

BOARD OF DIRECTORS

Meeting Minutes

January 20, 2022 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: Vice President: Donald Pederson
Treasurer: Daniel Dobrescu
Director: Eric Stone

ABSENT: President: Gilbert Flores
Secretary: Joseph Jackson

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

Audience Members: None

MOTION: With Director Jackson being absent, Director Pederson motions to appoint Director Stone as Secretary for the purposes of this meeting only. Director Dobrescu seconds the motion.

ACTION: Motion approved upon unanimous vote.

1. Consent Agenda:

- A. January 20, 2022 Agenda, Approval.
- B. November 18, 2021 Meeting Minutes, Approval.

DISCUSSION: None

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

ACTION: Motion approved upon unanimous vote.

2. Old Business:

- A. New Backhoe (status).

DISCUSSION: There is no delivery status update. OA Garcia reports she has confirmed the supplier (CAT) will be crediting us for the January rental cost (\$3k).

MOTION: None

ACTION: OA Garcia to request delivery status from CAT.

B. Corrosion Control Study (status).

DISCUSSION: Director Pederson reports the SWRCB-DDW has accepted the Corrosion Control Study (CCS) as complete, and are not requiring any additional water treatment. The Company agreed to continue with associated lead/copper tap sampling and water quality parameter (WQP) testing requirements for the remainder of the year.

MOTION: None

ACTION: None

3. New Business:

A. Amended Bylaws (discussion).

DISCUSSION: Director Pederson presents a draft of the amended Bylaws, incorporating more contemporary content, including current legal requirements. The intent now is to submit the draft to an attorney for review and editing.

MOTION: None

ACTION: Director Pederson to get cost estimates for review by attorney.

B. SWRCB/CRWA Technical Assistance Application and need for new Engineers Report (discussion).

DISCUSSION: Director Pederson reports we have the opportunity to apply for technical assistance and funding for major improvements through the SWRCB, and we've met with a representative from California Rural Water Association (CRWA) that can facilitate the application process. One of the first steps will be to get an updated Engineer's Report performed, which generally assesses the operational condition of the Company, and will help to identify those significant needs that we may include in the application for assistance.

MOTION: N/A

ACTION: Director Pederson to request proposals for an updated Engineer's Report.

C. Backhoe Sale Offer (discussion)

DISCUSSION: Director Pederson reports that Director Flores has received a verbal offer to purchase our existing backhoe and Director Stone reports that he also has received a verbal offer from another individual. Director Pederson suggests it might be appropriate to offer the backhoe for sale to the public, to avoid the potential for a conflict of interest.

MOTION: Director Pederson motions to put the existing backhoe up for sale at \$6k. Director Dobrescu seconds the motion.

ACTION: Motion approved upon unanimous vote. CO Burwell and OA Garcia to work in putting together an advertisement for sale of the existing backhoe, to run for 30-days.

4. Financial Report, December 2021:

DISCUSSION: The Board and Staff review the financial and reconciliation reports. OA Garcia reports that as of December 31 (8-mo. into FY), we have received about 73% of projected FY revenue, and have expensed about 60% of budgeted costs.

MOTION: N/A

ACTION: N/A

5. Operations and Production Report, December 2021:

A. Field Operations Report

- Installed new service at 22433 Pine Dr. and temporary patched road cutout.
- Customer ran meter over causing leak on customer's side at 21641 Sawpit Canyon Rd. Customer tried turning company valve off and broke valve. Relocated meter further away from driveway and replaced all broken parts.
- Straightened fence posts and repaired gate on South side of shop yard.
- Repaired service line leak at 22052 Elliot Rd. (267 ft³)
- Extended Missions Communications antenna up 20' at Sawpit (Missions Communications provided a 20' antenna cable) and installed new antenna brackets at Lower and Middle Burnt Mill sites.
- Installed existing Missions Communications antenna on top of Jobs holding tank. (Missions Communications provided a 100' antenna cable)
- Repaired service line leak at 621 Mozumdar Dr. (4,797 ft³)
- Performed meter reading 12/20-12/23. Unable to complete meter reading due to winter storm.
- Installed new backup battery for PLC at Jobs site.
- Added more temporary patch at Devils Canyon Rd. and Sample Station #6 (Long Beach Ave) road cutouts.
- Removed snow up to Lovers tanks and cleared path and driveway to Upper Burnt Mill site.
- Placed generator at Jobs site because of power outage caused by winter weather.
- Replaced two 1985 meters.
- Collected and turned in second set of WQP Tap samples to the lab.
- CLAWA turned up from 20 to 30gpm on 12/10 and then down to 20gpm on 12/23.
- Marked/Remarked 89 Dig Alert tickets, 86 Edison replacing power poles/anchor, 1 SB County and 1 resident.
- All water samples taken for December and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

B. Production Report

Domestic Production was 165,077 cubic-feet (28.6 gpm). Purchased water (CLAWA) was 133,128 cubic-feet (23.1 gpm), for a total of 298,205 cubic-feet (51.6 gpm) to the system. CO Burwell reports he has contacted our leak detection specialist and should have them scheduled to come out soon.

6. Public Comment: None

7. Announcements:

A. Director Pederson states the next Regular Meeting is tentatively scheduled for February 17, 2022 at 6:00 p.m.

Adjourn to Executive Session

MOTION: Director Pederson motions to adjourn to executive session at 8:20pm. Director Dobrescu seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for Reduction, Acct# 2-692

DISCUSSION: The Board and Staff discuss the circumstances surrounding the request. Director Pederson explains the new internal Board Request to Issue Membership form.

MOTION: Director Pederson motions to approve the request. Director Dobrescu 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. 1-372	8959A	011000A
2. 3-95	010369A	011001A
3. 8-108	8561A	011002A
4. 8-138	010422A	010003A
5. 5-160	010563A	010004A
6. 5-835	009687A	010005A
7. 2-172	010708A	010006A
8. 6-476	8726A	010007A
9. 5-75	010880A	010008A

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. Need for additional Operator.

DISCUSSION: The Board and Staff discuss the need for another Operator. With the apparent lack of experienced Operators available, CO Burwell suggests advertising for an entry-level position.

MOTION: None.

ACTION: OA Garcia to post advertisement for Temp-to-Hire entry level position.

11. Legal Matters: N/A


12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Pederson motions to adjourn the Executive Session at 8:29pm. Director Dobrescu seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 2/17/22
Gilbert Flores, President

Attest:  Date: 2/17/22
Joseph Jackson, Secretary