

# *BOARD OF DIRECTORS*

## Meeting Minutes

June 18, 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  
Director: Eric Stone  
Office Administrator: Rosemarie Garcia  
Chief Operator: Nathan Burwell

**ABSENT:** Secretary: Joseph Jackson

**Audience Members:** See Attachment-A

### **1. Consent Agenda**

A. June 18, 2020 Agenda, Approval.

B. April 16, 2020 Meeting Minutes, Approval.

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

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

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

A. **Considerations for non-payment or late payment during COVID-19 emergency.**

**DISCUSSION:** The Board discusses extending the waiver of late payment penalty fees, to include the July-August billing period.

**MOTION:** Director Stone motions to waive late payment penalty fees associated with the July-August billing period. Director Dobrescu seconds the motion.

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

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

#### **A. Policy on Discontinuation of Residential Service for Nonpayment.**

**DISCUSSION:** The Board and Staff review the Company's proposed new Shut-Off Policy, components of which have been mandated by Senate Bill 998, and which requires modification of the Rules and Regulations.

**MOTION:** Director Pederson motions to approve modification of Section-4.23, 4.5, 4.58, and 4.9 of the Rules and Regulation as presented, to comply with the State mandated Policy on Discontinuation of Residential Service for Nonpayment per SB-998. Director Dobrescu seconds the motion.

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

### **4. Financial Report, May 2020:**

**DISCUSSION:** The Board review the financial reports. Director Pederson reports that upon close of FY 2019/20, the Company has realized about 99% of projected revenue and spent about 119% of budgeted expenses. Director Pederson announces he's had a preliminary meeting with the auditor to provide information required to complete the annual audit, and another meeting will be scheduled with the auditor and entire Board after the draft report is complete.

**MOTION:** N/A

**ACTION:** N/A

### **5. Operations and Production Report, May 2020.**

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

- Superior Tank Solutions completed replacement of Ferncrest tank #2 from the 12<sup>th</sup>-28<sup>th</sup>. Started filling tank and took Bacti sample to lab on the 29<sup>th</sup>.
- Installed new vanity and sink in office bathroom.
- Finished trenching and installed conduit and wire for heat tape to transducers at Jobs, Upper, Middle and Lower Burnt Mill sites.
- Dug up, located and exercised fire hydrant valve at 21999 Vista Rd.
- Started weed abatement at Lower Burnt Mill, Sawpit and Coonturn sites.
- Rented dump trailer and picked up cold patch.
- Patched 7 road cut outs from locating fire hydrant valves.
- Ran new wire and conduit to both pump motors at Lower Burnt Mill and cleaned inside panels.
- Sealed holes/cracks inside Lower Burnt Mills pump house.
- Trenched and installed conduit and wire for transducer heat tape at Sawpit site.
- Built and installed new box at Lovers wells 1 and 2.
- Built new boxes for Coonturn wells 3 and 3 Pigs.
- Installed new 4" valve for drain on new Ferncrest tank 2.
- Weed abatement at the office.
- Flushed dead end on Lookout ln.
- Took first set of Lead and Copper at sources (CLAWA, Ferncrest, Coonturn sites) plus 6 sample homes.
- Marked out 9 Dig Alert tickets, 8 Edison replacing power poles and 1 for residents.
- All water samples taken for May and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.



## **B. Production Report**

Domestic Production was 281,994 cubic-feet (48.8 gpm). CLAWA has been turned off since February 2019.

## **6. Public Comment:**

**A.** Shareholder Cheryl Turpin submits a commit card concerning the need for more frequent dead-end line flushing, specifically at Hilltop Drive. Director Pederson indicates the Company has a regular flushing schedule, but would likely flush any line out of schedule upon request.

**B.** Shareholder Cheryl Turpin submits a commit card recommending monthly meter reading (as opposed to the current bi-monthly reading). The Board agrees to put this item on the agenda for a future meeting.

## **7. Announcements:**

**A.** Director Pederson announces the next Regular Meeting is tentatively scheduled for July 16, 2020 at 6:00 p.m., and the Annual Shareholder's Meeting has been scheduled for July 25, 2020 at 1:30 pm.

### **Adjourn to Executive Session**

**MOTION:** Director Dobrescu motions to adjourn to executive session at 7:42 pm. Director Stone seconds the motion.

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

## **8. Shareholder Matters:**

### **A. Request for Reduction, Account# 6-266**

**DISCUSSION:** The Board and Staff discuss the circumstances surrounding the request for reduction. It is reported by Staff that the residence was unoccupied at the time of the leak and the Shareholder does not have a shut-off valve on their side of the meter as required by the R&R's

**MOTION:** Director Pederson motions to approve the one-time request for reduction contingent upon the Shareholder installing a shut-off valve on their side of the meter. 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. 4-475 | 010825A          | 010904A       |
| 2-188    | 010200A          | 010906A       |
| 3. 4-194 | 010288A          | 010907A       |

**DISCUSSION:** N/A

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

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

10. Personnel Matters: N/A

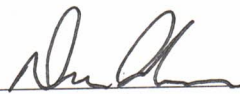
11. Legal Matters: N/A

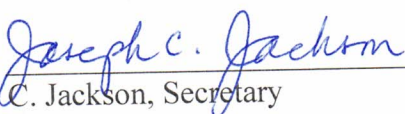
12. Third Party Contracts: N/A

### ADJOURNMENT

**MOTION:** Director Stone motions to adjourn the Executive Session at 7:55pm. Director Dobrescu seconds the motion.

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

Approved:  Date: 8/20/2020  
Donald Pederson, President

Attest:  Date: 8/20/2020  
Joseph C. Jackson, Secretary