

DRAFT

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

**Date/Time: March 11, 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**

**Call to Order**

The meeting was called to order at 3:05 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Ken Nelsen, Director

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

Penny Shubnell, Vice Chairwoman

Matthew Philippe, Chairman

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

David Crabtree, Maintenance Worker III

**Others Present via Zoom Video:**

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

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

Phil Giori, P.E.; Dudek

Steven Farrell, CVWD Board Vice President

**\*All votes were taken by roll call**

**DRAFT**

### **Approval of Agenda**

Director Fairbanks motioned to approve the Agenda. Director Wiessner 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\***

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

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

NOES: None ABSTAIN: None ABSENT: None

### **New Business**

*Items 3* – Phil Giori gave an update on the Huston Creek WWTP project. He noted that Dudek is waiting to hear confirmation on the State Revolving Fund loan to start the request for proposals/bids.

*Item 4* – The Board of Directors voted unanimously to approve the purchase of a 2021 Ford F150 4x4. Ron Scriven stated that Staff is looking to dispose of a vehicle, but still inspecting vehicles to determine which one.

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

NOES: None ABSTAIN: None ABSENT: None

*Item 5* – With regards to the agreement between CSD and State Parks, the Directors authorized the General Manager and Legal Counsel to go into negotiations. The agreement is set to expire in October 2021.

*Item 6* – Ron Scriven discussed the importance and need in having temporary employees. Currently there are no open Maintenance I position, yet the District does need the extra help with cleaning and televising. Legal Counsel will look at legalities of keeping temporary employees longer.

*Item 7* – Resolution No. 074 for slipling sewer lines by Sancon Technologies was unanimously approved. Rick Dever explained the urgency of having Phase VII completed by Sancon Technologies, stating that with the notice of violation and a possible leak in a creek it needs to be taken care of soon to prevent excess I & I (inflow & infiltration).

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

NOES: None ABSTAIN: None ABSENT: None

### **Financial Consultant Report**

*Item 8* – January 2021 Financials were presented by Brad Welebir.

DRAFT

**Legal Counsel Report**

*Item 6* – Steve Kennedy, Legal Counsel, noted he had looked in to The American Rescue Act, as it had been brought up by Director Fairbanks at the last meeting, and did note that it has \$350,000,000 to help Special Districts. He also stated that it would need to be coordinated through State and County.

**General Manager Report**

*Item 7* - Report was presented by General Manager Dever.

**Closed Session**

The Board, Management and Legal Counsel recessed to closed session at 3:55 p.m.

**Reconvene to Open Session**

The Directors reconvened at 5:05 p.m. Director Nelsen requested that Legal Counsel Steve Kennedy to report on the actions taken in closed session. “With respect to the first closed session item, the Board conducted its’ annual performance evaluation of the General Manager. With respect to the second item on the agenda the Board gave direction to its’ labor negotiator and an agreement was reached between the labor negotiator and the General Manager regarding an increase in salary to \$175,000 per year to be formulized into a second amendment to the employment agreement. No other reportable action was taken. The decision was unanimous.”

**Directors Comments**

- \* Chairman Philippe stated he was looking forward to the budget session and SRF Loan.
- \* Vice Chairwoman Shubnell complimented the Rick and Dawn on work well done.
- \*Director Fairbanks thanked Rick, Dawn, and Staff for getting through a difficult time without complications, and looking for this year to be better.
- \*Director Wiessner noted that this meeting covered a lot of ground. She congratulated Rick on his evaluation.
- \*Director Nelsen mentioned that he agreed with all the comments, and thanked Dawn on her work in the continuing effort for the SRF Loan.

**Future Meetings**

- Regular Meeting – April 8, 2021 at 3:00 p.m.
- Budget Workshop – April 22, 2021 at 10:0 a.m.

**Future Agenda Items**

- Engineering update for Huston Creek WWTP
- 2021/22 Budget

**Adjournment**

Meeting adjourned 5:12 p.m.

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

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