



# BOARD OF DIRECTORS

## Meeting Minutes

June 21, 2023 6:00 PM.

Crestline Sanitation District, Meeting Room  
24516 Lake Drive, Crestline, CA 92325

**CALL TO ORDER:** Director Flores calls the meeting to order at 6:00 PM

**PRESENT:** President: Gil Flores  
Vice President: Donald Pederson  
Secretary: Joseph Jackson  
Treasurer: Daniel Dobrescu  
Director: Erin Kafieh

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

**SHAREHOLDERS PRESENT:** None

### 1. Consent Agenda:

- A. June 21, 2023 Agenda, Approval.
- B. May 17, 2023 Meeting Minutes, Approval.

**DISCUSSION:** None

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

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

### 2. Old Business: None

### 3. New Business:

A. Centennial Celebration.

**DISCUSSION:** The Board discussed observance of 100 years of the water company at the Annual Meeting scheduled for July 29, 2023. Director Jackson suggested providing a simple dessert in commemoration. OA Garcia and Director Flores will coordinate providing cupcakes, water, and napkins. Director Kafieh will secure some decorations.

Director Pederson suggested the possibility of additional commemorative items for Board and staff which he would donate. Plans were agreed upon by consensus.

**MOTION:** N/A

**ACTION:** N/A

#### **4. Financial Report, May 2023:**

**DISCUSSION:** The Board and staff review the financial and reconciliation reports. OA Garcia reported that the annual audit is in process. The Board noted proper accounting procedures for several income accounts on the Profit and Loss statement.

**MOTION:** N/A

**ACTION:** N/A

#### **5. Operations and Production Report, May 2023:**

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

- Took the Toyota to Snyder's Tires to get alignment and tire rotation. They found one of the wheels was bent and replaced with a used wheel. Old wheel wouldn't balance correctly.
- Repaired leaning bollard posts at the intersection of Crest Forest Dr. and Whispering Pines Dr.
- Customer at the end of Whispering Pines Dr. was complaining about low water pressure. Performed pressure test, Customer had a bad pressure regulator.
- Repaired driveway and redirected water runoff at Upper Burnt Mill site.
- Replaced front and rear brake pads on the Toyota.
- Cleared and disposed fallen tree branches from Sawpit and Ferncrest sites.
- Replaced and reprogrammed signal conditioner at Sawpit site. Old signal conditioner failed after a power surge.
- Replaced meter on Lakeland View Rd. from freeze damaging meter.
- Replaced broken meter and lifted meter box above ground level for better visibility from being ran over at Pine Dr.
- Verified that customer on Fern Hill Rd. had customer side plumbing connected to service meter and illegal connection had been removed from neighbor's house.
- Disposed of road cutout asphalt and picked up cold patch for future temporary road patching.
- Replaced broken angle stop at 170 Running Springs Ln.
- Missions Controls raised Scada antenna on top of Jobs tank ten feet higher. Raising antenna ten feet higher improved signal strength for a week.



- Recycled old tank we had at shop and picked up base material for supply.
- Repaired ¾" main line leak on El Valle Rd. (765 ft<sup>3</sup>)
- Repaired service line leak at 384 Lookout Ln. (2,342 ft<sup>3</sup>)
- Cleaned and removed trash/debris from Ferncrest, Jobs and around shop.
- Started weed abatement at sites and shop yard. Clearing weeds around paths, buildings and wellheads.
- Posted fourteen 5-day notices.
- Eight service disconnects due to non-payment.
- Marked/Remarked 27 USA Dig Alert tickets. 1 CPPMWC, 1 SBC, 3 Residential and 22 SCE.
- All water samples taken for May and reported to State Water Resources Control Board reveal all samples are fine and under MCL.

**DISCUSSION:** CO Burwell reports that it appears the system has a probable 30% loss. The industry standard is 10%. Staff have been unable to identify the source(s) of the loss, or a professional leak detection service. Director Flores will contact CLAWA to see if there are contracted resources that they could provide.

## **B. Production Report**

Domestic Production reported was 270,740 cubic feet (46.9 gpm) to the system. Purchased water (CLAWA) was 0 cubic-feet (0.0 gpm), as CLAWA continues to be turned off. Some wells are off-line as well, as the company has an over-abundance of production due to the wet winter.

## **6. Public Comment:** None

## **7. Announcements:**

Agenda for the July regular Board meeting is light. Board and staff are preparing for the Company annual meeting on July 29, 2023.

**MOTION:** Director Kafieh motions to tentatively cancel the July regular meeting. Director Dobrescu seconds.

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

## **Adjourn to Executive Session**

**MOTION:** Director Flores motions to adjourn to executive session at 7:23. Director Kafieh seconds the motion.

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

**8. Shareholder Matters:**

**A.** Request for reduction Acct #11-181

**DISCUSSION:** The shareholder did not complete the request for reduction documents so no action could be taken.

**MOTION:** N/A

**ACTION:** N/A

**9. Memberships Canceled/Issued:**

**MEMBERSHIP CANCELTION/ ISSUANCE, CHANGE IN OWNERSHIP**

Account:	Cert# Cancelled:	Cert# Issued:
1. 99-5812	8711A	011106A

**DISCUSSION:** None

**MOTION:** Director Kafieh 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**

**A.** Medical Insurance Opt-Out,

**DISCUSSION:** The Board continues the discussion of paying employees all or a portion of this benefit if the employee has proof of medical insurance from another source.

**MOTION:** Director Flores motions to approve the medical insurance opt-out, for employees with proof of coverage from another means, at a \$350 per month stipend for full-time employees. Director Dobrescu seconds.

**ACTION:** The motion passes by majority vote, with Directors Pederson and Jackson abstaining.

**B.** Temporary Employee Conversion.

**DISCUSSION:** The Board and Staff discuss converting the current temp operator to regular full-time status.

**MOTION:** n/a

**ACTION:** Director Flores is authorized to offer Regular Full-Time employment to the current temporary operator.

*(staff is excused)*

C. Miscellaneous

**DISCUSSION:** The Board discusses a variety of employment topics including performance, wages and lack of employee retention.

**MOTION:** Director Pederson motions to approve the wage authorization document dated 6-21-2023. Director Kafieh seconds.

**ACTION:** The motion was approved upon unanimous vote.

**11. Legal Matters: N/A**

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

**ADJOURNMENT**

**MOTION:** Director Pederson motions to adjourn the Executive Session at 8:31. Director Dobrescu seconds the motion.

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

Approved:  Date: 8/16/23  
Gilbert Flores, President

Attest:  Date: 8/16/2023  
Joseph Jackson, Secretary