

DRAFT

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

**Date/Time: August 12, 2021 – 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

**All votes were taken by roll call*

Call to Order

The meeting was called to order at 3:00 p.m. by Vice Chairwoman Shubnell and was proceeded by the Pledge of Allegiance.

Board of Directors Present:

Penny Shubnell, Vice Chairwoman
Ken Nelsen, Director
Sherri Fairbanks, Director
Niki Wiessner, Director

Board of Directors via Zoom*:

Matthew Philippe, Chairman

Crestline Sanitation District Employees Present:

Rick Dever, General Manager
Ron Scriven, Operations Manager
Dawn Grantham, Fiscal Asst., Recording Secretary
Dave Crabtree, Maintenance Supervisor
Nathan Matthews, Electro-Mechanical Specialist

Others Present

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

Others Present via Zoom:

Phil Giori, P.E.; Dudek
Steven Farrell, CVWD Board Vice President

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Approval of Agenda

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

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

NOES: None ABSTAIN: None ABSENT: None

Public Comment*

None

New Business

Item 3 – It was announced that the State had approved the Revolving Fund loan (SRF).

The Directors discussed the Huston Creek WWTP Project, mentioning the bidding process, time frames, and inflation costs. Mr. Giori stated that he would work with staff to start the bidding process for construction.

Item 4 – Staff has been working on a new District website (www.crestlinesanitation.com) and displayed it on the board room monitor. The Directors all commented on how nice it looked.

Item 5 – The Board of Directors unanimously approved the purchase of a wood chipper for District use in an amount not to exceed \$23,000.00.

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

NOES: None ABSTAIN: None ABSENT: None

Item 6 – A discussion was held regarding the District’s COVID-19 Prevention Protocols. Legal Counsel Kennedy provided information from Cal-OSHA and the CDP website. He also noted that GM Dever has done an amazing job following the ever-changing laws. Mr. Kennedy also recommend that an attestation of COVID-19 vaccination be created.

Financial Consultant Report

Item 7 – June & July 2021 Financials and the Quarterly report were presented by Brad Welebir.

Legal Counsel Report

Item 8 – Steve Kennedy, Legal Counsel, mentioned that the Brown Act amendments due to COVID are set to expire in September.

General Manager Report

Item 9 - Report was presented by General Manager Dever.

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Directors Comments

- * Chairman Philippe noted that he was happy to start the bidding process for the Huston Creek WWTP Project.
- * Director Fairbanks thanked staff for the work on the new website. She also noted that on Saturday, August 14, 2021 there will be a paper shredding event at Rim High School and a book sale at the library the following Monday thru Thursday.
- * Director Nelsen stated that Nathan Matthews seemed to work well with electronics and the headworks.
- * Director Wiessner mentioned that the staff is a good team.
- * Vice Chairwoman Shubnell commented that staff never ceases to amaze and that it is a privilege and honor to serve on the Board of Directors.

Future Meetings

Regular Meeting – September 9, 2021 at 3:00 p.m.

Future Agenda Items

Adjournment

Meeting adjourned 9:37 a.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____