

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

DRAFT

**Date/Time: June 11, 2020 – 3:00 p.m.
Place: Crestline Sanitation District Office
24516 Lake Drive, Crestline, CA 92325**

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

**Pursuant to the provisions of Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak, and as a precaution to our Board of Directors, District staff, and general public, Crestline Sanitation District will hold this meeting of its Board of Directors both in-person and via teleconference. The public may participate in the meeting by physical attendance or by teleconference
*Dial in conference line (302)202-1110 – Conference code 751975***

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
Ken Nelsen, Director
Sherri Fairbanks, Director

Board of Directors Absent:

One vacancy

Crestline Sanitation District Employees Present:

Rick Dever, General Manager
Ron Scriven, Operations Manager
Dawn Grantham, Fiscal Asst., Recording Secretary

Others Present via Zoom Video:

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

Approval of Agenda

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

A YES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

Public Comment*

None

Approval of Consent Calendar*

Director Nelsen motioned to approve the Consent Calendar. Vice Chairwoman Shubnell seconded.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

New Business

Item 3 – Phil Giori gave an update on the Huston Creek WWTP Dewatering Building and Primary Clarifier Project. He stated that the design is now at 90%, and is looking at options for cutting cost. Mr. Giori noted that even though Dudek is looking for savings the cost is going to increase by about \$50,000 due to sloping issues and other challenges. The Board gave direction to the General Manager to create a memo with the request along with a letter from Dudek explaining the reasons for the increase in cost. The item will be placed as an agenda item for the August regular meeting for discussion and possible action.

Item 4 – Draft Resolution No. 070 Establishing a Policy for District Reserves was presented to the Board from Brad Welebir. After discussion regarding the policy, the Board requested a revision to show the cost to maintain the Cleghorn WWTP is reimbursed by the State of California. Minor changes to the resolution to match the policy were also requested. No action was taken, a revised resolution will be added to the August meeting for possible adoption.

Item 5 – Director Nelsen motioned to direct staff to authorize Smith Marion & Co., LLP to perform the fiscal year audit for 2019/2020. Director Fairbanks seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

Item 6 – General Manager Dever made the recommendation to vote for Arlene Schafer for the CSDA Board of Directors Election, Term 2021-2023; Seat C – Southern Network. Director Nelsen motioned to follow the General Manager’s recommendation. Director Fairbanks seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

Item 7 – Director Nelsen motioned to enter into a five-year contract with Hach Company for Flow Meters to monitor flow, a requirement by Lahontan Regional Control Board, with data delivery services to not exceed \$60,000 a year. Vice Chairwoman seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

New Business (cont.)

Item 8 – A public hearing for confirmation of the report of delinquent sewer user charges and standby charges and providing for collection on the 2020-21 tax roll was opened. No comments were heard, the public hearing was closed.

Item 9 – A public hearing for the establishment and continuation of collection of sewer standby and availability charges for fiscal year 2020-21. No comments were heard, the public hearing was closed.

Item 10 – Director Nelsen motioned to adopt Resolution No. 071 confirming the report of delinquent sewer user charges and providing for the collection on the 2020-21 tax roll and authorizing the establishment and continuation of collection of sewer standby and availability charges for fiscal year 2020-21. Director Fairbanks seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

Item 11 – Director Fairbanks motioned to discharge from accountability certain inactive debit balance accounts in the amount of \$4,398.92. Director Nelsen seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks NOES: None ABSTAIN: None ABSENT: One vacancy

Financial Consultant Report

Item 12 – May 2020 financials were presented by Brad Welebir.

Legal Counsel Report

Item 13 – Steve Kennedy, District Legal Counsel, stated that he is tracking the budget shortfall from Sacramento. No recommendations to cease Special District funds at this time, but the state can still eliminate funds not yet funded even though they have been approved.

General Manager Report

Item 14 - Report was presented by General Manager Dever and Operations Manager Scriven.

Directors Comments

*Vice Chairwoman thanked Fiscal Assistant Dawn Grantham for saving the District money by reducing debt by inactive accounts.

*Director Fairbanks state she felt the same as Vice Chairwoman Shubnell.

*Director Nelsen noted that the District is closing under budget adding “great job administration”.

*Chairman Philippe thanked Brad Welebir for the work on the Reserve Policy.

Future Meetings

Regular Meeting – June 11th, 2020 at 3:00 p.m.

Future Agenda Items

- Reserve Policy
- HC WWTP Project Update & Change Order
- SRF Loan Update
- SSMP Update

Adjournment

Meeting adjourned 5:00 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____