

# BOARD OF DIRECTORS

## Meeting Minutes

April 16, 2020 6:00 PM.  
Crestline Sanitation District, Meeting Room  
24516 Lake Drive, Crestline, CA 92325

**CALL TO ORDER:** Director Pederson calls the meeting to order at 6:03 PM.

**PRESENT:** President: Donald Pederson  
Secretary: Joseph Jackson  
Director: Eric Stone

**ABSENT:** Treasurer: Daniel Dobrescu  
Vice President: Gilbert Flores  
Office Administrator: Rosemarie Garcia  
Chief Operator: Nathan Burwell

**Audience Members:** None

### 1. Consent Agenda

A. April 16, 2020 Agenda, Approval.

B. March 19, 2020 Meeting Minutes, Approval.

**MOTION:** Director Stone motions to approve the Consent Agenda as presented. Director Jackson seconds the motion.

**ACTION:** Motion approved upon unanimous vote.

### 2. Old Business:

A. Budget, FY 2020/2021.

**DISCUSSION:** The Board and Staff discuss the draft FY-2020/2021 budget. Highlights noted:

- 1) The rate increase approved in February 2020 has been included in the revenue projection of \$764,232.
- 2) The Plant Operation and Maintenance budget is \$158,126, which includes \$98,000 for refurbishment of Ferncrest Tank #1.
- 3) There is a correction to the Workers Compensation budget, reduced from \$7,549 to \$6,000. General Operation budget, revised to \$366,168, about \$34,000 less than last year's budget.
- 4) The Labor Expense budget has been set at \$334,571, about \$36,000 higher than last year's budget, in part due to increased staffing.

5) This budget represents a total projected expense of \$858,865, a net loss of about \$94,633, and an operational gain of \$5,367 before depreciation.

**MOTION:** Director Pederson motions to approve the FY 2020/2021 Budget (Draft 2) as corrected for Workers Compensation. Director Stone seconds the motion.

**ACTION:** Motion approved upon unanimous vote.

### **3. New Business:**

#### **A. Considerations for non-payment or late payment during COVID-19 emergency.**

**DISCUSSION:** The Board reviews the Governor's Executive Order regarding water systems operations during the pandemic, and discusses late payment penalties.

**MOTION:** Director Pederson moves to acknowledge the Governor's Executive Order N-42-20 suspending shut-offs till further notice, and to waive late payment penalty fees associated with the May-June billing period. Director Jackson seconds the motion.

**ACTION:** Motion approved upon unanimous vote.

#### **B. Lead Action Level and Corrosion Control Study.**

**DISCUSSION:** The Board discusses the February 24, 2020 letter from the State Water Resources Control Board/San Bernardino District Engineer. In particular, the Board reviewed actions due to the State Water Board. All items are in process to be accomplished on schedule. The Public Education letter will be mailed in the billing this month. Director Pederson will seek proposals for a Corrosion Control Study by the due date of August 24, 2021.

**MOTION:** N/A

**ACTION:** N/A

### **4. Financial Report, March 2020:**

**DISCUSSION:** The Board review the financial reports. We remain on-track with budget; no significant changes since the last meeting. The end of the Fiscal Year is April 30.

**MOTION:** N/A

**ACTION:** N/A

### **5. Operations and Production Report, March 2020.**

#### **A. Field Operations Report**

- Cut apart old pipe rack and welded up new one.
- Replaced 8 hard to read/high usage meters found during meter reading.
- Took Nitrate samples at Mid Burnt Mill wells 4,5,6 and vertical well #19.
- Finished exercising fire hydrant valves. Now, starting to locate fire hydrant valves that couldn't be located while exercising.
- Dugout side of hill that fell against the south side fence at Middle Burnt Mill site and repaired fence.
- Repaired fence that tree branch fell on around sump tank at Coonturn.
- Replaced burnt up contact and wire to pump 1 at Coonturn.
- Flushed dead end fire hydrant and service lines at 21820 and 21835 Fern Canyon Rd (1,834 cubic feet).



- Replumbed and painted pipes inside Jobs pumphouse.
- Serviced and replaced brake pads on the Toyota.
- Dug trenches from pumphouses to transducer for conduit at Jobs Peak and Upper Burnt Mill sites.
- Installed gate valves after pumps at Upper Burnt Mill and painted pipes with leftover paint from Jobs site.
- Dug out and restacked block wall holding part of Coonturn sites driveway.
- Added temp to patches in road at East Buckthorn Rd., Devils Canyon Rd. and in front of the VFW.
- Dug up and repaired valve can to fire hydrant at 22248 Forest Dr.
- Marked out 2 Dig Alert tickets, Edison replacing power poles and 3 for residents.
- All water samples taken for March and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

#### **B. Production Report**

Domestic Production was 163,502 cubic-feet (28.3 gpm). CLAWA has been turned off since February 2019.

#### **6. Public Comment:**

None.

#### **7. Announcements:**

A. Director Pederson stated the next Regular Meeting is tentatively scheduled for May 21, 2020 at 6:00 p.m.

#### **Adjourn to Executive Session**

**MOTION:** Director Pederson motions to adjourn to executive session at 7:06 pm. Director Stone seconds the motion.

**ACTION:** Motion approved upon unanimous vote.

#### **8. Shareholder Matters:**

N/A

#### **9. Memberships Canceled/Issued:**

##### **MEMBERSHIP CANCELATION/ ISSUANCE, CHANGE IN OWNERSHIP**

Account:	Cert# Cancelled:	Cert# Issued:
1. 8-298	010287A	010901A

**DISCUSSION:** None

**MOTION:** Director Stone motions to approve cancellation and issuance of Memberships associated with the account as listed. Director Jackson seconds the motion.

**ACTION:** Motion approved upon unanimous vote.

**10. Personnel Matters:**

**A. FY-2020/2021 Budget, Wage Increase Authorization**

**DISCUSSION:** The Board reviews the proposed wage increases as presented in the FY 2020-2021 Budget.

**MOTION:** Director Pederson motions to approve the Wage Increase Authorization letter, dated April 16, 2020. Director Stone seconds.

**ACTION:** Motion approved upon unanimous vote.

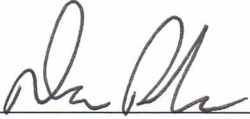
**11. Legal Matters: N/A**

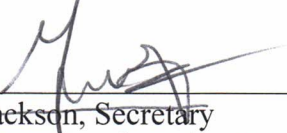
**12. Third Party Contracts: N/A**

**ADJOURNMENT**

**MOTION:** Director Pederson motions to adjourn the Executive Session at 7:14pm. Director Jackson seconds the motion.

**ACTION:** The Meeting was adjourned upon unanimous vote.

Approved:  Date: 6/18/2020  
Donald Pederson, President

Attest:  Date: 6/18/2020  
Joseph C. Jackson, Secretary  
GILBERT FLORES, VICE PRESIDENT