

## *BOARD OF DIRECTORS*

### *Meeting Minutes*

November 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: Gil Flores  
Vice President: Donald Pederson  
Secretary: Joseph Jackson  
Director: Erin Kafieh

**ABSENT:** Treasurer: Daniel Dobrescu

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

**SHAREHOLDERS PRESENT:** None

Director Kafieh leads the Pledge of Allegiance.

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

- A. November 16, 2022 Agenda, Approval.
- B. October 26, 2022 Meeting Minutes, Approval

**DISCUSSION:** None

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

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

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

A. Alternative Payment Options.

**DISCUSSION:** The Board and Staff continue to discuss options that customers could use to pay their water bills, in an effort to replace the current system. A proposal from Frey Municipal Systems was reviewed. More information will be secured by OA Garcia, but she provides calculations showing the current average fee for an online payment.

**MOTION:** Director Pederson motions to replace the current 4.5% fee with a flat \$6 per transaction fee until more permanent alternatives are established, effective immediately. Director Kafieh seconds the motion.

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

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

A. None

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

**DISCUSSION:** The Board and Staff review the financial and reconciliation reports at the halfway point of our fiscal year. Revenue is at 50.25% and expenses are at 46%, however there are some larger expenses yet to be paid. Consumption is slightly down from the previous year. Director Pederson indicates he expects answers to lingering questions concerning the Balance Sheet and T-Bill accounting before next meeting. OA Garcia will seek answers.

**MOTION:** N/A

**ACTION:** N/A

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

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

- Replaced 2" check valve that was leaking by at Middle Burnt Mill site.
- Repaired hole in 1" poly pipe to well #6 at Middle Burnt Mill site from someone tampering with well line. Reported to Sheriffs office shortly after finding tampering with pipe.
- Pressure test at Hartman Circle. Found low pressure, possible clog in steel service line. Schedule to replace service in November.
- Dirty water complaint at Hartman Circle. Flushed PVC service line and found recurring dirty water. Scheduled for service line replacement in November.
- Performed a Reread at Crest Forest Dr. determined customer has leak on their side.
- Had meeting with Webb Engineering regarding facility placements and pressure zones on system map.
- Placed hydrant lock at end of Belanger Rd. due to water theft.
- Repaired service line leak at Whispering Pines Dr. (Loss est. for 7 days 3,408 ft<sup>3</sup>)
- Meet with Champion Electric at CLAWA site to get quote for electrical improvements.
- Repaired leak in chlorine line at Coonturn site and cleaned calcium off injector for better injection.
- Contacted pest control and had them come out to rebait traps.
- Investigated leak at Pine Dr. and determined leak, called in USA ticket and repaired. Root ball around service line showed evidence of possible long-term leak. (Loss est. for 6 months 125,652 ft<sup>3</sup>) (Loss est. for 1 month 20,942 ft<sup>3</sup>)
- Meter reading from 24<sup>th</sup>-27<sup>th</sup>.
- Scheduled power outages on the 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>.
- Collected POE Lead and Copper samples and dropped off at lab.
- Had maintenance performed on Toyota front end suspension and alignment.



- Investigated leak at Rockwell Rd. Was determined to be customer side. Contacted customer and turned service off.
- Elevated Excavating & Paving performed road patch repairs.
- Performed oil and filter service on Toyota and replaced belt.
- Placed 8 five Day Notices due to non-payment.
- CLAWA turned up from 20gpm to 30gpm on 10/21.
- Marked/remarked 25 USA Dig Alert tickets, 7 Edison, 15 Residential, 3 CPMWC.
- All water samples taken for October and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

**DISCUSSION:** The Board and Staff discuss the large persistent leaks found in the last several weeks, detection methods, the importance of loss calculations, and lessons learned. Director Pederson indicates he expects better performance in the future. CO Burwell reports issues with the SCADA system at Jobs Peak, and is not getting quick resolution from Mission Systems. He also reports there has been no action from contractor regarding abandonment of Upper Burnt well, thinks we can do it ourselves, Director Pederson is skeptical. He is also reviewing certifications and needed CEU's for all new Operators.

### **B. Production Report**

Domestic Production was 118,635 cubic-feet (20.5 gpm). Purchased water (CLAWA) was 136,769 cubic-feet (23.7 gpm), for a total of 255,404 cubic-feet (44.2 gpm) to the system.

**6. Public Comment:** None

### **7. Announcements:**

**MOTION:** Director Pederson motions to cancel the December 2022 meeting. Director Kafieh seconds.

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

Director Flores then announces the next Board of Directors meeting is tentatively scheduled for January 18, 2023.

### **Adjourn to Executive Session**

**MOTION:** Director Kafieh motions to adjourn to executive session at 7:26pm. Director Jackson seconds the motion.

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

**8. Shareholder Matters:**

None

**9. Memberships Canceled/Issued:**

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

Account:	Cert# Cancelled:	Cert# Issued:
1. 7-367	010432A	011088A

**DISCUSSION:** None

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

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

**10. Personnel Matters:**

**DISCUSSION:** The Board discusses various employee matters, no reportable action.

**MOTION:** None

**ACTION:** None

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


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

**ADJOURNMENT**

**MOTION:** Director Jackson motions to adjourn the Executive Session at 7:50pm. Director Kafieh seconds the motion.

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

Approved:  Date: 1/18/23  
 Gilbert Flores, President

Attest:  Date: 1/18/2023  
 Joseph Jackson, Secretary  
 DONALD PEDERSON