

**DRAFT**

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

**Date/Time: May 13, 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 3:01 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Matthew Philippe, Chairman  
Penny Shubnell, Vice Chairwoman (arrived at 3:05 p.m.)  
Ken Nelsen, Director  
Niki Wiessner, Director

**Board of Directors via Zoom\*:**

Sherri Fairbanks, Director

**Crestline Sanitation District Employees Present:**

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

**Others Present**

Brad Welebir, Financial Consultant; R.A.M.S.

**Others Present via Zoom:**

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

**Approval of Agenda**

Director Nelsen motioned to approve the Agenda. Chairman Philippe seconded.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks, Director Wiessner

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

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**Public Comment\***

None

**Approval of Consent Calendar**

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

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks, Director Wiessner

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

**New Business**

**Item 3** – Phil Giori of Dudek provided an update on the expected engineering costs for the Huston Creek WWTP Project. He noted that costs for building materials have increased a great deal.

**Item 4** – Nathan Matthews gave an update of the SCADA transition. He noted that Huston Creek WWTP and Seeley Creek WWTP are now connected.

**Item 5** – In regards to the purchase of a new TV Van Camera, Director Nelsen moved to direct the General Manager to purchase the TranSTAR II Camera for a price of \$39,775.61. Director Fairbanks seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 6** – Director Nelsen motioned to direct the General Manager to authorize Smith Marion & Co., LLP to perform the fiscal year audit for 2020/2021 in the amount of \$13,500.00. Director Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 7** – The final draft operating budget was presented by Brad Welebir. Director Nelsen motioned to approve the budget for fiscal year 2020-21 as presented. Vice Chair Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 8** – Resolution No. 075 Establishing an Appropriations Limit for Fiscal Year 2020-21 was adopted by a motion from Director Nelsen and seconded by Vice Chair Shubnell.

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

NOES: None ABSTAIN: None ABSENT: None

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**Item 9** – Resolution No. 076 Establishing an Investment Policy for Public Funds was adopted by a motion from Director Nelsen and seconded by Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 10** – Operations Manager Scriven discussed possible transition to Digital Board Packets in lieu of printed Packets. He presented a tablet and showed how the Directors could access meeting agendas and supporting documents without print outs. The District could supply the Directors with a tablet which would have the ability for the Recording Secretary to drop the packets in the tablet. This item was tabled to a future meeting.

**Financial Consultant Report**

**Item 11** – April 2021 Financials were presented by Brad Welebir.

**Legal Counsel Report**

**Item 12** – Steve Kennedy, Legal Counsel,

**General Manager Report**

**Item 13** - Report was presented by General Manager Dever.

**Directors Comments**

\*Director Fairbanks mentioned the free curbside chipping would start taking applications May 20, 2021 through June 20, 2021 and a free shredding event the 2<sup>nd</sup> Saturday of June, July, and August at Rim High School.

\* Chairman Philippe stated that the roots at the Wet Well at Seeley Creek was a pleasant surprise and hopes that removing the roots fixes the problem.

\* Vice Chairwoman Shubnell thanked Dawn for her leadership.

\*Director Wiessner noted that she appreciated the SCADA update.

**Future Meetings**

Budget Workshop – May 18, 2021 at 9:00 a.m.

Regular Meeting – June 10, 2021 at 3:00 p.m.

**Future Agenda Items**

CIP list for Budget Workshop

**Adjournment**

Meeting adjourned 5:05 p.m.

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

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