



BOARD OF DIRECTORS

Meeting Minutes

April 17, 2024 6:00 PM.
Crestline Sanitation District, Meeting Room
24516 Lake Drive, Crestline, CA 92325

CALL TO ORDER: Director Flores called the meeting to order at 6:00 PM

PRESENT: President: Gil Flores
Secretary: Joseph Jackson
Treasurer: Erin Kafieh
Director: Daniel Dobrescu
Director: Mike Lutcavish

STAFF PRESENT: Operations Manager: Nathan Burwell
Office Administrator: Rosemarie Garcia

SHAREHOLDERS PRESENT: Sign-in roster is attached to these minutes.

Director Lutcavish led the Pledge of Allegiance.

1. Consent Agenda:

- A. April 17, 2024 Agenda, Approval.
- B. March 20, 2024 Meeting Minutes, Approval.
- C. February 21, 2024 Meeting Minutes, Approval.

DISCUSSION: None

MOTION: Director Kafieh motioned to approve the Consent Agenda. Director Dobrescu seconded the motion.

ACTION: Motion approved upon unanimous vote with Director Lutcavish abstaining regarding the February minutes approval.

2. Old Business:

- A. FY 2024-2025 Budget (approval)

DISCUSSION: Staff presented the budget in detail and explained various categories of changes/increases. Budget revenue increase is due primarily to the graduated rate increases approved several years ago.

MOTION: Director Dobrescu moved a budget of total revenue of \$951,741 and an expense of \$558,596 with personnel/labor to be added. Director Kafieh seconded.

ACTION: Motion approved 4 yes and 1 no.

B. CSD Land Sale (discussion)

DISCUSSION: The Crestline Sanitation District raised their expected price from the original asking amount, which the Board had approved in March. There was no interest in matching their new amount.

MOTION: N/A

ACTION: N/A

3. New Business:

A. JPRIMA General Insurance Renewal (approval)

DISCUSSION: The annual renewal is due within 30 days of April 1, 2024. This insurance covers our property, commercial liability, business/auto, officers/directors' liability, and commercial excess liability. As always, the premium has increased.

MOTION: Director Kafieh motioned to approve the renewal. Director Jackson seconded.

ACTION: Motion approved upon unanimous vote.

B. Towable Generators (discussion)

DISCUSSION: Three bids have been received, ranging from approximately \$41,700 to \$76,500. Our current generators are operable in the short-term, and if needed we can rent generators for \$1600-\$1800 per month.

MOTION: N/A

ACTION: N/A

C. Service Restoration Acct # 1-570 (approval)

DISCUSSION: This service was cancelled in 2011, and the new owners have paid all fees to restore service and buy the membership shares.

MOTION: Director Flores moved to approve the service restoration as presented. Director Kafieh seconded.

ACTION: Motion approved upon unanimous vote.

4. Financial Report, March 2024:

DISCUSSION: The Board and staff reviewed the financial and reconciliation reports. All accounts are in balance. March 31, 2024 represented the end of the fiscal year 2023-24.

MOTION: N/A

ACTION: N/A

5. Operations and Production Report, March 2024:

A. Field Operations Report

Met with and received roofing estimates for Sawpit pumphouse from JW Roofing, Lewis Construction and Orona Construction.

Fabricated and mounted shelving for new chlorine pumps at Sawpit and Coonturn treatment sites.

Researched new equipment and obtained quotes in preparation for new fiscal year budget.

Met with SoCalGas Planning Representative Michael Wiechelman at Sawpit, CLAWA and Jobs sites to get information for new gas service quotes for standalone generators at each site.

Purchased and replaced batteries for Lovers solar and Missions Communications system.

Repaired leak in pumping line between Middle and Upper Burnt Mill sites. (3320 ft³)

Contacted manufactures/distributors and received three quotes for trailered generator.

Cleaned up fallen branches and debris in driveways at Jobs, Ferncrest and Sawpit from high wind and winter weather.

Picked up three tons of temporary patch from Volcan.

Pulled meter on Vista due to shares being canceled.

Interviewed three applicants for Water Utility Trainee position.

Contacted Jed with GA Osbornes Pipe and Supply and ordered new galvanized holding tank with coating to replace Middle Burnt Mill old holding tank.

Replaced four 1992 residential meters in the system.

Marked/Remarked 19 USA Dig Alert tickets for SCE.

All water samples taken for March and reported to State Water Resources Control Board reveal all samples are fine and under MCL.

B. Production Report:

Domestic Production reported for was 277,209 cubic feet (48.0 gpm) to the system.

CLAWA has been turned off since mid-March 2023.

6. Public Comment:

Carlos Glade noted that there are two storage buildings for sale in the area.

7. Announcements

Director Flores announced the next regular meeting of the Board is tentatively set for May 15, 2024.

Adjourn to Executive Session

MOTION: Director Flores motioned to adjourn to executive session at 7:24pm. Director Kafieh seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters: N/A

9. Memberships Canceled/Issued:

SHARE CANCELTION/ ISSUANCE, CHANGE IN OWNERSHIP

Account:	Cert# Cancelled:	Cert# Issued:
1. 7-27	010008A	011149A
2. 6-776	009711A	011150A
3. 6-316	01842A	011151A
4. 1-570		011152A

DISCUSSION: None

MOTION: Director Kafieh motioned to approve cancellation and issuance of Memberships associated with the accounts as listed. Director Dobrescu seconded the motion.

ACTION: Motion approved upon unanimous vote.

10. Personnel Matters:

A. Staff salaries FY 2024-25 (discussion)

DISCUSSION: The Board discussed current budget constraints and various personnel issues. The Board discussed a staff compensation proposal presented by Director Kafieh.

MOTION: Director Jackson moved Scenario #1, less 0.1%. Director Kafieh seconds.

ACTION: Motion approved upon unanimous vote. Director Flores appointed Directors Kafieh and Jackson to meet with each staff member.

11. Legal Matters: N/A

The Board discussed current legal issues. There was no reportable action.

12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Flores motions to adjourn the Executive Session at 8:05. Director Jackson seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 7/27/24
Gilbert Flores, President

Attest:  Date: 7/27/24
Joseph Jackson, Secretary