

# *BOARD OF DIRECTORS*

## *Meeting Minutes*

August 21, 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  
Director: Daniel Dobrescu  
Director: Mike Lutcavish

**ABSENT:** Treasurer: Erin Kafieh

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

**SHAREHOLDERS PRESENT:** Sign-in sheet attached.

Director Lutcavish led the Pledge of Allegiance.

### **Election of Directors:**

Director Dobrescu's seat is up for election, and he is willing to continue on the Board. There was one applicant from the membership who has not attended any meeting.

**MOTION:** Director Flores nominated Daniel Dobrescu for re-election to the Board. Director Jackson seconded.

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

### **Election of Officers:**

**MOTION:** Director Jackson nominated Director Flores as President. Director Lutcavish seconded. There were no other nominations.

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

**MOTION:** Director Flores nominated Director Kafieh as Vice-President. Director Jackson seconded. There were no other nominations.

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

**MOTION:** Director Flores nominated Director Jackson as Secretary. Director Dobrescu seconded. There were no other nominations.

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

**MOTION:** Director Flores nominated Director Dobrescu as Treasurer. Director Jackson seconded. There were no other nominations.

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

### **1. Consent Agenda:**

A. Aug 21, 2024 Agenda, Approval.

B. June 19, 2024 Meeting Minutes, Approval.

C. July 27, 2024 Annual Meeting Minutes, Approval.

**DISCUSSION:** None

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

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

### **2. Old Business:**

A. Well Development Update, (discussion)

The old Well #7 is being abandoned, and the County has issued a permit for the new well at Upper Burnt Mill. Well Tec Services, Inc. will begin the work the first week of September.

**MOTION:** N/A

**ACTION:** N/A

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

A. Request for Service Restoration Acct# 4-254 (approval)

**DISCUSSION:** The application submitted for service restoration is not in the name of the property owner and shareholder.

**MOTION:** Director Jackson motioned to Table the request pending communication with the property owner regarding the application for service and a corrected application in that name.

**ACTION:** N/A

**B. FY 2023/2024 Final Audit (approval)**

**DISCUSSION:** The Board has received the final audit materials from Smith Marion & Co.

**MOTION:** Director Flores motions to approve the Final Audit. Director Dobrescu seconds.

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

**C. Bank Resolution 22-07, and**

**D. Bank Resolution 22-08 Add Director Lutcavish as a Bank Signer (approval)**

**DISCUSSION:** None

**MOTION:** Director Flores motions to approve the two bank resolutions. Director Dobrescu seconds.

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

**4. Financial Report, July 2024:**

**DISCUSSION:** The Board and staff reviewed the financial and reconciliation reports. All checking accounts are reconciled. The RUS (Rural Utility Service) Loan annual payment will be paid in September as usual in the amount of \$91,644. Director Kafieh continues to work with Multi-Bank Securities, Inc, used by many water companies, regarding savings account possibilities.

**MOTION:** N/A

**ACTION:** N/A

**5. Operations and Production Report, July 2024:**

**A. Field Operations July 2024**

- Performed service on weedwhackers. Continued, weed abatement at Sawpit, Shop, Coonturn, Devils Canyon (Property), Lower, Middle and Upper Burnt Mill sites.
- Had Burkitt's Lock and Key install new doorhandle and deadbolt on door to Jobs Peak pumphouse.
- Verified angle stop is not seeping water while in the off position and assisted plumber with diagnosing pressure issue at 22410 Mojave River Rd. Determined customers pressure regulator had failed.
- Removed and relocated Sample Station #3 on Mojave River Rd. Spoke to customer at 630 Romnha Rd. and came up with an agreement to place Sample Station #3 next to fire hydrant between customers property and Mojave River Rd.



- Coordinated with office to attain customer contact information for residents within 500' of new well development. Contacted customers to verify septic and leach line locations for SBC new well permitting application.
- Completed final version plot plan for new well development and resubmitted to SBC for approval.
- Replaced seeping 2" gate valve at Lower Burnt Mill well 2 wellhead.
- Verified current list of customers are still locked off due to non-payment.
- Replaced faulty float switch inside Coonturns holding tank with new float switch.
- Performed service restoration at 21766 Devils Canyon Rd.
- Service line leak repair at 21935 Mojave River Rd. (1,633 ft<sup>3</sup>)
- Oil and filter service on Toyota.
- Redirected runoff at Sawpit to culvert off Vista Rd.
- Repaired 6" main line leak on Lakeland View Rd. (1,203 ft<sup>3</sup>)
- Investigated leak at 327 Triangle Nook. Determined it was on the customer side. Shut off service and advised customer about leak.
- Service line leak repair at 21651 Crest Forest Dr. (2,444 ft<sup>3</sup>)
- Purchased chlorine for Sawpit and Coonturn treatment sites.
- Performed meter test at 22235 Forest Dr. Test results show meter is good.
- Replaced AC blower and power steering pump in the Toyota.
- Service line repair at 440 Long Beach Ave. (166 ft<sup>3</sup>)
- Main line leak repair at the corner of Forest Dr. and Spring Dr. (16,043 ft<sup>3</sup>)
- Replaced meter and seeping angle stop at 21505 Peak Circle.
- Replaced 1 1995 residential meters in the system.
- Marked/Remarked 10 USA Dig Alert tickets 1 SoCal Gas, 3 SCE, 2 Residential and 4 CPPMWC.
- All water samples taken for July and reported to State Water Resources Control Board reveal all samples are fine and under MCL.

The field staff have been addressing a number of leaks, one of which took 30 hours to repair.

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

Domestic Production reported for was 382,814 cubic feet (66.3 gpm) to the system. CLAWA continues to be turned off since mid-March 2023.

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

The Shareholder present remarked on the courteous employees in the office and in the field. The Shareholder also asked about the timeliness of the Minutes being available. The process of production of the minutes and approval was explained.

## 7. Announcements

Director Flores announced the next regular meeting of the Board is tentatively set for September 18, 2024.

## Adjourn to Executive Session

**MOTION:** Director Dobrescu motioned to adjourn to executive session at 6:50pm. Director Lutcavish seconds the motion.

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

## 8. Shareholder Matters:

### A. Request for Reduction, Acct#2-632

**DISCUSSION:** The shareholder turned off the water inside the house, but there was no shut-off valve at the meter, and the leak was between the meter and the house.

**MOTION:** Director Jackson motioned to approve the one-time reduction to go into effect when the shut-off valve is installed on the owner's side of the meter and verified. Director Lutcavish seconds the motion.

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

## 9. Memberships Canceled/Issued:

### SHARE CANCELATION/ ISSUANCE, CHANGE IN OWNERSHIP

Account:	Cert# Cancelled:	Cert# Issued:
1. 1-630	010871A	011163A
2. 10-100 7472A, 4309A, 4683A, 4791A, 6196A, 8036A		011164A
3. 4-44	011094A	011165A
4. 3-253	010327A	011166A
5. 4-254	-	011167A

**DISCUSSION:** None

**MOTION:** Director Flores 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. Operator Trainee to permanent status (approve)**

**DISCUSSION:** The current full-time operator trainee has successfully completed his trial period and is eligible as a full-time regular employee.

**MOTION:** Director Flores motioned to move the employee to full-time status per the employment letter dated August 21, 2024.

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

**11. Legal Matters:**

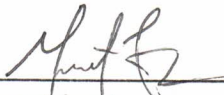
The Board has been advised that the pending legal issue has been dismissed.

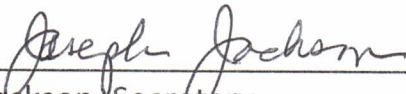
**12. Third Party Contracts: N/A**

**ADJOURNMENT**

**MOTION:** Director Flores motions to adjourn the Executive Session at 7:15pm. Director Jackson seconds the motion.

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

Approved:  Date: 9/18/2024  
Gilbert Flores, President

Attest:  Date: 9/18/2024  
Joseph Jackson, Secretary