

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

**Date/Time: June 9, 2022 – 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 Assembly Bill 361 which amended certain provisions of the Brown Act regarding teleconference meetings during periods of statewide emergencies, and as a precaution to our Board of Directors, District staff, and general public as a result of the ongoing COVID-19 pandemic, 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.**

**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:**

Chairman Philippe, Chairman  
Ken Nelsen, Director  
Penny Shubnell, Vice Chairwoman (arrived 3:18 p.m.)  
Sherri Fairbanks, Director  
Niki Wiessner, Director

**Board of Directors Absent:** None

**Crestline Sanitation District Employees Present:**

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

**Others Present via Zoom:**

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

**Approval of Agenda**

Director Fairbanks motioned to approve the Agenda. Director Wiessner seconded.

AYES: Directors; Philippe, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: Shubnell

**Public Comment\*** None

### **Approval of Consent Calendar**

Director Nelsen motioned to approve the Consent Calendar. Director Fairbanks seconded.

AYES: Directors; Philippe, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: Shubnell

### **New Business**

**Item 4** – Director Nelsen motioned to retain Smith Marion & Co. to perform the District’s fiscal year audit for 2021-22 in an amount to not exceed \$13,000.00. The second came from Director Wiessner.

AYES: Directors; Philippe, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 5** – Resolution No. 091 Establishing a Policy for District Reserves for FY 2022-23 was adopted by a motion from Director Nelsen and a second by Director Fairbanks.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

**Item 6** – Resolution No. 092 Establishing an Investment Policy for Public Funds for FY 2022-23 was adopted by a motion from Director Nelsen and a second by Director Wiessner.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

**Item 7** – Director Nelsen made a motion to authorized the General Manager to purchase a new Billing Folder/Inserter for Admin in an amount to not exceed \$15,000.00 in fiscal year 2022-23. Director Fairbanks seconded the motion.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

**Item 8** – A Public Hearing for Confirmation of the Report of Delinquent Sewer User Charges and Standby Charges and Providing for Collection on the 2022-23 Tax Roll was opened. Hearing no comments, 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 2022-23 was opened. Hearing no comments, the Public Hearing was closed

**Item 10** – Resolution No. 093 Confirming the Report of Delinquent Sewer User Charges and Providing for Collection on the 2022-23 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for Fiscal Year 2022-23 was adopted. The motion to adopt came by Director Nelsen, with a second by Director Wiessner.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

**Old Business**

*Item 11* – General Manager Dever gave an update on the status of the California State Revolving Fund Loan application. He noted that it is still going through the authorities and Staff continues to provide information and answering questions from the State. No other updates were available at this time.

**Financial Consultant Report**

*Item 12* –The Financial Report for May 2022 was presented by Brad Welebir.

**Legal Counsel Report**

*Item 13* – Legal Counsel noted that AB2249 passed and the Board can continue to attend remotely for now.

**General Manager Report**

*Item 14* - Report was presented by General Manager Dever, and a PowerPoint Presentation by Operations Manager Scriven.

**Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 4:17 p.m.

**Reconvene to Open Session**

The Board, General Manager and Legal Counsel reconvened to open session at 4:27 p.m.  
Nothing to report out of closed session.

**Directors Comments**

- \* Director Fairbanks thanked Staff for their hard work.
- \* Director Nelsen mentioned he appreciated all of the updates.
- \* Chairman Philippe thanked everyone on getting the budget approved while he was away and appreciated the continued I & I repairs.
- \* Vice Chair Shubnell noted that she appreciated the work performed by Staff at the San Moritz Lodge. She also thanked Dawn Grantham for the year end financials and saving money.
- \* Director Wiessner agreed with the Directors.

**Future Meetings**

Regular Meeting – August 11, 2022 at 3:00 p.m.

**Future Agenda Items**

**Adjournment**

Meeting adjourned 4:35 p.m.

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

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