

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

**Date/Time: November 14, 2019 – 3:00 p.m.**

**Place: Crestline Sanitation District Office  
24516 Lake Drive, Crestline, CA 92325**

**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.

**\*ALL VOTES WERE COLLECTED BY ROLL CALL**

**Board of Directors Present:**

Matthew Philippe, Chairman  
Penny Shubnell, Vice Chairwoman  
Ken Nelsen, Director

**Board of Directors Present via teleconference Pursuant to Gov't Code 54953(b)**

Jack Winsten, Director

**Board of Directors Absent:**

Sherri Fairbanks, Director

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager  
Dawn Grantham, Fiscal Asst., Recording Secretary  
Jordan Dietz, Electro-Mechanical Specialist

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Kendra Dockham, CPA, Principal; Smith Marion & Co.  
Karina Galindo, Audit Associate: Smith Marion & Co.  
Phil Giori, PE; Dudek  
Julie Gilbert, EPM; Jericho Systems, Inc.  
Zev Blumenfeld, Reporter; Mountain News

**Approval of Agenda**

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

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Nelsen, Director Winsten

NOES: None    ABSTAIN: None    ABSENT: Director Fairbanks

**Public Comment\***

Mountain News reporter Zev Blumenfeld introduced himself.

**Approval of Consent Calendar\***

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

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Nelsen, Director Winsten

NOES: None ABSTAIN: None ABSENT: Director Fairbanks

**New Business**

**Item 3** – Kendra Dockham and Karina Galindo presented a PowerPoint and draft Audit report for the 2018/19 fiscal year audit. The report showed that there were no findings.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Nelsen, Director Winsten

NOES: None ABSTAIN: None ABSENT: Director Fairbanks

**Item 4** – Phil Giori of Dudek (engineering firm) proved the Board with a 30% progress report on the Huston Creek WWTP Primary Clarifier and Dewatering Building Improvements project. Discussion included design, equipment, and power. The Directors thanked Mr. Giori for the update and asked him to return with a progress report once at 60%.

**Item 5** – Jordan Dietz, Electro-Mechanical Specialist for CSD, provided an update on the SCADA development. Mr. Dietz informed the Board that the project is on track, giving an update on the locations currently being addressed. The Directors were shown the new SCADA office, which included viewing the live data for SCADA.

**Item 6** – A public hearing was opened to discuss the Huston Creek WWTP Dewatering Building and Primary Clarifier Project and Mitigated Negative Declaration. Chairman Philippe explained that the Mitigated Negative Declaration is necessary to proceed with the request for an SRF Loan. Hearing no comments or concerns the public hearing was closed.

**Item 7** – Regarding Resolution No. 063 Making Findings and Adopting a Mitigated Negative Declaration (MND) Director Nelsen motioned to adopt and approve the Resolution.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Nelsen, Director Winsten

NOES: None ABSTAIN: None ABSENT: Director Fairbanks

**Financial Consultant Report**

**Item 8** – October 2019 financials were presented. Mr. Welebir stated that the finances are looking well for this time of the year.

**Legal Counsel Report**

**Item 9** – None. Mr. Kennedy wished everyone a Happy Thanksgiving and Christmas.

**General Manager Report**

**Item 10** - Report was presented by General Manager Dever. Mr. Dever noted that he, Dawn Grantham, and Daniel Cruz had participated in the ROW Park and Rec Halloween event at Lake Gregory Education Center, and that it was well received. He mentioned that the Farm Management Plan had begun. A tour of the Huston Creek WWTP was given to 11 Girl Scouts. Operations Manager Ron Scriven provided an update on the Monitoring Wells from March, June, and September 2019.

**Directors Comments**

\*Chairman Philippe stated that the SCADA project looked well and was pleased to see the progress.

\*Vice Chairwoman Shubnell complemented Staff on work and wished everyone a Happy Thanksgiving and Merry Christmas.

\*Director Winsten noted that he is trying to be as active as possible with CSD Board with his illness and thanked everyone for their patience. He wished everyone a Happy Thanksgiving.

**Future Meetings**

Regular Meeting – January 9, 2020 at 3:00 p.m.

**Adjournment**

Meeting adjourned 4:50 p.m.

DRAFT

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

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