

# *BOARD OF DIRECTORS*

## Meeting Minutes

August 17, 2022 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  
Treasurer: Daniel Dobrescu  
Secretary: Joseph Jackson  
Director: Eric Stone

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

**MEMBERS/AUDIENCE PRESENT:** (see sign-in sheet)

### **1. Election of Directors/Officers**

**DISCUSSION:** Being there are (2) vacant Director positions, as Directors Jackson and Stone's terms have expired, and no election of Directors was held at the Annual Meeting of Shareholders due to lack of a quorum, an election by the remaining Directors shall be held. There was (1) application for Board service submitted prior to the annual meeting. Election of Officers shall also be held.

**MOTION:** Director Flores nominates Joseph Jackson to serve a 3-year term as Director.

**ACTION:** Joseph Jackson is elected by unanimous vote of the remaining directors.

**MOTION:** Director Pederson nominates Erin Kafieh to serve a 3-year term as Director. There were no other nominations.

**ACTION:** Erin Kafieh is elected by unanimous vote of the remaining directors.

**MOTION:** Director Pederson motions to retain all officers in their current positions.

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

Former Director Stone offers thoughts on his priorities during the years he served on the Board. The Board and Staff all offer their appreciation for his service and contributions to the Company.

Mr. Stone leaves the meeting.

Director Jackson leads the Pledge of Allegiance.

## **2. Consent Agenda:**

**A.** August 17, 2022 Agenda, Approval.

**B.** July 20, 2022 Meeting Minutes, Approval

**C.** July 30, 2022 Record of Annual Shareholders Meeting, Approval

**DISCUSSION:** None

**MOTION:** Director Pederson motions to approve the Consent Agenda as presented.

Director Dobrescu seconds the motion.

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

## **3. Old Business:**

**A.** SWRCB/CRWA Technical Assistance Application and New Engineers Report (status).

**DISCUSSION:** Director Pederson reiterates that the application for assistance had been discontinued in July, but that the updated Engineers Report is in progress and on track.

**MOTION:** None

**ACTION:** None

## **4. New Business:**

**A.** Increase of Credit Card Limit.

**DISCUSSION:** Because of the increase in fuel costs, the current credit card limit has become insufficient to provide for normal business needs.

**MOTION:** Director Dobrescu motions to increase the credit card limit to \$5000, total for all cards. Director Jackson seconds.

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

## **5. Financial Report, July 2022:**

**DISCUSSION:** The Board and Staff review the financial and reconciliation reports. OA Garcia reports that she is following up with our CPA firm regarding status of the annual tax returns. The office now has a check scanning machine, which allows for bank deposits from our office, eliminating the need for multiple trips per month to the bank.

**MOTION:** N/A



**ACTION:** N/A

## **6. Operations and Production Report, July 2022:**

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

- Replaced four old/hard to read meters in the system.
- Verified slow leak on customer side at Crest Forest Dr. per customer request.
- Finished weed abatement at Jobs, Ferncrest, Coonturn, upper Burnt Mill, Shop and properties around shop.
- Replaced battery in Jobs generator and installed battery disconnect.
- Ordered parts for inventory and for Ferncrest tank 1 overflow.
- Champion Electric diagnosed and ordered parts to repair CLAWA site pump controls.
- Located and marked mainline on kissing Rock and Romnah roads.
- Performed leak detection throughout the system.
- Detected company side leaks at Mozumdar Dr. and Cliff Dr.
- Repaired service line leak at Cliff Dr. (134ft<sup>3</sup>)
- Repaired service line leak at Mozumdar Dr. (33ft<sup>3</sup>)
- Restocked chlorine at treatment sites.
- Found customer side leak on Jobs Peak and informed customer.
- Found customer side leak on Pine Dr. Shut off and tagged property.
- Replaced old meter and adjusted angle stop at Crest Forest Dr.
- Replaced old meter and old gate valve with new meter and lockable curb stop at Willow Witch.
- Bennett finished road patching from the temporary road patch list sent to them.
- Found customer side leak on Mozumdar Dr. and informed customer.
- Drove Ford truck to Pacific Truck Equipment and got measurements for pipe rack and rear window protector.
- Cleared clog out of Lovers well #1 poly line near Coonturn tank.
- Checked and cleaned out all well meters in the system.
- Installed new service connection on Cold Springs Rd.
- Replaced Lower Burnt Mill well #3 poly line from well head to tank.
- Updated parts inventory list.
- Placed six 5 Day Notices due to nonpayment.
- CLAWA up to 31.5gpm from 25pgm on 7/15.
- Marked/Remarked 13 Dig Alert tickets, 10 Edison replacing power poles/anchor, 1 CPPMWC and 1 Resident.
- All water samples taken for July and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

**DISCUSSION:** Director Dobrescu continues working on the natural gas will-serve for a new generator at Job's Peak.

**B. Production Report**

Domestic Production was 141,851 cubic-feet (24.6 gpm). Purchased water (CLAWA) was 169,908 cubic-feet (29.4 gpm), for a total of 311,759 cubic-feet (54 gpm) to the system.

**7. Public Comment:** No public comment cards submitted.

**8. Announcements:**

Director Flores announced that the next meeting is tentatively scheduled for September 21, 2022.

**Adjourn to Executive Session**

**MOTION:** Director Pederson motions to adjourn to executive session at 6:55pm. Director Dobrescu seconds the motion.

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

**9. Shareholder Matters: N/A**

**10. Memberships Canceled/Issued:**

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

Account:	Cert# Cancelled:	Cert# Issued:
1. 6-186	010909A	011060A
2. 12-202	009520A	011061A
3. 1-300	7506A,7894A,6100A	011062A
4. 6-786	010505A	011063A
5. 8-138	011003A	011064A
6. 2-552	7406A	011065A
7. 4-276	011020A	011066A
8. 8-68	9395A	011067A
9. 6-406	009608A	011068A
10. 11-231	010892A	011069A

**DISCUSSION:** None

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

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

**11. Personnel Matters:**

**DISCUSSION:** The Board discusses personnel matters. No reportable action.

**MOTION:** N/A

**ACTION:** N/A

**12. Legal Matters:**

**DISCUSSION:** The Board discusses an email from the Company attorney concerning recording of the amended bylaws. Director Pederson indicates he would like a meeting with the attorney to discuss further. We should also seek general counsel regarding the July 20, 2022 board approval of suspension of new memberships, and any potential for a new connection moratorium in the future.

**MOTION:** N/A

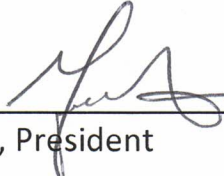
**ACTION:** Director Flores to set-up meeting with our attorney to discuss.

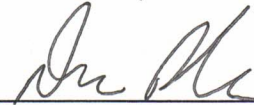
**13. Third Party Contracts: N/A**

**ADJOURNMENT**

**MOTION:** Director Flores motions to adjourn the Executive Session at 7:28pm. Director Dobrescu seconds the motion.

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

Approved:  Date: 9/21/22  
Gilbert Flores, President

Attest:  Date: 9/21/2022  
~~Joseph Jackson, Secretary~~  
DONALD PEDERSON