

# *BOARD OF DIRECTORS*

## Meeting Minutes

September 21, 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  
Director: Erin Kafieh

**ABSENT:** Treasurer: Daniel Dobrescu  
Secretary: Joseph Jackson

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

**MEMBERS/AUDIENCE PRESENT:** (see sign-in sheet)

**MOTION:** In the absence of Director Jackson, Director Flores motions to appoint Director Pederson as Secretary for this evening's business only. Director Kafieh seconds the motion.

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

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

- A. September 21, 2022 Agenda, Approval.
- B. August 17, 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. Updated Engineer's Report (status).

**DISCUSSION:** CO Burwell reports that updates to our system map are being coordinated with the engineer. Director Pederson suggests this item could be removed from the agenda until such time as some action may be required by the

Board. The Board agrees that status of this item can be captured in the Operations Report section of the meeting.

**MOTION:** None

**ACTION:** None

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

#### **A. Resolution 22-01, Banking.**

**DISCUSSION:** Director Pederson explains this resolution is to update the authorized signatories for all Bank of America accounts to the current officers, and to update authorized contacts for the credit card account to include OA Garcia. The Board agreed to table this item until all officers are present.

**MOTION:** None

**ACTION:** None

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

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

**MOTION:** N/A

**ACTION:** N/A

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

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

- Cleaned out debris from meter to Lower Burnt Mill well #3.
- Repaired service line leak at 21715 Ridge Rd. (550.53 ft<sup>3</sup>)
- Oil and filter change on Toyota.
- Cleaned inside all pumphouses.
- Replaced battery for Missions Communications at Coonturn.
- Contacted and scheduled Home Defenders for pest control at shop and all sites.
- Customer side leak and shut off at Cedarpines Dr.
- Cleaned out debris from meters to Coonturn well #5 and Lovers well #1.
- Walked and inspected Mid Burnt Mill well lines. Well lines inspected ok.
- Cleared downed trees on Deer Run Rd. for access to Mid Burnt Mill well heads.
- Leak Detection in Lovers tank area and found customer side leak at 22401 Pine Dr, contacted customer through Ring doorbell, and shut off.
- Replaced chlorine feed lines at Sawpit and Coonturn treatment sites.
- Replaced broken angle stop at Big Deer Rd.
- Shutoff Coyote Trail due to customer side leak, found during meter reading and turned on after repairs.
- Repaired leak at Sawpit Canyon Rd. Found during meter reading. (234.89 ft<sup>3</sup>)
- Mission Communications fixed communication issues at Jobs and diagnosed issue with well sounder at Mid Burnt Mill well #19.
- Customer requested turn on at Crest Forest Dr. Found customer side leak and turned service back off.
- Repaired mainline leak on Devils Canyon Rd. (5,890.91 ft<sup>3</sup>)



- Performed meter reading from 8/22-8/24.
- Replaced 7 old/hard to read meters in the system.
- CLAWA turned up from 30gpm to 35gpm on 8/5, and then back to 30gpm on 8/19.
- Marked/remarked 5 USA Dig Alert tickets, 2 Edison, 2 Bennett Excavation and 1 CPMWC.
- All water samples taken for August and reported to State Water Resources Control Board reveal all samples taken are fine and under MCL.

**DISCUSSION:** Board and Staff discuss purchase of a taller dump-trailer that would exceed the budgeted amount. Director Flores would like a vote for approval. The Board and Staff discuss recent attempts at improving SCADA connectivity by Mission Systems, and performance of the paving contractor hired for laying of permanent patches.

**MOTION:** None

**ACTION:** OA Garcia will add purchase of dump-trailer to next month's agenda.

## **B. Production Report**

Domestic Production was 129,127 cubic-feet (22.4 gpm). Purchased water (CLAWA) was 200,761 cubic-feet (34.8 gpm), for a total of 329,888 cubic-feet (57.1 gpm) to the system.

**6. Public Comment:** No public comment cards submitted.

## **7. Announcements:**

Director Flores announced that the next meeting is tentatively scheduled for October 19, 2022.

## **Adjourn to Executive Session**

**MOTION:** Director Pederson motions to adjourn to executive session at 6:35pm. Director Kafieh seconds the motion.

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

## **8. Shareholder Matters: N/A**

## **9. Memberships Canceled/Issued:**

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

Account:	Cert# Cancelled:	Cert# Issued:
1. 2-612	9442AA	011070A
2. 1-900	010305A	011071A
3. 1-970	010987A	011072A

4. 12-362	9310A	011073A
5. 12-660	010866A	011074A
6. 11-175	010950A	011075A
7. 2-302	8776A	011076A
8. 9-149	010700A	011077A
9. 1-1070	010363A, 010364A	011078A
10. 11-171	011034A	011079A
11. 5-115	011048A	011080A
12. 12-722	009762A	011081A
13. 1-290	010419A	011082A

**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 by unanimous vote.

#### 10. Personnel Matters: N/A

#### 11. Legal Matters:

**DISCUSSION:** Director Flores indicates he has yet to contact the attorney to set-up a meeting for counsel regarding recording of the amended bylaws and the potential for a new connection moratorium in the future.

**MOTION:** N/A

**ACTION:** Director Flores to set-up meeting with our attorney to discuss.

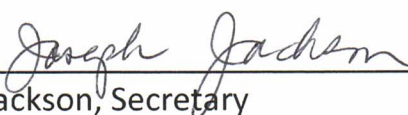
#### 12. Third Party Contracts: N/A

### ADJOURNMENT

**MOTION:** Director Pederson motions to adjourn the Executive Session at 6:55pm. Director Flores seconds the motion.

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

Approved:  Date: 10/26/22  
Gilbert Flores, President

Attest:  Date: 10/26/22  
Joseph Jackson, Secretary