

BOARD OF DIRECTORS

Meeting Minutes

August 16, 2023 6:00 PM.
Crestline Sanitation District, Meeting Room
24516 Lake Drive, Crestline, CA 92325

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

PRESENT: President: Gil Flores
Vice President: Donald Pederson
Director: Erin Kafieh

ABSENT: Secretary: Joseph Jackson
Treasurer: Daniel Dobrescu

STAFF PRESENT: Chief Operator: Nathan Burwell
Office Administrator: Rosemarie Garcia

SHAREHOLDERS PRESENT: (see sign-in sheet)

MOTION: Director Flores motions to appoint Director Pederson as Secretary for this evening's business only. Director Kafieh seconds the motion.

ACTION: Motion approved upon unanimous vote.

1. Election of Directors/Officers:

DISCUSSION: The Board generally agrees there should be more directors present for election of directors/officers.

MOTION: None

ACTION: Tabled for next meeting.

2. Consent Agenda:

A. August 16, 2023 Agenda, Approval.

B. June 21, 2023 Meeting Minutes, Approval.

C. July 29, 2023 Record of Annual Shareholders Meeting, Approval

DISCUSSION: None

MOTION: Director Kafieh motions to approve the Consent Agenda as presented.
Director Pederson seconds the motion.

ACTION: Motion approved upon unanimous vote.

3. Old Business: None

4. New Business:

A. FY 2023-24 Budget Amended Budget (approval).

DISCUSSION: The Board and Staff review and discuss the amended budget presented by Director Pederson. Increases include street maintenance, Toyota maintenance, distribution maintenance, and most significantly labor expenses. The Board agrees large capital improvements will be pursued and approved on a case by case basis.

MOTION: Director Kafieh motions to approve the amended budget, dated 08/16/2023 for \$901,351 in operating expenses, as presented. Director Flores seconds the motion.

ACTION: Motion approved upon unanimous vote.

B. Board request for service restoration Acct# 6-276.

DISCUSSION: OA Garcia reports that the member has not yet submitted all required information.

MOTION: None

ACTION: None

5. Financial Report, May 2023:

DISCUSSION: The Board and Staff review the financial and reconciliation reports. OA Garcia reported that the annual audit has been completed and she is processing the adjusted journal entries.

MOTION: N/A

ACTION: N/A

6. Operations and Production Report, July 2023:

A. Field Operations Report

- Pulled and cleaned chlorine injectors at Coonturn and Sawpit.
- Dropped off the Toyota Tacoma at Amcal Automotive on July 5th for engine rebuild. Picked up the 21st.
- Performed oil and filter service on the Ford truck.
- Prepared new sump tank and site for installation at Lower Burnt Mill.
- Sealed all fittings and replaced failed sump pump with new pump and put wells and sump back online at Sawpit on the 20th.
- Removed trees and debris at Jobs South property line per county request.
- Customer called in water running down Spring Drive. Discovered source of leak up the road off Forest Dr. on customer side.

- Repaired service line leak and temporary patched road cutout on Long Beach Ave. (2,254 ft³)
- Performed fire flow test for 21505 Peak Circle S. (161 ft³)
- Pulled meter due to customer tampering at Mozumdar Dr.
- Weed abatement at the shop, Jobs Peak, Ferncrest, Sawpit, Upper Burnt Mill, Mid Burnt Mill, Lower Burnt Mill, Lovers well, Office and Coonturn.
- Replaced faulty meter for well 2 at Sawpit.
- Cleaned shop bay and washed Backhoe.
- Marked/Remarked 17 USA Dig Alert tickets. 2 Residential, 15 SCE.
- All water samples taken for July and reported to State Water Resources Control Board reveal all samples are fine and under MCL.

DISCUSSION: Director Pederson reminds all that the tree removal project at Lovers site must be completed as soon as possible. CO Burwell reports the small tank at Upper-Burnt, the sump tank at Lower-Burnt and the catch basin at Ferncrest sites have all been replaced/installed. The last small tank for Mid-Burnt is on order. Some discussion was had concerning trying to get Sawpit well #5 re-certified, with no consensus.

B. Production Report

Domestic Production reported was 347,849 cubic feet (60.2 gpm) to the system. CLAWA (purchased water) has been shut off since mid-March.

DISCUSSION: Director Pederson indicates that seems like too high of production for July, and believes there must be a significant leak. CO Burwell indicates he will ramp-up old meter replacement. CO Burwell suggests hiring part-time help to assist in completing the Service-Line Inventory due in October 2024.

6. Public Comment: None

7. Announcements:

Director Flores announces the next regular meeting of the Board is tentatively scheduled for September 20, 2023.

Adjourn to Executive Session

MOTION: Director Kafieh motions to adjourn to executive session at 7:12. Director Pederson seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for reduction Acct #11-181

DISCUSSION: The Board and Staff review the circumstances related to the request. The Board generally agrees the request does not meet the requirements for approval.

MOTION: Director Pederson motions to deny the request. Director Kafieh seconds the motion.

ACTION: Motion approved upon unanimous vote.

9. Memberships Canceled/Issued:

MEMBERSHIP CANCELATION/ ISSUANCE, CHANGE IN OWNERSHIP

Account:	Cert#	Cancelled:	Cert# Issued:
1. 12-492	9471A		011107A
2. 12-722	011081A		011108A
3. 5-185	011041A		011109A
4. 6-951	010900A		011110A

DISCUSSION: None

MOTION: Director Kafieh motions to approve cancellation and issuance of Memberships associated with the accounts as listed. Director Flores seconds the motion.

ACTION: Motion approved upon unanimous vote.

10. Personnel Matters:

DISCUSSION: The Board reminded Staff of their responsibilities concerning review, accuracy and signing of timecards.

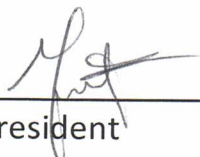
11. Legal Matters: N/A

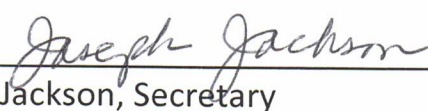
12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Pederson motions to adjourn the Executive Session at 7:40. Director Kafieh seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 10/18/23
Gilbert Flores, President

Attest:  Date: 10/18/23
Joseph Jackson, Secretary