

# *BOARD OF DIRECTORS*

## Meeting Minutes

March 20, 2024 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  
Secretary: Joseph Jackson  
Treasurer: Erin Kafieh  
Director: Daniel Dobrescu  
Director: Mike Lutcavish (seated upon election)

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

**SHAREHOLDERS PRESENT:** Sign-in roster attached to these minutes.

Director Flores led the Pledge of Allegiance.

### **1. Consent Agenda:**

**A.** March 20, 2024 Agenda, Approval.

**B.** February 21, 2024 Meeting Minutes, Approval.

**DISCUSSION:** The minutes of February need corrections before approval.

**MOTION:** Director Dobrescu motions to approve the March 20, 2024 Agenda as presented and table the February 21, 2024 minutes. Director Kafieh seconds the motion.

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

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

**A.** Board of Directors open position

Board member applicants who were present introduced themselves: Dr. Thomas Fryer, Mike Lutcavish, and Colby Bell.

**DISCUSSION:** None

**MOTION:** Director Flores motions to elect Mike Lutcavish as Director. Director Dobrescu seconds.

**ACTION:** Motion passes upon unanimous vote and Director Lutcavish was elected.

**B. Well Development**

**DISCUSSION:** The Board reviewed two vendor proposals. Director Lutcavish suggested that a 3-inch pump may be sufficient rather than the 4-inch quoted. OM Burwell will investigate this suggestion.

**MOTION:** Director Jackson motions to proceed with the installation of the well pump and all related parts and labor for a price not to exceed \$24,565. Director Kafieh seconds the motion.

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

**3. New Business:**

**A. CSD Lot purchase (discussion)**

**DISCUSSION:** The Board discussed the possible uses and value of the lot for the Company.

**MOTION:** Director Dobrescu motions to purchase the available lot for \$8000. Director Jackson seconds the motion.

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

**B. Budget FY 2024-2025 Draft (discussion)**

**DISCUSSION:** Staff are projecting an increase in revenue, as well as an increase in General Operations Expense and Plant Maintenance Expense. Salary projections are not yet represented in the draft. Discussion will continue at the April meeting.

**MOTION:** N/A

**ACTION:** N/A

**4. Financial Report, February 2024:**

**DISCUSSION:** The Board and staff review the financial and reconciliation reports. All accounts are in balance.

**MOTION:** N/A

**ACTION:** N/A

**5. Operations and Production Report, February 2024:**

**A. Field Operations Report**



- Contacted and received two estimates for geological surveys at Sawpit site. To determine overall stability at Sawpit site for future development.
- Purchased chlorine pumps for Sawpit and Coonturn treatment sites. New pumps are more user friendly, better able to set specific dosage and can potentially be intergraded with our Scada system.
- During winter weather performed continuous monitoring of all sites and snow removal at the yard, Jobs, Sawpit, Coonturn and office.
- Completed application and submitted to SoCalGas Planning Representative Michael Wiechelman.
- Contacted Burkitt Lock & Key and had them install new door handles and replace deadbolts at five sites (Ferncrest, Upper Burnt Mill, Middle Burnt Mill, Sawpit and Coonturn)
- Post generator at Jobs site in preparation of power outage from inclement weather.
- During snow storm SBC equipment operator backed loader up over 21594 Jobs Peak meter causing service line leak. Performed service line repairs as soon as we were aware. (est. 1,734 ft<sup>3</sup>)
- Plowed snow from Forestry gate to Lovers tank site to provide access for work trucks.
- Met with and received roofing estimates for Sawpit pumphouse from Copp Roofing and TM Roofing.
- Completed and submitted plot plan to Well Tec for new well development SBC application. (Currently waiting on SBC approval)
- Created road patch list from road cutouts throughout the system for permanent repairs.
- Measured small holding tank depths and recalibrated transducers on Mission Communications.
- Revised 2023-2024 F.Y. sample schedule and put together 2024-2025 F.Y. sampling schedule in preparation of upcoming budget.
- Started updating system information folder that includes critical information about features and operations of the system.
- Verified list of current customer lock offs due to nonpayment.
- Replaced broken meter box with new meter box at 711 Mozumdar Dr., found while meter reading.
- Meter reading from afternoon on the 22<sup>nd</sup>- morning on the 27<sup>th</sup>.
- Marked/Remarked 38 USA Dig Alert tickets for SCE.

- All water samples taken for February and reported to State Water Resources Control Board reveal all samples are fine and under MC

**B. Production Report:**

Domestic Production reported for was 278,350 cubic feet (48.2 gpm) to the system. CLAWA has been turned off since mid-March 2023.

**6. Public Comment:** None

**7. Announcements**

Director Flores announced the next regular meeting of the Board is tentatively set for April 17, 2024.

**Adjourn to Executive Session**

**MOTION:** Director Dobrescu motions to adjourn to executive session at 7:31pm. Director Kafieh seconds the motion.

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

**8. Shareholder Matters:** N/A

**9. Memberships Canceled/Issued:**

**SHARE CANCELATION/ ISSUANCE, CHANGE IN OWNERSHIP**

Account:	Cert# Cancelled:	Cert# Issued:
1. 5-425	009856A	011135A
2. 12-532	010180A	011136A
3. 3-83	9123A	011137A
4. 1-960	9204A	011138A
5. 4-447	010815	011139A
6. 1-800	009990A	011140A
7. 2-77	8057A	011141A
8. 12-562	011113A	011142A
9. 10-120	9223A	011143A
10. 7-487	009793A	011144A
11. 7-467	010767A	011145A
12. 5-395	010181A	011146A
13. 12-132	009915A	011147A
14. 5-555A	8994A	011148A

**DISCUSSION:** None

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

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

**SHARE CANCELATION/ ISSUANCE, VIOLATION OF RULES AND REGULATIONS**

1. 5-435                      010847A

**DISCUSSION:** The account holder is deceased and no new owner has been identified. There has been no payment on the account since April 1, 2022.

**ACTION:** Director Jackson motioned to cancel the shares of the account listed. Director Kafieh seconds the motion.

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

**10. Personnel Matters:**

A. Staff salaries FY 2024-25 (discussion)

**DISCUSSION:** Directors Flores and Kafieh will meet to create a proposal for the April Board meeting.

**MOTION:** N/A

**ACTION:** N/A


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

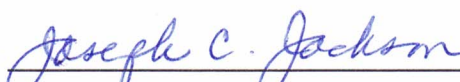
**12. Third Party Contracts: N/A**

**ADJOURNMENT**

**MOTION:** Director Flores motions to adjourn the Executive Session at 7:55. Director Jackson seconds the motion.

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

Approved:  Date: 2/20/24  
Gilbert Flores, President

Attest:  Date: 6/19/24  
Joseph Jackson, Secretary