

BOARD OF DIRECTORS

Meeting Minutes

August 20, 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 6:05 PM.

PRESENT: President: Donald Pederson
Vice President: Gilbert Flores
Treasurer: Daniel Dobrescu
Secretary: Joseph Jackson
Director: Eric Stone

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

Audience Members: William Kastrinos

1. Election of Directors/Officers:

DISCUSSION: Being there are (2) vacant Director positions, as Director Pederson's and Director Flores' 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. No applications for Board service were submitted prior to the annual meeting. Election of Officers shall also be held.

MOTION: Director Dobrescu motions to elect Directors Pederson and Flores to 3-year terms, respectively.

ACTION: Directors Dobrescu, Jackson and Stone vote yes. Motion approved.

MOTION: Director Pederson motions to elect all officers to their current positions. Director Dobrescu seconds.

ACTION: Motion approved upon unanimous vote.

2. Consent Agenda:

- A. August 20, 2020 Agenda, Approval.
- B. June 18, 2020 Meeting Minutes, Approval.

- C. July 25, 2020 Record of Annual Meeting of Shareholders, Approval.

DISCUSSION: None

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

ACTION: Motion approved upon unanimous vote.

3. Old Business: None

4. New Business:

A. Change to Monthly Billing

DISCUSSION: At the request of a member, the Board discusses moving from bi-monthly billing to monthly billing. It was noted that members do already have the option of setting up a “level pay plan” (based on monthly average), or making interim payments of any amount at any time.

MOTION: None

ACTION: None

B. Proposal for Rehabilitation of Ferncrest Tank #1

DISCUSSION: The Board reviews negotiations resulting in several proposals from Superior Tank Solutions. The Board and staff did not solicit additional bids as Superior has previously done quality work for the company, and has indicated completion of work this fall.

MOTION: Director Pederson motions to accept the Aug. 11, 2020 proposal for \$114,910, contingent on completion of work by Oct. 31, 2020. Director Dobrescu seconds the motion.

ACTION: Motion approved by majority vote, Director Flores voting no.

C. Request for Service, APN 0342-091-22-0000

DISCUSSION: The Board and Staff review the request for new residential water service.

MOTION: Director Pederson moves to approve the Request for Service contingent upon owner submitting plot plan showing location of septic/leach-lines relative to lot boundaries and street, to ensure proper set-backs to service line. Director Flores seconds the motion.

ACTION: Motion approved upon unanimous vote.

5. Financial Report, July 2020:

DISCUSSION: The Board reviews the financial reports. At the end of the first quarter, we remain on-track with budget: receiving 21% of projected revenue

(July was not a billing month), and 26% of budgeted expenses (\$45,000 for Ferncrest Tank #2 was expensed in this fiscal year, rather than last fiscal year as intended).

MOTION: N/A

ACTION: N/A

6. Operations and Production Report, July 2020:

A. Field Operations Report

- Installed door and repaired wall with plywood to seal chlorine room from pump motors and electrical panels at Coonturn.
- Painted plumbing inside Coonturn pump house.
- Repaired small service line leak at 21500 Mojave River Rd.
- Located, flushed and reinstalled meter at 21500 Peak Circle South.
- Replaced shop sink faucet
- Replaced 10 broken/incorrect valve can lids throughout the system.
- Rebuilt high pressure blow off valve (Cla-Val) at the end of Mozumdar Dr.
- Built and installed new well boxes for Lower Burnt Mill wells 1 and 2.
- Cleared dirt around Mid Burnt Mill wells 4,5 and 6 and replumbed well heads.
- Ran new 1" poly lines from Mid Burnt Mill well heads 4,5 and 6 to their meters at the tank/pump house site.
- Built and installed new well boxes for Mid Burnt Mill wells 4,5 and 6 well heads
- Removed roofing from shop shed and sealed with tar.
- Rented wood chipper and chipped up tree branch piles at sites.
- Weed abatement around all Fire Hydrants, Air Vacs and small amount at Sawpit.
- Anchored angle iron to corner of South wall that is pulling apart at Sawpit pump house.
- Replaced front and rear brake pads on the Ford and rotated tires.
- Repaired and sealed door to Mid Burnt Mills pump house.
- Repaired small main line leak and temporary patched road cut out in front of 21638 Devils Canyon Rd. (67 cubic feet)
- Installed metal panel behind Mid Burnt Mill well 4 to hold side of hill from covering well head box.
- Performed pump maintenance at all pump sites
- Performed tank inspections and cleaned off tops of tanks at all sites.
- Installed motion light outside Mid Burnt Mills pump house.
- Pumped one foot of water out of each vault in front of office and Waters Dr.

- Located and flushed inactive service line to 21978 Tower Heights for possible service restoration.
- PRV inspections and check upstream/downstream pressures.
- Installed new sample point #2 next to fire hydrant at 22393 Mojave River Rd.
- Purchased parts for Lovers tanks transducers heat tape power supply.
- San Bernardino County Special Districts rented construction meter and purchased 10,173 gallons of water while repairing Cold Spring Rd. (1,360 cu ft)
- Marked out 9 Dig Alert tickets, 6 Edison replacing power poles and 3 for residents.
- All water samples taken for July and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

B. Production Report

Domestic Production in July was 344,300 cubic-feet (59.6 gpm). It was noted that production for June and July was significantly higher than April and May. CLAWA has been turned off since February 2019.

7. Public Comment: None

8. Announcements:

A. Director Pederson stated the next Regular Meeting is tentatively scheduled for September 17, 2020 at 6:00 p.m.

Adjourn to Executive Session

MOTION: Director Pederson motions to adjourn to executive session at 7:05 pm. Director Flores seconds the motion.

ACTION: Motion approved upon unanimous vote.

9. Shareholder Matters:

A. Request for Reduction Acct #6-266

At Shareholder request, the Board and Staff discuss additional information regarding the circumstances surrounding a request for reduction approved at the June 2020 Board meeting. The Board acknowledges that some loss may have resulted from a loose fitting at the meter.

MOTION: Director Pederson moves to reduce the total consumption by 25% and apply the lowest tier rate, contingent upon installation of a shut-off valve on customer side of the meter. Director Flores seconds the motion.

ACTION: Motion approved upon unanimous vote.

10. Memberships Canceled/Issued:

MEMBERSHIP CANCELATION/ ISSUANCE, CHANGE IN OWNERSHIP

Account:	Cert# Cancelled:	Cert# Issued:
1. 7-190	010324A	010902A
2. 12-762	009541A	010903A
3. 1-930	009870A	010908A
4. 6-186	010629A	010909A
5. 5-145	010527A	010911A
6. 6-386	010618A	010812A
7. 1-320	8548A	010913A
8. 6-516	010809A	010914A

DISCUSSION: None

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

ACTION: Motion approved upon unanimous vote.

SHARE ISSUANCE/NEW ACCOUNT

Account:	Cert# Issued:
5-396	010922A

DISCUSSION: None

MOTION: Director Pederson motions to approve the issuance of memberships associated with the new account. Director Stone seconds the motion.

ACTION: Motion approved upon unanimous vote.

CO Burwell is excused at 7:36pm

11. Personnel Matters:

Director Flores leaves at 7:40pm.

DISCUSSION: The Board and Staff discuss continuing customer service complaints, and possible disciplinary and/or corrective actions.

MOTION: N/A

ACTION: N/A

12. Legal Matters: N/A

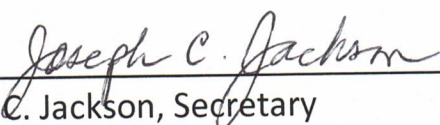
13. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Pederson motions to adjourn the Executive Session at 8:11pm.
Director Dobrescu seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 9/17/2020
Donald Pederson, President

Attest:  Date: 9/17/2020
Joseph C. Jackson, Secretary