

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

**Date/Time: October 14, 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 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 Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

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

**Crestline Sanitation District Employees Present:**

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

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Kendra Dockham, CPA Principal, Smith Marion & Co.  
Eduardo Mora, Associate, Smith Marion & Co.

**Approval of Agenda**

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

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

NOES: None ABSTAIN: None ABSENT: None

**Public Comment\***

None

**Approval of Consent Calendar**

Vice Chairwoman Shubnell motioned to approve the Consent Calendar. Director Nelsen seconded.

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

NOES: None ABSTAIN: None ABSENT: None

**New Business**

**Item 3** – Resolution No. 080, pertaining to the amendment to the Brown Act concerning how the District conducts its’ meetings, was unanimously adopted by the Board. This resolution will allow the District to continue to conduct meetings as outlined in Executive Order N-29-20 for 30 days. Director Fairbanks made the motion with a second from Vice Chairwoman Shubnell.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 4** – Kendra Dockham and Eduardo Mora presented a PowerPoint and draft Audit report for the 2020/21 fiscal year audit. The report showed that there were no findings. Director Nelsen motioned to accept the fiscal year audit, with a second from Director Wiessner.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 5** – With regards to the action to accept credit card (and other forms of electronic payments), the Board and Management discussed costs, equipment costs, and fees. Director Nelsen motioned to approve the action, with a second by Director Wiessner.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 6** – General Manager opened the sealed envelope for Sancon Technologies, Inc. for the Sewer Sliplining Project. Sancon was the only bidder for this project. The bid requested to award a contract for Phases 8-12, Director Nelsen recommended to accept the bid for Phases 8-9 (fiscal years 2021-22 and 2022-23).A second came from Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 7** – The next regular meeting of the Board, which is the second Thursday of the month, November 11, 2021, falls on Veteran’s Day, a holiday observed by the District. Discussion was held to change the date for the regular meeting to November 4, 2021 at 3:00 p.m. All Directors approved the date.

**Financial Consultant Report**

**Item 8** – September 2021 Financials, the year-end financial report, and the quarterly investment reports were presented by Brad Welebir.

**Legal Counsel Report**

**Item 9** – A closed session was for this meeting was mentioned.

**General Manager Report**

**Item 9** - Report was presented by General Manager Dever. A PowerPoint was provided by Operations Manager Scriven regarding the Staff CPR class and the CWEA Vendor Fair and Training.

**Closed Session**

The Board, Management and Legal Counsel recessed to closed session at 4:30 p.m.

**Reconvene to Open Session**

The Directors reconvened at 4:44 p.m. No reportable actions were taken.

**Directors Comments**

- \* Director Nelsen requested that the Board consider making a personal donation to the Crestline/Lake Gregory Rotary Club for its’ community Thanksgiving Dinner by donating their meeting stipend. The donation would help the Club by food and other necessary items for the dinner.
- \* Chairman Philippe stated that he is looking forward to seeing Dudek and the bids concerning the Huston Creek project.
- \* Vice Chairwoman Shubnell commented that she is glad that the District is finally looking at accepting credit cards for sewer service fees.

**Future Meetings**

Regular Meeting – November 4, 2021 at 3:00 p.m.

**Future Agenda Items**

Surplus of a Vehicle

**Adjournment**

Meeting adjourned 4:54 p.m.

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

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