

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

**Date/Time: June 13, 2019 – 3:00 p.m.**

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

**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.

**Board of Directors Present:**

Matthew Philippe, Chairman  
Penny Shubnell, Vice Chairwoman (arrived late)  
Ken Nelsen, Director  
Sherri Fairbanks, Director

**Board of Directors Absent:**

Jack Winsten, Director

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager  
Dawn Grantham, Fiscal Asst., Recording Secretary  
David Crabtree, Maintenance Worker III  
Jordan Dietz, Electro-Mechanical Specialist

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Kathleen Rollings-McDonald, Consultant  
Bill Mellinger, Incorporate Lake Gregory  
Alan Clanin, General Manager CVWD  
Steven Farrell, Director CVWD  
Rhea-Francis Tetley, The Alpine Mountaineer

**Approval of Agenda**

Vice Chairwoman Shubnell motioned to approve the Agenda. Director Fairbanks seconded.

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

NOES: None    ABSTAIN: None    ABSENT: Director Winsten

**Public Comment\***

None

**Approval of Consent Calendar\***

Director Fairbanks motioned to approve the Agenda. Vice Chairwoman Shubnell seconded.

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

NOES: None    ABSTAIN: None    ABSENT: Director Winsten

**New Business**

**Item 3** – A workshop to discuss a notice of intent to circulate a petition for the Proposed Incorporation of the Town of Lake Gregory was conducted. Ms. Rollings-McDonald and Pastor Mellinger stated that the petition is not to vote on the incorporation, but to have LAFCO conduct a financial feasibility study. They spoke about the benefits for the incorporation and how CSD and CVWD would remain subsidiary districts. CSD Directors had many questions and concerns about how it would impact the District with regards to upcoming projects that were identified in the updated Master Plan. Mr. Clanin and Director Farrell, CVWD, also stated their Districts’ concerns, asking white it is necessary and what is currently failing to need to incorporate. Some items that were discussed included how other cities that had incorporated have actually lost money and are now in debt, and their water and wastewater plants were failing to comply with State requirements since the city funds were disbursed to other utility and services first leaving those utilities with less funds to operate. It was noted that Lake Gregory would not be handed over to the town if it were incorporated. Ms. Rollings-McDonald and Pastor Mellinger answered question and concerns by the public as well, such as funding questions. It was also stated that the vote will be conducted in November 2021 to allow more time for the public to research the information. The Directors thanked Ms. Rollings-McDonald and Pastor Mellinger for their time.

**\*\*\*NO ACTIONS OR APPROVALS WERE TAKEN AT THIS TIME**

**Closed Session**

The Board, Management and Legal Counsel recessed to closed session at 4:35 p.m.

**Reconvene to Open Session**

Reconvened at 5:43 p.m. No other reportable action was taken.

**Item 4** – Director Nelsen motioned to engage with Smith Marion & Co. for the Districts’ fiscal year audit for 2018/19, a second came from Director Fairbanks.

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

NOES: None    ABSTAIN: None    ABSENT: Director Winsten

**Item 5** – Director Fairbanks motioned to adopt Resolution No. 057 Appropriations Limit for 2019/20. A second came from Director Nelsen.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 6** – Director Nelsen motioned to adopt Resolution No. 058 Investments Policy for 2019/20, a second came from Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 7** – A public hearing was opened for discussion on the confirmation of delinquent sewer user charges and standby charges and providing for collection on the 2019/20 tax roll. Hearing no comments, the hearing was closed.

**Item 8** – A public hearing was opened for discussion on the establishment and continuation of collection of sewer standby charges and availability charges for fiscal year 2019/20. Hearing no comments, the hearing was closed.

**Item 9** – Director Nelsen motioned to adopt Resolution No. 059 confirming the report of delinquent sewer user charges and providing for collection on the 2019/20 tax roll and authorizing the establishment and continuation of sewer standby and availability charges for fiscal year 2019/20. A second came from Vice Chairwoman Shubnell.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 10** – Director Fairbanks motioned to discharge from accountability certain inactive debit balance accounts. Vice Chairwoman Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

### **Financial Consultant Report**

**Item 11** – May 2019 financials were presented.

### **Legal Counsel Report**

**Item 12** – Legal Counsel Kennedy expressed that the workshop with the Lake Gregory Incorporation Committee was a good idea.

### **General Manager Report**

**Item 13** - Report was presented by General Manager Dever.

**Directors Comments**

- \*Vice Chairwoman felt that the workshop went well, and that Ms. Rollings-McDonald and Pastor Mellinger were able to listen to comments.
- \*Chairman Philippe stated he will be on vacation for 4 months, but may call in to future meetings.
- \*Director Nelsen commented that it was nice to have the public in attendance.
- \*Director Fairbanks commended staff for staying in compliance. She also stated she appreciated that the discharge accounts remain low.

**Future Meetings**

- Special Meeting – June 20, 2019 at 9:00 a.m.
- Regular Meeting – August 8, 2019 at 3:00 p.m.

**Future Business**

- SDRMA Election Ballot
- Pine Rose Cabins Agreement

**Adjournment**

Meeting adjourned 6:20 p.m.

**APPROVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DRAFT