Based on my review of the current compliance plans (i.e. the Injury and Illness Prevention Plan), and the fact that there has been a change in the management regarding a new water superintendent and new staff members, much of my focus aside from current pending projects is on the immediate need of compliance plan updates staff training on compliance topics.





# WELL 7 PROJECT TIME LINE

The project timeline presented is an estimated schedule intended for project planning and goal-setting purposes only. Actual timelines may vary due to unforeseen circumstances, resource availability, and scope changes.

Project Stages		2024	2025	2026	2027
I. PLANNING	Well Site Selection	By Sept 2024			
	Site Selection Negotiation Preliminary Cost Estimate		By Dec 2024		
II. EXECUTION	Well Permit Process Estimated (16 weeks)		By April 2025		
III. DESIGN	Design and Engineering and other permitting		By March 2027		
IV. CONSTRUCTION	Drilling and Construction				By June 2027

WHERE WE ARE RIGHT NOW

Description	Budget FY2023	Budget FY2024	FYTD Apr-24	Remaining Budget	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	PROJECTED
<b>AF Sold (Average 95% of AF Pumped)</b>		600.000	147.887	452.113	53.040	58.854	79.435	70.093	69.415	74.459	59.868	613
<b>AF Pump</b>		628.642	159.229	469.413	55.590	59.721	83.361	69.402	72.809	76.474	65.395	642
<b>Water Revenue</b>			FYTD		Projected	Projected	Projected	Projected	Projected	Projected	Projected	Per AF
Water Sales	\$2,022,506	\$ 1,247,521	\$ 227,745	\$1,019,776	\$ 96,586	\$ 107,173	\$ 144,651	\$ 127,639	\$ 126,405	\$ 135,590	\$ 116,084	1,081,873
Service Availability (tied to shares)	\$269,867	\$ 270,000	\$ 132,548	\$137,452	\$ 32,299	\$ 32,299	\$ 32,299	\$ 32,299	\$ 32,299	\$ 32,299	\$ 32,299	358,641
	<b>\$2,292,373</b>	<b>\$ 1,517,521</b>	<b>\$ 360,293</b>	<b>\$1,157,228</b>	<b>\$ 128,885</b>	<b>\$ 139,472</b>	<b>\$ 176,950</b>	<b>\$ 159,938</b>	<b>\$ 158,704</b>	<b>\$ 167,889</b>	<b>\$ 148,383</b>	1,440,514
<b>Other Income</b>			ACTUAL									
Field Services	\$3,600	\$ 3,600	\$ 130	\$3,470	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	2,230
Transfer Fees	\$1,200	\$ 1,200	\$ 200	\$1,000	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	900
Interest Income	\$25,314	\$ 36,000	\$ 23,552	\$12,448	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	44,552
Sub-Total	\$30,114	\$ 40,800	\$ 23,882	\$16,918	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	47,682
<b>Total Revenue</b>	<b>\$2,322,487</b>	<b>\$ 1,558,321</b>	<b>\$ 384,175</b>	<b>\$1,174,146</b>	<b>\$ 132,285</b>	<b>\$ 142,872</b>	<b>\$ 180,350</b>	<b>\$ 163,338</b>	<b>\$ 162,104</b>	<b>\$ 171,289</b>	<b>\$ 151,783</b>	1,488,196
<b>Power Costs tied to water use</b>												
Power	\$164,290	\$ 174,346	\$ 42,505	\$131,840	\$ 15,097	\$ 16,219	\$ 22,639	\$ 18,848	\$ 19,773	\$ 20,768	\$ 17,760	173,608
<b>Other Operational Related Costs</b>												
Repairs - Unanticipated	\$24,000	\$ 36,000	\$ 1,353	\$34,647	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	22,353
Repairs - Scheduled	\$37,845	\$ 24,000	\$ -	\$24,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	14,000
Supplies	\$6,600	\$ 10,000	\$ 1,080	\$8,920	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	6,914
Auto Expenses	\$11,352	\$ 11,500	\$ 3,817	\$7,683	\$ 958	\$ 958	\$ 958	\$ 958	\$ 958	\$ 958	\$ 958	10,525
Water Purification	\$54,989	\$ 38,179	\$ 11,070	\$27,109	\$ 3,182	\$ 3,182	\$ 3,182	\$ 3,182	\$ 3,182	\$ 3,182	\$ 3,182	33,341
Water Purchased	\$27,079	\$ 21,520	\$ 8,801	\$12,719	\$ 1,793	\$ 1,793	\$ 1,793	\$ 1,793	\$ 1,793	\$ 1,793	\$ 1,793	21,354
Sub-Total	\$161,865	\$ 141,199	\$ 26,120	\$115,078	\$ 11,767	\$ 11,767	\$ 11,767	\$ 11,767	\$ 11,767	\$ 11,767	\$ 11,767	108,486



<b>Employee Related Costs</b>													
Workers Comp Insurance	\$9,178	\$ 16,500	\$ 5,243	\$11,257	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	\$ 1,375	14,868
Salary	\$256,848	\$ 415,550	\$ 180,169	\$235,381	\$ 34,629	\$ 34,629	\$ 34,629	\$ 34,629	\$ 34,629	\$ 34,629	\$ 34,629	\$ 34,629	422,573
Payroll Taxes	\$23,074	\$ 33,250	\$ 14,995	\$18,255	\$ 2,771	\$ 2,771	\$ 2,771	\$ 2,771	\$ 2,771	\$ 2,771	\$ 2,771	\$ 2,771	34,390
Group Medical Insurance	\$49,536	\$ 63,050	\$ 25,285	\$37,765	\$ 5,254	\$ 5,254	\$ 5,254	\$ 5,254	\$ 5,254	\$ 5,254	\$ 5,254	\$ 5,254	62,064
Pension Expense	\$27,079	\$ 37,400	\$ 15,563	\$21,838	\$ 3,117	\$ 3,117	\$ 3,117	\$ 3,117	\$ 3,117	\$ 3,117	\$ 3,117	\$ 3,117	37,379
<b>Sub-Total</b>	<b>\$365,715</b>	<b>\$ 565,750</b>	<b>\$ 241,254</b>	<b>\$324,496</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	<b>\$ 47,146</b>	571,275
<b>Insurance</b>													
<b>General Insurance</b>	<b>\$30,000</b>	<b>\$ 35,100</b>	<b>\$ 13,930</b>	<b>\$21,170</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	<b>\$ 2,925</b>	34,405
<b>Taxes, Permits and Licenses</b>													
Taxes & Permits, Licenses	\$27,875	\$ 27,875	\$ 10,628	\$17,247	\$ 2,323	\$ 2,323	\$ 2,323	\$ 2,323	\$ 2,323	\$ 2,323	\$ 2,323	\$ 2,323	26,888
Sewer Discharge Fees	\$216	\$ 240	\$ 95	\$145	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	235
<b>Regulatory Compliance *</b>	<b>\$44,875</b>	<b>\$ 44,145</b>	<b>\$ 38,479</b>	<b>\$5,666</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	<b>\$ 3,679</b>	64,230
<b>Sub-Total</b>	<b>\$72,966</b>	<b>\$ 72,260</b>	<b>\$ 49,202</b>	<b>\$23,058</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	<b>\$ 6,022</b>	91,353
<b>General and Administrative</b>													
Outside Services	\$253,683	\$ 127,200	\$ 40,788	\$86,412	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	\$ 10,600	114,988
Computer Expense - Operations	\$5,025	\$ 5,025	\$ 5,660	-\$635	\$ 419	\$ 419	\$ 419	\$ 419	\$ 419	\$ 419	\$ 419	\$ 419	8,591
Telephone & Telemetry	\$10,200	\$ 10,500	\$ 4,322	\$6,178	\$ 875	\$ 875	\$ 875	\$ 875	\$ 875	\$ 875	\$ 875	\$ 875	10,447
Unanticipated Contingencies	\$0	\$ 3,000	\$ -	\$3,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	1,750
Office Utilities	\$3,180	\$ 4,140	\$ 1,533	\$2,607	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	3,948
Fiber Optic Internet	\$1,680	\$ 2,040	\$ 999	\$1,041	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	2,189
Computer Expense	\$6,690	\$ 5,150	\$ 3,096	\$2,054	\$ 429	\$ 429	\$ 429	\$ 429	\$ 429	\$ 429	\$ 429	\$ 429	6,101
Office Expense	\$3,800	\$ 6,600	\$ 1,829	\$4,771	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	5,679
Dues and Subscriptions	\$2,360	\$ 3,995	\$ 3,303	\$692	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	5,633
Seminars & Training	\$1,185	\$ 5,000	\$ 2,542	\$2,458	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	5,458
Telephone	\$2,340	\$ 2,340	\$ 1,061	\$1,279	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	2,426
Meeting Costs	\$12,000	\$ 11,000	\$ 2,440	\$8,560	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	8,857
Bank Fees	\$2,500	\$ 2,500	\$ 2,633	-\$133	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	4,091
Postage	\$3,720	\$ 3,720	\$ 2,139	\$1,581	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	\$ 310	4,309
<b>Sub-Total</b>	<b>\$308,363</b>	<b>\$ 192,210</b>	<b>\$ 72,345</b>	<b>\$119,866</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	<b>\$ 16,018</b>	184,467

<b>Legal and CPA Fees</b>													
Professional Fees	\$90,000	\$ 111,900	\$ 47,709	\$64,191	\$ 9,325	\$ 9,325	\$ 9,325	\$ 9,325	\$ 9,325	\$ 9,325	\$ 9,325	\$ 9,325	112,984
Accounting		\$ 7,400	\$ 7,100	\$300	\$ 617	\$ 617	\$ 617	\$ 617	\$ 617	\$ 617	\$ 617	\$ 617	11,417
Adjudication		\$ 18,000	\$ 2,524	\$15,476	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	13,024
Employee Handbook		\$ 2,500	\$ 2,438	\$62	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	3,896
Election/Annual Meeting		\$ 19,000	\$ 11,534	\$7,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,534
General Counsel		\$ 65,000	\$ 24,113	\$40,887	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	62,030
<b>Non-Cash Expenses</b>													
Administrative Depreciation	\$10,704	\$ 10,704	\$ 4,460	\$6,244	\$ 892	\$ 892	\$ 892	\$ 892	\$ 892	\$ 892	\$ 892	\$ 892	10,704
Operational Depreciation	\$173,739	\$ 173,739	\$ 72,391	\$101,348	\$ 14,478	\$ 14,478	\$ 14,478	\$ 14,478	\$ 14,478	\$ 14,478	\$ 14,478	\$ 14,478	173,739
Sub-Total	\$184,443	\$ 184,443	\$ 76,851	\$107,592	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	184,443
<b>Total Costs</b>	<b>\$1,377,642</b>	<b>\$ 1,477,207</b>	<b>\$ 569,915</b>	<b>\$907,292</b>	<b>\$ 123,669</b>	<b>\$ 124,790</b>	<b>\$ 131,211</b>	<b>\$ 127,420</b>	<b>\$ 128,345</b>	<b>\$ 129,340</b>	<b>\$ 126,331</b>	<b>\$ 126,331</b>	1,461,021
Deduct Depreciation	\$184,443	\$ 184,443	\$ 76,851	\$107,592	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	\$ 15,370	184,443
<b>Total Cost Cash Basis</b>	<b>\$1,193,199</b>	<b>\$ 1,292,764</b>	<b>\$ 493,064</b>	<b>\$799,700</b>	<b>\$ 108,298</b>	<b>\$ 109,420</b>	<b>\$ 115,840</b>	<b>\$ 112,049</b>	<b>\$ 112,975</b>	<b>\$ 113,970</b>	<b>\$ 110,961</b>	<b>\$ 110,961</b>	1,276,578
<b>Capital Improvement Projects</b>													
100% of the budget is still considered for the remainder of the year.													
General Capital Projects	\$0	\$ 265,557	\$ -	\$265,557	\$ 37,937	\$ 37,937	\$ 37,937	\$ 37,937	\$ 37,937	\$ 37,937	\$ 37,937	\$ 37,935	265,557
<b>Grand Total Costs</b>	<b>\$1,193,199</b>	<b>\$ 1,558,321</b>	<b>\$ 493,064</b>	<b>\$1,065,257</b>	<b>\$ 146,235</b>	<b>\$ 147,357</b>	<b>\$ 153,777</b>	<b>\$ 149,986</b>	<b>\$ 150,912</b>	<b>\$ 151,907</b>	<b>\$ 148,896</b>	<b>\$ 148,896</b>	1,542,135
<b>Cash Basis:</b>													
<b>Excess (Loss) Revenues over Expenses</b>	\$1,129,288	\$ (0)	\$ (108,889)	\$ (108,889)	\$ (13,951)	\$ (4,485)	\$ 26,573	\$ 13,352	\$ 11,192	\$ 19,382	\$ 2,887	\$ (53,939)	\$ (53,939)
* Second Water Master Fee may be billed later this year.													

# Memorandum

## GIS Proposal

Date: May 28, 2024

To: The Board of Directors

From: Ann DeMartini, Business Manager

Subject: Business Manager Report

**Subject:** Update on Geographic Information System (GIS) Proposal

Via a connection between Board Vice President Alma Quezada and ZWorld GIS, a proposal for GIS services was provided to Crestview Mutual Water Company. Following a thorough review of the proposed Geographic Information System (GIS) project, staff does not recommend proceeding with the implementation at this time. Several factors have led to this decision:

1. **Higher Priorities:** Our water system currently faces more pressing operational and infrastructure needs that require immediate attention and resources. These priorities must be addressed before we can allocate significant resources to a GIS project.
2. **Scope and Cost:** The scope of the proposed GIS project, as presented, is broader than our current needs. Additionally, the cost estimate is higher than anticipated due to the lack of digitized background maps in a usable format. This would necessitate additional work and expense to prepare the data for integration into a GIS platform.
3. **Long-Term Value:** While we acknowledge the potential benefits of a GIS system for enhancing our operations and decision-making, we believe it is prudent to defer this project until we have addressed more urgent needs and thoroughly evaluated the long-term value and cost-effectiveness of such an investment

# Memorandum

## GIS Proposal

### **Recommendation:**

Staff recommends that the Board of Directors postpone the GIS project at this time. We will continue to monitor industry trends and technological advancements in GIS, and revisit the potential for implementation in the future when it aligns with our priorities and budget constraints. In the meantime, we will explore options for gradually digitizing our background maps to facilitate a more cost-effective GIS implementation in the future.

We appreciate the Board's understanding and support in this matter. We remain committed to identifying and implementing solutions that enhance our operations and provide the best possible service to our customers.

Thank you for your time and consideration.

# Memorandum

## INJURY AND ILLNESS PREVENTION PLAN UPDATE

To: Board of Directors

From: Ann DeMartini, Business Manager

Date: May 28, 2024

Subject: Injury and Illness Prevention Plan (IIPP) Update

This memo serves to inform the Board of Directors that the draft update of the Injury and Illness Prevention Plan (IIPP) has been completed and is ready for staff implementation and refinement. The update was initiated in conjunction with the change in Company management and the development of the new Workplace Violence Prevention Plan (WVPP) to ensure a comprehensive approach to workplace safety.

The updated IIPP incorporates the following key elements:

- Integration with WVPP: The plan has been revised to align with the WVPP, ensuring a cohesive approach to preventing and addressing workplace violence.
- Hazard Assessment: A comprehensive hazard assessment will be conducted across all company sites to identify and evaluate potential hazards, including those related to workplace violence.
- Control Measures: The plan outlines updated control measures to mitigate identified hazards, including engineering, administrative, and work practice controls.
- Training and Education: Enhanced training programs will be implemented to educate employees on new safety procedures, hazard recognition, and their role in maintaining a safe work environment.

## Memorandum

### INJURY AND ILLNESS PREVENTION PLAN UPDATE

- Recordkeeping: Recordkeeping procedures have been strengthened to ensure accurate and timely documentation of workplace injuries, illnesses, and near misses.

#### Next Steps:

- Updated Site Evaluations: We will conduct comprehensive site evaluations to ensure that the updated IIPP is tailored to the specific needs and hazards of each location.
- Staff Implementation: We will work closely with staff to implement the updated IIPP, providing training and resources as needed.
- Continuous Improvement: We will continuously monitor and evaluate the effectiveness of the IIPP, making adjustments as necessary to maintain a safe and healthy work environment.

We are confident that the updated IIPP will enhance our company's safety culture and help protect our employees from workplace injuries and illnesses. We will keep the Board informed of our progress and any significant developments.

## Memorandum

### WORKPLACE VIOLENCE PREVENTION PLAN UPDATE

**To:** Board of Directors

**From:** Ann DeMartini, Business Manager

**Date:** May 28, 2024

**Subject:** Workplace Violence Prevention Plan (WVPP) Update

This memo serves to inform the Board of Directors that the Workplace Violence Prevention Plan (WVPP) for Crestview Mutual Water Company has been completed and is ready for staff implementation and refinement. We have developed a comprehensive plan that addresses the requirements outlined in California Senate Bill 553 (SB 553), which mandates the implementation of such plans by July 1, 2024.

The WVPP includes the following key components:

- **Responsibility:** Management is responsible for overseeing the implementation and maintenance of the plan.
- **Hazard Identification and Assessment:** We have conducted a thorough assessment of potential workplace violence hazards and identified areas of concern.
- **Prevention and Correction:** The plan outlines strategies and procedures for preventing and correcting workplace violence hazards, including engineering, administrative, and work practice controls.
- **Training and Instruction:** All employees will receive training on the WVPP, including how to identify and report potential threats, respond to incidents, and access resources.

## Memorandum

### WORKPLACE VIOLENCE PREVENTION PLAN UPDATE

- **Recordkeeping:** We have established procedures for documenting workplace violence incidents, investigations, and corrective actions.
- **Reporting, Response, and Investigation:** Clear protocols are in place for reporting and responding to workplace violence incidents, as well as conducting thorough investigations.
- **Post-Incident Response:** The plan includes procedures for reviewing incidents, identifying root causes, and implementing corrective actions to prevent future occurrences.
- **Communication and Employee Participation:** We have established a communication system to inform employees about the WVPP and encourage their participation in identifying and addressing workplace violence concerns.

We are confident that this plan will help create a safer work environment for all employees. As we begin implementing the WVPP, we will continue to refine it based on employee feedback and ongoing risk assessments. We are committed to ensuring that our workplace is free from violence and that all employees feel safe and supported.

We will keep the Board updated on the progress of the WVPP implementation and any significant developments.

Thank you for your support in this important initiative.



# DRAFT

Crestview Mutual Water Company <i>April 2024 YTD Profit and Loss</i>	April 2024		%	FY 2024	Budget	Reason for Variance	April 2023 FYTD	
	FYTD Actual	FYTD Budget					Variance	Budget
Water Sales in Acre Feet	147,887	134,836	10%			More sales in Dec 23 and Jan 24 than budgeted for, under for April 2024	87,902	68%
Water Production in Acre Feet	159,229	141,298	13%				91,932	73%
Percent Non-Revenue Water	7.67%	5%				Industry standard water loss 7.12%	5%	
Water Sales (Note 1) and Service Fees	360,293	341,972	5%	1,517,522	1,157,229	more sales in Dec 23 and Jan 24	271,947	32%
Interest and Other Income	23,882	17,000	40%	40,800	16,918	Interest earned higher than expected	11,225	113%
<b>Total Revenue</b>	<b>384,175</b>	<b>358,972</b>	<b>7%</b>	<b>1,558,322</b>	<b>1,174,147</b>		<b>283,172</b>	<b>36%</b>
Power	42,505	40,461	5%	174,346	131,841	Current invoices may not be fully represented	63,372	-33%
Other Operating Costs	26,123	58,830	-56%	141,199	115,076	Less Repairs than budgeted	83,161	-69%
Employee Related Costs	241,255	244,741	-1%	565,750	324,495		126,846	90%
General Insurance	13,930	13,805	1%	35,100	21,170	New policy expected to higher	12,900	8%
Taxes, Permits and Licenses	49,202	30,130	63%	72,260	23,058	Fox Canyon GMA billed 1/2 Watermaster fee	28,361	73%
General and Administrative Costs	72,341	80,260	-10%	192,210	119,869		140,057	-48%
Legal and Accounting Services	47,709	61,460	-22%	111,900	64,191	Less expense than anticipated	127,113	-62%
<b>Total Costs</b>	<b>493,065</b>	<b>529,687</b>	<b>-7%</b>	<b>1,292,765</b>	<b>799,700</b>		<b>581,810</b>	<b>-15%</b>
Depreciation	76,851	76,851	0%	184,443	107,592		80,419	-4%
Loss on Sale of Asset	0	0		0	0		(3,732)	-100%
Capital Improvement Projects	0	110,649	-100%	265,557	265,557	No outlays to report	0	0%
<b>Total Costs</b>	<b>569,916</b>	<b>717,187</b>	<b>-21%</b>	<b>1,742,765</b>	<b>1,172,849</b>	Lower Prof, Operations and Outside Svc	<b>665,961</b>	<b>-14%</b>
<b>Excess(Loss) Revenues over Expenses</b>	<b>(185,741)</b>	<b>(358,215)</b>	<b>-48%</b>	<b>(184,443)</b>			<b>(382,789)</b>	<b>-51%</b>
<b>Excluding Depreciation</b>	<b>(108,890)</b>	<b>(281,364)</b>	<b>-61%</b>	<b>0</b>			<b>(302,370)</b>	<b>-64%</b>

Note 1 - Budgeted Water sales are based on amount needed to zero budget.

FYTD = Fiscal Year to Date

<i>April 2024 Balance Sheet</i>		The cash balance decreased by \$9,734 from the prior month's balance of \$1,215,164					FCGMA Allocation:	
Assets	4/30/24	4/30/23	Change	% Change	Reason for Variance	Carry Over		
Cash and Cash Equivalents - Note 2	1,205,430	2,238,869	(1,033,439)	-46%	Paid off loan, '22 loss affected reserves		Allocation Note 3	
Accounts Receivable	92,460	73,972	18,488	25%			Well 4 82.212	
Other Current Assets	37,470	89,022	(51,552)	-58%	Decrease in "Due from CMWD" \$42K		Well 6 82.213	
Restricted Cash	200,000	200,000	0	0%			Total AF 164.425	
Net Fixed Assets	4,127,167	4,222,904	(95,737)	-2%			Expires this year	
<b>Total Assets</b>	<b>5,662,527</b>	<b>6,824,767</b>	<b>(1,162,240)</b>	<b>-17%</b>	Effect of paying off loan and '22 loss		Hist. Alloc 717.42	
							Total AF 881.845	
<b>Liabilities and Equity</b>							Pumped	
Accounts Payable	24,155	90,663	(66,508)	-73%	Less operating expenses from PY		to date for	
Other Current Liabilities	62,338	135,104	(72,766)	-54%	Paid off loan and more accrued pension		Water Yr 291.003	
Long Term Liabilities (Loans)	(6,911)	843,291	(850,202)	-101%	Neg Bal is a CPA adj to be reversed		Remaining <b>590.842</b>	
Total Liabilities	79,582	1,069,058	(989,476)	-93%			Note 3 - Carry over	
							allocation has to be	
Equity	5,582,945	5,755,709	(172,764)	-3%			divided evenly	
							among reporting	
<b>Total Liabilities and Equity</b>	<b>5,662,527</b>	<b>6,824,767</b>	<b>(1,162,240)</b>	<b>-17%</b>	Effect of paying off loan and '22 loss		wells.	

Note 2 - About \$865,165 is being held in a sweep acct earning 1.5%, with \$489,905 in a high yield 5.1% acct. We have a \$250K open LOC with Banc of California

	Water	Water	Budgeted	% of Water	% of
Date	Production	Sales	Sales	Sold	Budgeted Sales
	MG	MG	MG		
Dec	14.987	14.135	10.329	94.3%	37%
Jan	9.152	8.634	6.501	94.3%	33%
Feb	5.836	5.264	10.561	90.2%	-50%
Mar	9.597	8.709	5.505	90.7%	58%
Apr	12.313	11.447	16.269	93.0%	-30%
May	10.000	10.000	18.755	100.0%	-47%
Jun	10.000	10.000	20.152	100.0%	-50%
Jul	10.000	10.000	28.127	100.0%	-64%
Aug	10.000	10.000	22.407	100.0%	-55%
Sept	10.000	10.000	26.026	100.0%	-62%
Oct	10.000	10.000	23.750	100.0%	-58%
Nov	10.000	10.000	17.379	100.0%	-42%
<b>Totals</b>	<b>121.885</b>	<b>118.189</b>	<b>205.761</b>	<b>97.0%</b>	<b>-42.56%</b>

