

BOARD OF DIRECTORS

Meeting Minutes

October 26, 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: Erin Kafieh

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

SHAREHOLDERS PRESENT: Cheryl Turpin

Director Flores leads the Pledge of Allegiance.

1. Consent Agenda:

- A. October 26, 2022 Agenda, Approval.
- B. September 21, 2022 Meeting Minutes, Approval

DISCUSSION: None

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

ACTION: Motion approved by unanimous vote.

2. Old Business:

- A. Resolution 22-01, Banking (approval).

DISCUSSION: This action removes past directors and staff from Bank of America accounts, and adds current officers.

MOTION: Director Kafieh motions to approve Resolution 22-01 as presented.
Director Pederson seconds.

ACTION: Motion approved by unanimous vote.

3. New Business:

A. Resolution 22-02, Banking (approval).

DISCUSSION: This action removes past officers from California Bank and Trust account authorization and adds current officers.

MOTION: Director Dobrescu motions to approve Resolution 22-02 as presented. Director Pederson seconds.

ACTION: Motion approved by unanimous vote.

B. Alternative Payment Options (discussion).

DISCUSSION: OA Garcia presents a variety of payment options that customers could use to pay their water bills, in an effort to replace the current on-line payment system and add options for in-office payment. OA Garcia will continue to research options. In the meantime she is authorized, in consultation with Directors Flores and Pederson, to replace the current 4.5% fee with a flat fee, to be determined.

MOTION: None

ACTION: None

C. Purchase of Dump-Trailer (approval).

DISCUSSION: At the September meeting, CO Burwell explained the need for a taller dump-trailer exceeding the budgeted amount.

MOTION: Director Dobrescu motions to approve the purchase of a 10 x 8 x 2 dump-trailer not to exceed \$7000 plus license and title fees. Director Flores seconds the motion.

ACTION: Motion approved by unanimous vote.

D. CPMWC 100th Anniversary Event (discussion)

DISCUSSION: Director Jackson stated that the 100th anniversary of the company is January 2, 2023 and that it would be appropriate to observe the anniversary at the next Annual Meeting, tentatively scheduled for July 29, 2023. There was consensus to provide food/refreshments prior to the meeting. The venue is to be determined.

MOTION: None

ACTION: None

4. Financial Report, September 2022:

DISCUSSION: The Board and Staff review the financial and reconciliation reports.

MOTION: N/A

ACTION: OA Garcia to correct budget values on P&L, and investigate “RUS current year” balance and “uncollectable accounts” on Balance Sheet.

5. Operations and Production Report, September 2022:

A. Field Operations Report

- Nate, Tanner and Patrick attended two six-hour classes for Water Treatment and Water Distribution at VOE office on the 6th and 9th from 8:00am-2:00pm.
- Repaired service line leak at Crest Forest Dr. Nut on angle stop was loose, causing a leak. (est. loss 39,551 ft³)
- Repaired after hours service line leak at Fern Canyon Rd. (est. loss 16,176 ft³)
- Sawcut and temporary patched road cutout on Devils Canyon Rd. cross street Crest Forest Dr.
- Found and turned off hose bib at house (Airbnb) on Sawpit Canyon Rd. Found while getting final read at neighbor's house.
- Replaced two old 1987, two old 1988, and three old/hard to read meters with new meters in the system.
- Covered exposed main line from rain wash on West Buckthorne. Contacted SB County but they were too busy repairing roads in Landers.
- Took apart and cleaned Lovers well #1 meter. We'll be replacing 30' of line from meter to Coonturn tank.
- Service turned on at Crest Forest Dr (customer requested).
- Replaced valve seat rubber at Sample Stations 2, 5, and 6 (Church, Lovers and Long Beach).
- Replaced old 1988 meter and damaged angle stop at Triangle Nook.
- Begin trenching to install new overflow basin for Ferncrest Tank #1.
- Service shutoff at Forest Dr. due to customer side leak. Turned back on the same day and leak still present. Went back two days later for turn on and leak had been repaired.
- Installed service restoration to Fern Hill Rd. Old service was not found. (Previously abandoned)
- While working on Fern Hill Rd. service restoration, damaged steel service line causing leak and made repairs from main line up to driveway. Other half of steel service, from end of driveway to meter, will be scheduled for replacement. (est. loss 40,799 ft³)
- Cleaned weeds, branches and dirt from around fire hydrants on Peak Circle South, Ballenger, Mozumdar Dr. and Tower Heights.
- Placed two 5 Day Notices due to non-payment.
- CLAWA turned up from 30gpm to 35gpm on 9/7, back to 30gpm on 9/27 and down to 20gpm on 9/29.
- Marked/remarked 18 USA Dig Alert tickets, 9 Edison, 1 SB County, 2 So Cal Gas, 4 Residential, 1 CPMWC and 1 out of service area.
- All water samples taken for September and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

DISCUSSION: The Board and CO Burwell discuss pricing and scope of various proposals for Lovers Lane Tank inspections. The Board and CO Burwell discuss status of various projects including, Jobs Peak generator, Up-Burnt well abandonment, small tank ordering/replacement and chains for backhoe.

B. Production Report

Domestic Production was 119,381 cubic-feet (20.7 gpm). Purchased water (CLAWA) was 186,912 cubic-feet (32.4 gpm), for a total of 306,293 cubic-feet (53 gpm) to the system.

6. Public Comment: Shareholder Turpin inquired about the flushing schedule on her street.

7. Announcements:

Director Flores announced the next Board of Directors meeting is tentatively scheduled for Nov 16, 2022.

Adjourn to Executive Session

MOTION: Director Dobrescu motions to adjourn to executive session at 7:39pm. Director Pederson seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for reduction Acct # 4-104

DISCUSSION: OA Garcia explained the request as presented.

MOTION: Director Pederson motions to approve the one-time reduction. Director Flores seconds the motion.

ACTION: Motion approved upon unanimous vote.

9. Memberships Canceled/Issued:

MEMBERSHIP CANCELLATION/ ISSUANCE, CHANGE IN OWNERSHIP

Account:	Cert# Cancelled:	Cert# Issued:
1. 6-536	010544A	011083A
2. 6-386	010912A	011084A
3. 7-577	010982A	011085A
4. 12-452	010296A	011086A
5. 8-158	010698A	011087A

DISCUSSION: None

MOTION: Director Pederson 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:

A. Wage Increase Authorization

DISCUSSION: The Board discusses various personnel matters, and the Wage Authorization presented.

MOTION: Director Pederson motions to approve the Wage Increase Authorization dated 10/26/2022. Director Dobrescu seconds.

ACTION: Motion approved upon unanimous vote.

B. MOTION: Director Pederson motions for approval to hire an additional full-time Operator-II. Director Dobrescu seconds.

ACTION: Motion approved upon unanimous vote.

C. MOTION: Director Pederson motions for approval to hire a Project Engineer as a temporary/part-time/full-time position, to be determined through negotiations. Director Flores seconds.

ACTION: Motion approved upon unanimous vote. Directors Flores and Pederson to enter into discussions with a pre-identified candidate.

11. Legal Matters: N/A

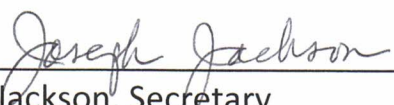
12. Third Party Contracts: N/A

ADJOURNMENT

MOTION: Director Jackson motions to adjourn the Executive Session at 9:05pm. Director Pederson seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 11/16/22
Gilbert Flores, President

Attest:  Date: 11/16/22
Joseph Jackson, Secretary