

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

**Date/Time: November 10, 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 Director Nelsen and was proceeded by the Pledge of Allegiance.

Board of Directors Present:

Ken Nelsen, Director
Sherri Fairbanks, Director
Niki Wiessner, Director

Board of Directors Present Via Zoom:

Chairman Philippe, Chairman

Board of Directors Present Via Teleconference:

Penny Shubnell, Vice Chairwoman

Board of Directors Absent: None

Crestline Sanitation District Employees Present:

Ron Scriven, Operations Manager
Dawn Grantham, Assistant General Manager
Jeanette Nelsen, Interim Fiscal Assistant., Recording Secretary

Others Present:

Brad Welebir, Financial Consultant; R.A.M.S
Kendra Dockham, Auditor, Smith Marion & Co.
Gabriela Garcia, Audit Associate, Smith Marion & Co.

Others Present via Zoom:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy

Approval of Agenda

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

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

NOES: None ABSTAIN: None ABSENT: None

Public Comment* None

Approval of Consent Calendar

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

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

NOES: None ABSTAIN: None ABSENT: None

New Business

Items 4 – Kendra Dockham and Gabriela Garcia presented a PowerPoint and draft Audit report for the 2021/22 fiscal year audit. The report showed that there were no findings. Director Fairbanks motioned to accept the audit results. Director Wiessner seconded.

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

NOES: None ABSTAIN: None ABSENT: None

Item 5 – Legal Counsel Kennedy updated the Board on the progress of Assembly Bills 361 and 2249.

Item 6 – Discussion about the current bond status with Zion’s Bank was tabled to item #10.

Item 7 – Asst. General Manager Grantham explained to the Board that our current billing software company, Munibilling, will be raising their fees starting in January to \$2,400.00 monthly from \$260.62 monthly. After researching other companies found on similar in price and performance. Director Fairbanks motion to direct management to move forward with the new utility billing system, Creative Tech. A second came from Director Wiessner.

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

NOES: None ABSTIN: None ABSENT: None

Financial Consultant Report

Item 8 –The Financial Report for October 2022 was presented by Brad Welebir.

Legal Counsel Report

Item 9 – None.

Houston Creek Waste Water Treatment Plant Construction Progress Report

Item 10 – Scriven and Grantham provided the Board with a progress report and PowerPoint presentation. Item 6 was then addressed regarding the financial portion of the project. Discussion to transfer the funds of a matured bond in the amount of \$1.6m was addressed. Chairman Philippe stated that he was uncomfortable with the amount and lowered the amount to \$800,000 with the option to have a Special Meeting in December if further funds were needed. Director Fairbanks motioned to approve management to transfer \$800,000 from the investment account if needed. A second came from Director Wiessner.

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

NOES: None ABSTIN: None ABSENT: None

General Manager Report

Item 11 – Item was bypassed due to the absence of Rick Dever.

Recess to Closed Session

The Board, Legal Counsel, and Management recessed to closed session at 4:39 p.m.

Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 5:18 p.m.

Announcement of Reportable Closed Session Actions

None

Directors Comments

- * Director Wiessner stated that it was an informative meeting, learned a lot.
- * Director Fairbanks thanked Dawn for saving money and thanks Ron for all the work.
- * Chairman Philippe thanked everyone update looks good.
- * Director Nelsen noted he is looking forward to more meetings.

Future Meetings

Regular Meeting – January 12, 2022 at 3:00 p.m.

Future Agenda Items

Adjournment

Meeting adjourned 5:23 p.m.

APPROVE: _____ DATE: _____

ATTEST: _____ DATE: _____