

BOARD OF DIRECTORS

Meeting Minutes

February 15, 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

PRESENT: President: Gilbert Flores
Vice President: Donald Pederson
Treasurer: Daniel Dobrescu
Director: Erin Kafieh

ABSENT: Secretary: Joseph Jackson

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

MEMBERS PRESENT: (see sign-in sheet)

Director Flores leads the Pledge of Allegiance.

MOTION: Director Flores motions to appoint Director Pederson as Secretary for this evening's business only. Director Dobrescu seconds the motion.

ACTION: Motion approved upon unanimous vote.

1. Consent Agenda:

A. February 15, 2023 Agenda, Approval.

B. January 18, 2023 Meeting Minutes, Approval

DISCUSSION: None

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

ACTION: Motion approved upon unanimous vote.

2. Old Business:

A. Frey Software, E-Billing Module.

DISCUSSION: OA Garcia could not provide any information on the E-Billing Module, but believes it is included with the online/credit card payment upgrade we purchased last month, and provided answers to outstanding questions on that.

MOTION: None.

ACTION: None.

3. New Business:

A. Insurance Renewal.

DISCUSSION: OA Garcia indicates we have not yet received the renewal proposal.

MOTION: None.

ACTION: Tabled for March meeting.

4. Financial Report, January 2023:

DISCUSSION: The Board and Staff review the financial and reconciliation reports. Director Pederson identifies some potential errors on how the P&L is reporting T-Bill revenue and Labor expense. Also, some items on the Balance Sheet do not appear to be reporting MTD/YTD changes. OA Garcia indicates we should have FY 2022/23 Audit proposals for approval by March meeting.

MOTION: N/A

ACTION: OA Garcia to look into above issues.

5. Operations and Production Report, January 2023:

A. Field Operations Report

- Started updating parts inventory quantities and costs.
- Shop office remodeling, Painting doors and walls, new desks, built shelving in closet, mounted monitor on wall, assembled furniture and appliances.
- Pulled new wire through existing conduit to complete the security system camera installation at the shop.
- Pulled meter on Devils Canyon Rd. due to cut lock, after being locked off for nonpayment.
- Investigated leak at Linden Way. No leak present.
- Reconnected main line at Knutzford Rd. and begin investigating for leak.
- Replaced stuck meter on Mozumdar Dr.
- Repaired leak from water heater in office bathroom and fixed sunshade in back of office.
- Purchased and replaced chlorine injector at Coonturn site.

- Removed old furniture in shop office, cut branches to get out of sight from security cameras and disposed of at dump.
- Rebuilt leaking air vac at Coonturn well 5.
- Repaired Lower Burnt Mill well 1 wellhead box.
- Rebuilt booster pump 1 at Coonturn site. Pump had small leak coming from seal around shaft.
- Oil and filter service on the Toyota.
- Purchased new tires for the Ford.
- Performed site maintenance and raked up pine needles/leaves around sites.
- Performed monthly tank inspections and small leak mitigation on Lovers tanks.
- Repaired main line leak on Mojave River Rd. on Jan. 30th. (Est. loss 67,529 ft³)
- Investigated water availability on Reservoir and El Valle Roads for parcel owners.
- Post four, 5-Day Notices due to non-payment.
- CLAWA turned off from 15gpm on the 13th, then turned on at 60gpm on the 30th to fill reservoirs back up from main line leak on Mojave River Rd.
- Marked/remarked nine USA Dig Alert tickets; seven Edison, one CPMWC and one resident.
- All water samples taken for January and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

DISCUSSION: The Board and Staff discuss main line leak on Mojave, road repair has started. Director Dobrescu provides an update on back-up generator replacements, the Gas Co. is requiring site drawings in order to approve will-serve. The Board agrees this is already in the budget but Director Dobrescu will provide cost from the engineer prior to proceeding.

B. Production Report

Domestic Production was 254,811 cubic-feet (44.1 gpm). Purchased water (CLAWA) was 43,179 cubic-feet (7.5 gpm), for a total of 297,990 cubic-feet (51.6 gpm) to the system.

6. Public Comment: None

7. Announcements:

Director Flores announces the next Board of Directors meeting is tentatively scheduled for March 15, 2023.

Adjourn to Executive Session

MOTION: Director Pederson motions to adjourn to executive session at 7:12pm. Director Dobrescu seconds the motion.

ACTION: Motion approved upon unanimous vote.

8. Shareholder Matters:

A. Request for Reduction Acct# 12-825.

DISCUSSION: The Board and Staff review the circumstance related to the request. The Board generally agrees the request does not meet the requirements for approval.

MOTION: Director Pederson motions to deny the request. Director Kafieh seconds the motion.

ACTION: Motion approved upon unanimous vote.

9. Memberships Canceled/Issued:

MEMBERSHIP CANCELTION/ ISSUANCE, CHANGE IN OWNERSHIP

| | Account: | Cert# Cancelled: | Cert# Issued: |
|----|----------|------------------|---------------|
| 1. | 3-613 | 010974A | 011094A |
| 2. | 1-230 | 011057A | 011095A |
| 3. | 11-171 | 011034A | 011096A |
| 4. | 7-347 | 009612A | 011097A |
| 5. | 6-896 | 8659A | 011098A |
| 6. | 11-81 0 | 10337A | 011099A |

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:

DISCUSSION: Director Flores reports the Project Engineer we hired a few months ago for new well development has quit. The Board discusses various personnel matters, no reportable action.

MOTION: None

ACTION: None

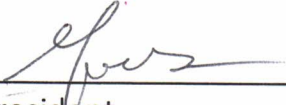
11. Legal Matters: None.

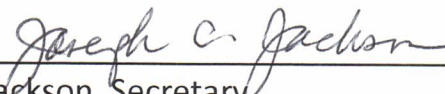
12. Third Party Contracts: None.

ADJOURNMENT

MOTION: Director Flores motions to adjourn the Executive Session at 7:52pm.
Director Pederson seconds the motion.

ACTION: The Meeting was adjourned upon unanimous vote.

Approved:  Date: 4/19/27
Gilbert Flores, President

Attest:  Date: 4/19/23
Joseph Jackson, Secretary