

BOARD OF DIRECTORS

Meeting Minutes

March 16, 2022 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: Gilbert Flores
Vice President: Donald Pederson
Treasurer: Daniel Dobrescu
Secretary: Joseph Jackson
Director: Eric Stone

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

Audience Members: None

Director Stone led the Pledge of Allegiance.

1. Consent Agenda:

- A. March 16, 2022 Agenda, Approval.
- B. February 17, 2022 Meeting Minutes, Approval.

DISCUSSION: None

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

ACTION: Motion approved by unanimous vote.

2. Old Business:

- A. Amended Bylaws (status).

DISCUSSION: The Board reviews the draft document dated 03-03-2022 from the attorney and Director Pederson. The Bylaws are almost complete. Some areas of redundancy to civil law are being deleted. It is uncertain whether or not we will include a service area map in the Bylaws.

MOTION: None

ACTION: Director Pederson to review some residual questions with attorney and bring back for final review next meeting.

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

DISCUSSION: Director Pederson indicates we are still waiting for proposals on the Engineers Report. OA Garcia has provided most of the requested documents to CRWA for the application.

MOTION: N/A

ACTION: N/A

C. JPRIMA General Insurance Renewal- 2022.

DISCUSSION: Director Dobrescu will follow-up with the agent regarding questions on certain provisions in question and possible amendments.

MOTION: Director Stone motions to approve, Director Dobrescu seconds.

ACTION: Motion approved by unanimous vote.

3. New Business:

A. FY 2022-2023 Budget, Draft.

DISCUSSION: The Board and Staff reviewed an initial draft of projected year-end values and Operations budget.

MOTION: N/A

ACTION: N/A

B. Request for Service, APN 0342-232-18-0000 (will-serve)

DISCUSSION: OA Garcia indicates this item was placed on the agenda in anticipation of a new APN being assigned by County for lot merger prior to the meeting, but it has not.

MOTION: N/A

ACTION: Tabled until new APN assigned.

4. Financial Report, February 2022:

DISCUSSION: The Board and Staff review the financial and reconciliation reports. Year to date 88.4 % of projected revenue has been received, and 72.6% of expenses (underspent on labor due to staff vacancies).

MOTION: N/A

ACTION: N/A

5. Operations and Production Report, February 2022:

A. Field Operations Report

- Dug up and replaced dirt with dry base and re-temporary patched road cutout on Devils Canyon Rd.
- Cleared out Lovers well 1 using pressurized air and let well flush out overnight before putting back into service.
- Posted 5-day shut-off notices due to non-payment to 24 customers.
- Shutoff and locked 4 customer services due to non-payment.
- Turned service on at 22099 Cedarpines Dr. from non-payment shut off.
- Pulled meter at 21846 Sawpit Canyon Rd. Customer has been shut off/locked due to non-payment and cut Master lock.
- Noticed on SCADA that Jobs pumps were running more than normal. Found running hose bib at 426 Hartman Circle. No one was home, turned off hose bib and let office know to contact customer.
- Begin cleaning leaves and debris around Lovers tanks.
- Cleaned up leaves and debris around Ferncrest tank 1 and graded area around tank for runoff control.
- Plumbing line from Middle Burnt Mill to Upper Burnt Mill was hit by County again when cleaning out culvert. Supplied a 3'x3" pipe and County workers repaired with me present. (965 ft³)
- Replaced old gate valves with lockable curb stops at 439 and 480 Willow Witch Rd.
- Cleaned and organized shop upstairs and started parts inventory order list.
- Replaced old 1985 meters at 22366 Forest Dr. and 675 Spring Dr. with new Master Meters. (Contacted customer at 22052 Crest Forest Dr. to remove pile of Pine Needles and wood over meter box at 22054 Crest Forest Dr. to avoid penalty)
- Meter reading 2/21-2/22. Couldn't finish meter reading due to weather.
- Shut off service to 22079 Big Oak. Found customer side leak while meter reading on the 21st. Turned service back on with customer present on the 24th to find source of leak.
- Customer requested shut off at 21615 Peak Circle South due to neighbors using water. While shutting off, valve broke. Replaced angle stop and shut off.
- New backhoe was delivered and rental was picked up on the 25th.
- Sold old backhoe on the 28th for \$16,000.
- CLAWA turned up from 10gpm to 20gpm on the 1st.
- Marked/Remarked 8 Dig Alert tickets, 6 Edison replacing power poles/anchor and 2 residents.
- All water samples taken for February and reported to State Water Resources are fine and under MCL.

B. Production Report

Domestic Production was 168,075 cubic-feet (29.1 gpm). Purchased water (CLAWA) was 87,660 cubic-feet (15.2 gpm), for a total of 255,735 cubic-feet (44.3 gpm) to the system.

Directors Pederson and Flores report that the Company's total source capacity continues to be under the Maximum Daily Demand as required by the State. CLAWA is potentially becoming a less reliable source for purchasing water, as the State has announced limiting allocations for the coming year. New sources of production will need to be found, conservation measures enacted, and/or new connections limited.

6. Public Comment: None

7. Announcements:

The next meeting is tentatively scheduled for April 20, 2022 at 6:00 p.m.

Adjourn to Executive Session

MOTION: Director Stone motions to adjourn to executive session at 7:45pm. Director Jackson seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for Reduction Acct #12-392

DISCUSSION: The Board reviews the documents related to the request.

MOTION: Director Stone motions to approve a one-time reduction. Director Flores seconds.

ACTION: Motion approved upon unanimous vote.

9. Memberships Canceled/Issued:

MEMBERSHIP CANCELTION/ ISSUANCE, CHANGE IN OWNERSHIP

Account:	Cert# Cancelled:	Cert# Issued:
1. 4-276	010968A	011020A
2. 12-512	8504A	011021A
3. 5-335	8321A	011022A
4. 12-162	8011A	011023A

DISCUSSION: None

MOTION: Director Stone 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.

CO Burwell and OA Garcia are excused.

10. Personnel Matters:

DISCUSSION: None

MOTION: Director Pederson motions to approve the offer of employment for the Water Trainee Operator position as presented. Director Dobrescu seconds.

ACTION: Motion approved upon unanimous vote

11. Legal Matters: N/A

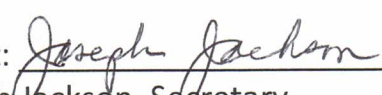
12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Pederson motions to adjourn the Executive Session at 7:59pm. Director Dobrescu seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 5/18/22
Gilbert Flores, President

Attest:  Date: 5/18/22
Joseph Jackson, Secretary