

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

**Date/Time: October 13, 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
Penny Shubnell, Vice Chairwoman
Ken Nelsen, Director
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. Vice Chairwoman Shubnell seconded.

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

NOES: None ABSTAIN: None ABSENT: Philippe

Public Comment* None

Approval of Consent Calendar

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

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

NOES: None ABSTAIN: None ABSENT: None

New Business

Item 3 – Operations Manager Scriven explained the current conditions of the effluent pumps at Cleghorn WWTP and why one needs to be replaced and the other rebuilt. He noted that CA State Parks has already approved the quotes provided. Director Nelsen motioned to authorize the General Manager to purchase the first pump in an amount to not exceed \$68,000.00, to have the pump inspected in an amount to not exceed \$8,000.00, and to rebuild pump (if salvageable) in an amount to not exceed \$40,000.00.

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

NOES: None ABSTAIN: None ABSENT: None

Item 4 – The Board reviewed the organizational chart, job description, and salary schedule for the Assistant General Manager position. Director Fairbanks motioned to accept the documents as presented, with a second motion by Director Nelsen.

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

NOES: None ABSTAIN: None ABSENT: None

Item 5 – The monthly cost report for the construction was presented. As requested by the Board, this document will be moved to “Reports” and will include the spreadsheet and photos for support. No actions were taken.

Financial Consultant Report

Item 7 –The Financial Report for September 2022 was presented by Brad Welebir. He also mentioned that the Audit fieldwork has been completed and the Audit Report for FY 2021-22 should be ready for the November meeting.

Legal Counsel Report

Item 8 – Legal Counsel Kennedy discussed how AB2449 has progressed. He stated he will provide another update at the next meeting.

General Manager Report

Item 9 - 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 3:53 p.m.

Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 4:34 p.m.

Announcement of Reportable Closed Session Actions

None

Directors Comments

- * Director Fairbanks noted that she appreciated Staff on continued hard work.
- * Chairman Philippe stated that he took a tour of HC WWTP and is pleased to see the construction is moving along.

Future Meetings

Regular Meeting – November 10, 2022 at 3:00 p.m.

Future Agenda Items

Fiscal Year 2021-22 Audit

Adjournment

Meeting adjourned 4:37 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____