

**Crestline Sanitation District  
Board of Directors Regular Meeting Minutes  
P.O. Box 3395  
Crestline, CA 92325-3395  
(909) 338- 1751**

**Date/Time:** September 13, 2018 – 3:00 p.m.

**Place:** Crestline Sanitation District Office  
24516 Lake Drive, Crestline, CA 92325

**Board of Directors Present:**

Matthew Philippe, Chairman  
Penny Shubnell, Vice Chairwoman  
Ken Nelsen, Director  
Sherri Fairbanks, Director  
Jack Winsten, Director

**Board of Directors Absent:**

None

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Phil Giori, Professional Engineer, Dudek

**Call to Order**

The meeting was called to order at 3:00 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Approval of Agenda**

Vice Chairwoman Shubnell motioned to approve the Agenda. Director Winsten seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,  
Director Fairbanks, Director Winsten

NOES: None    ABSTAIN: None    ABSENT: None

**Public Comment\***

None

**Approval of Consent Calendar**

Vice Chairwoman Shubnell motioned to approve the Consent Calendar, seconded by Director Winsten.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,  
Director Fairbanks, Director Winsten

NOES: None    ABSTAIN: None    ABSENT: None

### **New Business**

**Item 3** – The final version of the Master Plan was presented by Phil Giori of Dudek. He stated there were no major changes except to separate the Cleghorn Waste Water Treatment Plant (CH WWTP) projects from the others since the cost is reimbursed from CA State Parks. He noted that the Master Plan is good for at least 7 years, with a comment by GM Dever that completion of the project may take up to 15 years. Director Winsten motioned to approve the Master Plan as presented, with a second by Director Nelsen.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,  
Director Fairbanks, Director Winsten

NOES: None    ABSTAIN: None    ABSENT: None

**Item 4** – Phil Giori of Dudek presented the Board of Directors with a proposal for CWSRF Lan Application Assistance. He explained the process of applying for SRF Loans, stating that it is a 4-step process. Giori also noted the cost difference between an SRF Loan and Bonds, stating that the interest is much lower and may have some forgiveness. Director Winsten asked Giori what the success rate is for Dudek with regards to having the loan(s) approved. Giori stated that Dudek has very experienced staff and has had great success. He mentioned that grants are very hard to get and the best option is the SRF Loan(s). Director Winsten motioned to approve the Proposal with an amount to not exceed \$60,000.00. A second came from Director Nelsen.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,  
Director Fairbanks, Director Winsten

NOES: None    ABSTAIN: None    ABSENT: None

**Item 5** – This item was tabled for a possible future discussion by the Board of Directors.

### **Financial Consultant Report**

**Item 6** – August 2018 financials were presented to the Board. Financial Consultant Welebir stated that the finances are comparable to budget.

### **Legal Counsel Report**

**Item 12** – Legal Counsel Kennedy stated that CA State Parks has reimbursed the District for the scope of work that was outside normal operating cost. He also noted that CA State Parks has signed an agreement with the District regarding the repair/replacement of the Cleghorn WWTP forcemain.

### **General Manager Report**

**Item 13** - Report was presented by General Manager Dever and a PowerPoint by Ron Scriven.

**Directors Comments**

\*Vice Chairwoman Shubnell noted that thanks to Mountain Rim Fire Safe Council and Senator Mike Morrell there is now an annual First Responders Day. Rancho Cucamonga will be celebrated on September 9 and in Snow Valley it will be on September 22. Families are invited to come and thank the First Responders at these events.

\*Director Winsten jokingly thanked recording secretary Dawn Grantham for her comments, as she was not present at the meeting.

\*Chairman Philippe stated he had completed the AB1825 and AB 1661 Required Sexual Harassment Prevention Training class and received his 2-year certificate. He noted that he was happy to see the Master Plan completed and thanked Staff and Dudek.

\*Director Fairbanks noted regarding the Board required training that Dawn Grantham puts a lot of effort and patience in assisting the Directors to achieve the requirements.

**Future Meetings**

Regular Meeting – October 12, 2018 at 3:00 p.m.

**Future Business**

Master Plan Projects

Wastewater Rules and Regulations

**Adjournment**

Meeting adjourned 4:20 p.m.

APPROVE:  DATE: 10/12/18

ATTEST:  DATE: 10-11-18