

BOARD OF DIRECTORS

Meeting Minutes

February 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 6:01 PM.

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

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

Audience Members: None.

Director Flores leads the Pledge of Allegiance.

1. Consent Agenda

- A. February 20, 2020 Agenda, Approval.
- B. January 16, 2020 Meeting Minutes, Approval.

DISCUSSION: N/A

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

ACTION: Motion approved upon unanimous vote.

Director Stone arrives at 6:06pm.

2. Old Business:

A. Rate Increase, Resolution 20-01

DISCUSSION: The Board discusses several scenarios for possible rate increases.

MOTION: Director Pederson motions to approve Resolution 20-01; providing rate increases for Consumption, Meter Charge, and Membership Fee in the next five consecutive years, beginning at 5.5 % for FY 2020 and FY 2021, to 4.5% beginning FY 2022 and 2023, then 4.0% beginning FY 2024. Director Jackson seconds the motion.

ACTION: Motion approved upon unanimous vote.

3. New Business: N/A

4. Financial Report, January 2019:

DISCUSSION: The Board and Staff review the financial reports. There have been no substantial changes in income and expense since last month. As the 4th quarter began in February, the Board reviewed accounts that were somewhat over or under budget. It was noted that we will reach our \$240,000 mark for Treasury Bills purchased at the end of this fiscal year; we will continue to re-invest those bills as each matures. Along with the Reserve Account held at the bank, approximately \$249,000, our reserve funds will total just over \$489,000.

MOTION: N/A

ACTION: N/A

5. Operations and Production Report, January 2020.

A. Field Operations Report

- Started parts inventory in the trucks and shop.
- Replaced bad meter that stopped registering at 21859 Sawpit Canyon Rd.
- Performed pump maintenance on all pumps at pumping sites.
- Drained Ferncrest Tank 2 for Superior Tank Solution demo. (Est. Loss 4,278 cubic feet)
- Removed snow, fallen trees and debris at all sites.
- Replaced broken register on meter at 454 Willow Witch Rd.
- Replaced slow leaking gate valve on Lower Burnt Mill well 3.
- Fixed drain to eyewash inside Coonturn pump house, water now runs outside of building.
- Started locating/exercising fire hydrant valves.
- Repaired service power pole and weather head at Lower Burnt Mill pump house. Due to tree fallen and branches landing on powerline.
- Removed dirt and debris from around 3 fire hydrants.
- Superior Tank Solution started and finished Ferncrest Tank 2 Demo.
- Repaired stuck nut and added oil to fire hydrant in front of 521 Mozumdar Dr.
- Serviced and fueled both generators.
- Picked up chlorine for Sawpit and Coonturn pump houses.
- Trimmed tree branches at the office.
- Cut up trees and repaired Deer Run Rd. for access to Middle Burnt Mill wells 4,5 and 6.
- Kent with Mission Controls came up to work on the alarm switch to Coonturn sump tank and repair register at Ferncrest pump 2.
- Marked out 9 Dig Alert tickets, 7 Edison replacing power poles and 2 for residents.
- All water samples taken for January and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

B. Production Report

A correct Production Report was not available at Board time. (Subsequently provided, the report indicated Domestic Production in January 2020 was 187,713 cubic-feet (32.5 gpm). CLAWA has been turned off since February 2019.

6. Public Comment:

None.

7. Announcements:

A. Director Pederson stated the next Regular Meeting is tentatively scheduled for March 19, 2020 at 6:00 p.m.

Adjourn to Executive Session

MOTION: Director Flores motions to adjourn to executive session at 7:12 pm. Director Dobrescu seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for Reduction, Acct# 1-390

DISCUSSION: The Board and Staff discuss the circumstances surrounding the request. The meter is functioning properly, and there is no evidence of a leak.

MOTION: Director Pederson motions to deny the request. Director Flores 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. 12-402	010269A	010893A
2. 7-287	8942A	010894A
3. 11-171	010858A	010896A
4. 5-645	7888A	010898A

DISCUSSION: None

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

ACTION: Motion approved upon unanimous vote.

10. Personnel Matters:

A. Temp-to-Hire conversion, Office Assistant (approval)

DISCUSSION: The Board and Staff discuss the potential for converting the current Office Assistant in Training position from Temporary Part-Time to Regular Part-Time.

MOTION: Director Pederson motions to convert the Temporary position to Regular Part-Time, and to make an offer at the current rate of pay. Director Dobrescu seconds the motion.

ACTION: Motion passes.

11. Legal Matters: N/A


12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Stone motions to adjourn the Executive Session at 7:33pm. Director Dobrescu seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 3/19/2020
Donald Pederson, President

Attest:  Date: 3/19/20
Joseph C. Jackson, Secretary
GILBERT PINES, VICE PRESIDENT