

DRAFT

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

**Date/Time: May 29, 2020 – 10:30 a.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
*Dial in conference line (302)202-1110 – Conference code 751975***

Call to Order

The meeting was called to order at 10:30 a.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

Board of Directors Present:

Matthew Philippe, Chairman
Ken Nelsen, Director
Sherri Fairbanks, Director

Board of Directors Absent:

Penny Shubnell, Vice Chairwoman
Jack Winsten, Director

Crestline Sanitation District Employees Present:

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

Others Present via Zoom Video:

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

Approval of Agenda

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

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell, Director Winsten

Public Comment*

None

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New Business

Item 1 – Resolution No. 069 Appreciation of the Exemplary Service of Director Jack Winsten was prepared and ready for the Directors and General Manager signatures. The resolution will be framed and presented to the family of Director Winsten. Director Nelsen motioned to adopt the resolution, with a second by Director Fairbanks.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell, Director Winsten

Item 2 – Legal counsel stated that the Board of Directors will need to make a Declaration of Vacancy on the Board. He noted with a heavy heart that due to the death of a sitting Director (Jack Winsten), the vacancy will need to be declared with a motion and a notification to the County of San Bernardino Registrar Office. Chairman Philippe motioned to declare the vacancy, with a second by Director Fairbanks.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

Item 3 – Legal Counsel Kennedy explained the process to fill a vacancy on the Board. He stated that the Board of Directors will need to make an appointment within thirty days from May 26, 2020. If no appointment has been made the Board of Supervisors (County of San Bernardino) would make the appointment. A Notice of Vacancy will need to be posted in three conspicuous locations within the boundaries of the District for fifteen days, the sites chosen were the Crestline Post Office, Goodwin and Son’s Market, and at the District office. It is recommended to post the notice on the District’s website as well. The deadline to submit a resume is June 15, 2020 by 4:00 p.m. A meeting (tentatively) will be scheduled for June 18, 2020 at 2:00 p.m.

Directors Comments

*Director Fairbanks noted that Rhea Frances Tetley is accepting donations on behalf of Dennis Winsten (Jack Winsten’s brother) for a possible bench at Lake Gregory in honor of Jack Winsten.

Future Meetings

Regular Meeting – June 11th, 2020 at 3:00 p.m.

Special Meeting – June 18th, 2020 at 2:00 p.m.

Adjournment

Meeting adjourned 11:12 a.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____