

# *BOARD OF DIRECTORS*

## Meeting Minutes

May 18, 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 PRESENT:** Nichole Curry

Director Jackson led the Pledge of Allegiance.

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

- A. May 18, 2022 Agenda, Approval.
- B. March 16, 2022 Meeting Minutes, Approval
- C. April 20, 2022 Meeting Minutes, Approval

**DISCUSSION:** None

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

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

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

- A. Amended Bylaws.

**DISCUSSION:** The Board has discussed the draft document dated 4-20-22 in previous meetings.

**MOTION:** Director Pederson motions to approve the Amended Bylaws as presented.  
Director Dobrescu seconds the motion.

**ACTION:** Motion approved by unanimous vote. Director Pederson will file at the County Recorder's office.

**B. SWRCB/CRWA Technical Assistance Application and New Engineers Report (status).**

**DISCUSSION:** Director Pederson indicates progress on the Application is primarily dependent on completion of the Engineers Report. Proposals for the Engineers Report will be discussed in Executive session.

**MOTION:** None

**ACTION:** None

**C. Amended FY 2022-2023 Budget.**

**DISCUSSION:** The Board reviews the amended draft budget dated May 18, 2022, showing a total expense budget of \$1,038,257 with an operational gain of \$606. An increased budget for street maintenance & paving, purchased water (CLAWA), labor and inclusion of a budget for the Engineers Report are significant, but are indirectly paid for from money not spent last fiscal year.

**MOTION:** Director Dobrescu motions to approve the budget as presented, Director Jackson seconds.

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

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

**A. Reduction in Bimonthly Charge for Fire Meter.**

**DISCUSSION:** Director Pederson asked for this item to be on the agenda at the last meeting. A small number of shareholders have a separate Fire Meter in addition to the normal Residential Service meter. The Board and Staff discuss whether the cost to the company in maintaining both meters and service lines at the same location justify the full meter charge(s) each billing cycle.

**MOTION:** Director Jackson motions to reduce the bimonthly Fire Meter charge to \$40 effective with the next billing cycle, Director Dobrescu seconds.

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

**B. Request for Service, Account 5-615 (reconnection)**

**DISCUSSION:** Staff provides background on the request, noting that the prior shares had been canceled years ago, and the new property owner requesting service has paid the costs for restoration of service.

**MOTION:** Director Flores motions to approve the request, Director Dobrescu seconds.

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



#### **4. Financial Report, April 2022:**

**DISCUSSION:** The Board and Staff review the financial and reconciliation reports. April 30th marks the end of the company fiscal year. OA Garcia is already working with the auditors to prepare the year end statements.

**MOTION:** N/A

**ACTION:** N/A

#### **5. Operations and Production Report, April 2022:**

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

- Service turned on at 21765 Lakeland View. Account was brought current.
- Cleared out and reorganized shops shed in preparation of repairing floor.
- Cleared out pine needles and debris from around Lovers tank 1 and the tops of tanks 1 and 2.
- Replaced broken angle stop at 501 Long Beach and helped customer repair her side connecting to the meter.
- Took two pest control companies to each site, shop and office to get quotes for 22/23 Budget.
- Inspected pressure issue at 350 Alder Creek Rd. and 21837 Sawpit Canyon Rd. Customers have bad pressure regulators.
- Completed system dead end flushing.
- Placed 5 Day Notices at five houses due to nonpayment.
- Replaced old gate valve with lockable curb stop at 615 Mozumdar Dr.
- Replaced 3 old (1986) meters with new meters in the system.
- Tightened and sealed around toilet in office bathroom.
- Shut off service at 140 Thorne due to nonpayment.
- Shut off service at 22004 Cedarpines Dr., due to customer side leak. Turned back on after customer found shut off next to meter.
- Removed dirt around fire hydrant on East Buckthorne from construction at the end of Cochran Rd. Cochran Rd. is failing from rains on new home contractor's road extension work.
- Installed new sample station #4 and temporary road patch at end of East Hansen Circle.
- Installed new service to 22067 Big Oak Rd. and placed temporary road patch.
- Covered exposed mainline pipe on Knutzford Rd. and West Buckthorne Dr. Caused by rain runoff.
- Cleaned up Church St. runoff and debris from around shop.
- Advised customer/plumber to dig up and check condition of inside pipe from meter to house at 381 Hartman Circle. Inside house has been replumbed and still having pressure issues.
- Turned off service and helped customer pinpoint location of leak at 201 Nardi Ln.
- Changed Oil/filter, rear differential fluid and spark plugs on the Toyota.
- Performed meter reading 4/21-4/26.
- Marked/Remarked 28 Dig Alert tickets, 24 Edison replacing power poles/anchor, 1 resident and 3 CPMWC.
- All water samples taken for April and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

**B. Production Report**

Domestic Production was 163,428 cubic-feet (28.3 gpm). Purchased water (CLAWA) was 80,134 cubic-feet (13.9 gpm), for a total of 243,562 cubic-feet (42.2 gpm) to the system.

**6. Public Comment:** The shareholder present explained background for the April 2022 agenda item Request for Reduction. Director Flores agrees to place the item on the June 15, 2022 Agenda with this additional information.

**7. Announcements:**

The next meeting is tentatively scheduled for June 15, 2022 at 6:00 p.m.

**Adjourn to Executive Session**

**MOTION:** Director Pederson motions to adjourn to executive session at 7:08pm. Director Stone seconds the motion.

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

**8. Shareholder Matters:** None

**9. Memberships Canceled/Issued:**

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

Account:	Cert# Cancelled:	Cert# Issued:
1. 6-856	010399A	011014A
2. 4-24	010309A	011032A
3. 7-237	010938A	011033A
4. 11-171	010949A	011034A
5. 3-423	009703A	011035A
6. 5-525	9259A	011036A
7. 99-5948	8546A	011037A

**MEMBERSHIP ISSUANCE, NEW**

8. 5-615	011038A
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**DISCUSSION:** None

**MOTION:** Director Dobrescu motions to approve cancellation and issuance of Memberships associated with the accounts as listed in items 1-7, and to issue new

memberships as listed in item 8. Director Pederson seconds the motion.  
**ACTION:** Motion approved upon unanimous vote.

**10. Personnel Matters:**

**DISCUSSION:** The Board discusses employee compensation.

**MOTION:** Director Stone motions to approve the Wage Authorization document dated May 18, 2022. Director Dobrescu seconds.

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

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

**12. Third Party Contracts:**

**A. Proposals for Updated Engineer's Report**

**DISCUSSION:** The Board discusses the current proposal, and the scope of work mirrors the state code for this kind of project. However, the total cost is higher than budgeted. Directors Flores, Pederson and Dobrescu will meet with the company representatives to gain clarifications on scope and price.

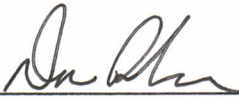
**MOTION:** Director Pederson motions to accept the engineer's proposal from Albert A. Webb Associates dated May 13, 2022, for a total not-to-exceed \$48,500. Director Flores seconds.

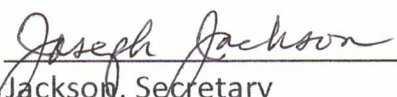
**ACTION:** Motion approved by majority vote, 4:1 with one abstention.

**ADJOURNMENT**

**MOTION:** Director Pederson motions to adjourn the Executive Session at 7:46pm. Director Flores seconds the motion.

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

Approved:  Date: 6/15/2022  
Gilbert Flores, President DONALD PEDERSON, V.P.

Attest:  Date: 6/15/2022  
Joseph Jackson, Secretary