

BOARD OF DIRECTORS

Meeting Minutes

May 17, 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
Director Jackson leads the Pledge of Allegiance.

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

MEMBERS PRESENT: None

1. Consent Agenda:

- A. May 17, 2023 Agenda, Approval.
- B. April 19, 2023 Meeting Minutes, Approval.

DISCUSSION: None

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

ACTION: Motion approved by majority vote, Director Pederson abstaining.

2. Old Business:

A. FY- 2023/24 Budget Review.

DISCUSSION: Director Pederson expressed concern that some capital improvement projects budgeted are too ambitious for the current fiscal year, both financially and for the limited number of staff to manage. A number of those projects could be contracted out given the limited staff time. For contracted items, OM Burwell would need to secure bids and get approval. Other items noted:

- Tree trimming/removal- Director Flores will pursue with Mountain Fire Safe.

- Street maintenance and paving should be increased to \$25,000.
- Purchased water should be increased to \$15,500.
- The water quality monitoring budget needs refinement.
- Backhoe maintenance schedule/expense needs to be followed carefully by OM Burwell to keep warranty in effect.

Further budget recommendations and amendments will be considered at the July regular meeting.

MOTION: N/A

ACTION: N/A

3. New Business:

A. Rules and Regulations Update.

DISCUSSION: The Board and Staff review the updated Rules and Regulations.

MOTION: Director Jackson motions to approve the Rules and Regulations dated April 19, 2023 as presented. Director Pederson seconds the motion.

ACTION: Motion approved upon unanimous vote.

B. Reinstatement of Acceptance of New Members.

DISCUSSION: The Company currently has a suspension in effect for accepting new members, to ensure that adequate water service can be provided to existing members. While exceptional snow and rain in the winter of 2023 has improved production, Board members expressed hesitancy in lifting the suspension. The Board and Staff would like to see improved well function and new sources of domestic production. The Board generally agrees that depending on purchased water to meet normal water demand is not a viable long term solution.

MOTION: N/A

ACTION: N/A

4. Financial Report, April 2023:

DISCUSSION: The Board and staff review the financial and reconciliation reports. April 30th represents year-end for FY 2022-23. The profit and loss statement shows that we ended the year with about 95% of projected revenue, and 90% of projected expenses. Director Pederson emailed the Board a copy of the Treasury Bill purchase and redemption report, and noted the accounts in the financials. OA Garcia is finishing the April bank reconciliation reports, closing out the year, and preparing for the annual audit to begin soon. OA Garcia to get total of T-Bill purchases from bank statements and ensure YTD on April P&L is correct.

MOTION: N/A

ACTION: N/A

5. Operations and Production Report, April 2023:

A. Field Operations Report

- TK Construction repaired 6'' main line leak on Lakeland View Rd. Possibly caused by Fire Department improperly shutting off fire hydrant causing a water hammer within the main line. Tank level at Jobs dropped from 38' to 4', with a total loss of approximately 59,808 ft³.
- After hour repair service line leak at 21531 Sawpit Canyon Rd.
- Water quality complaint on Vista Rd. Customer stated strong chlorine odor, tested chlorine residual and results were within acceptable limits.
- Champion Electric diagnosed and repaired controls to Sawpit aeration system. They also started relocating the pump controls to a NEMA enclosure mounted on the backside of the pumphouse at CLAWA site.
- Champion Electric performed site surveys of Sawpit, CLAWA and Jobs sites to begin quotes for onsite generators.
- Performed maintenance on pumps at all sites.
- Cleaned out chlorine crocs and injectors.
- Cleared out culverts and repaired access road to Lower Burnt Mill Site.
- Performed service on Toyota.
- Performed meter reading on the 24th-27th.
- Posted one 5-Day Notices due to non-payment.
- Two service disconnections for non-payment.
- Marked/remarked 3 USA Dig Alert tickets. One for CPMWC, One for Edison and One for Southern California Gas.
- All water samples taken for April and reported to State Water Resources Control Board reveal all samples are fine and under MCL.

DISCUSSION: CO Burwell highlighted issues concerning the Lakeland View Rd main line leak. He was able to refill the Jobs tank with domestic production. As expected with the winter weather, well production is improved. CLAWA has been turned off since March 14, 2023. CO Burwell to send quotes he's received to the Board for Generators and Jobs Peak pneumatic tanks. CO Burwell to get the pneumatic tanks professionally inspected.

B. Production Report

Domestic Production reported was 364,897 cubic feet (63.2 gpm) to the system. Purchased water (CLAWA) was 0 cubic-feet (0.0 gpm), as CLAWA has been off the entire month.

6. Public Comment: None

7. Announcements:

Director Flores announces the next Board of Directors meeting is tentatively scheduled for June 21, 2023. Director Pederson reminded Board and staff of the Annual meeting on July 29, 2023. Director Flores requests this be placed on the agenda for the June meeting to discuss a centennial commemoration as the company was founded Jan. 2, 1923.

Adjourn to Executive Session

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

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for reduction Acct #6-136

DISCUSSION: None

MOTION: Director Pederson motions to approve the request for reduction as presented. Director Kafieh seconds.

ACTION: Motion approved upon unanimous vote.

B. Request for reduction Acct #1-770

DISCUSSION: The Board discusses the circumstances regarding the request that the Board waive the bill in its entirety.

MOTION: Director Flores motions to approve a standard reduction as allowed in the Rules and Regulations. Director Kafieh seconds.

ACTION: Motion approved by majority vote, with 4 Yes and 1 No.

9. Memberships Canceled/Issued:

MEMBERSHIP REISSUED FOR CONTIGUOUS PROPERTY.

Account:	Cert# Cancelled:	Cert# Issued:
1. 2-342	010174A	011103A
2. 6-596	010264A	011104A

DISCUSSION: None

MOTION: Director Flores 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.

10. Personnel Matters: N/A

A. Medical Insurance Opt-Out, (Discussion)

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. *(Staff and Director Jackson excuse themselves at approximately 8:05).* The remaining Board discusses a variety of compensation and personnel issues for FY 2023-24.

MOTION: None

ACTION: None


11. Legal Matters: N/A

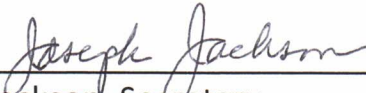
12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Pederson motions to adjourn the Executive Session at 8:32. Director Dobrescu seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 6/21/23
Gilbert Flores, President

Attest:  Date: 6-21-2023
Joseph Jackson, Secretary