

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

**Date/Time: October 15, 2019 – 2:00 p.m.**  
**Place: Crestline Sanitation District Office**  
**24516 Lake Drive, Crestline, CA 92325**

**Call to Order**

The meeting was called to order at 2:00 p.m. by Chairwoman Philippe and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

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

**Board of Directors Absent:**

Jack Winsten, Director

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Mick Hill, Mick Hill Enterprises  
Niki Wiessner, Resident

**Approval of Agenda**

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

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

NOES: None    ABSTAIN: None    ABSENT: Director Winsten

**Public Comment\***

Mr. Mick Hill requested to speak to the Board regarding the cost for the connection fees on two properties that he has acquired. The two houses on the properties fell victim to fire in 2011 and 2013, resulting in complete demolish. Currently Mr. Hill is rebuilding the homes and is required to re-connect to the sewer main. Mr. Hill questioned the cost to connect since at one point they were connected. It was explained to him that the sewer lines for said properties are capped and have been for many years, so a new connection is required for each home. Mr. Hill asked if the cost could be reduced for these properties. Chairman Philippe explained that exceptions can not be made and must run by the adopted Rules & Regulations for Wastewater Service. Director Nelsen agreed, noting that all properties that are not currently connected will have to pay the connection and inspection fees. Mr. Hill stated that he felt those rules should be revised. He then went on to thank the Board for their time and stated he would be in the office to pay the connection fees.

**Approval of Consent Calendar\***

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

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**New Business**

*Item 3* – Director Nelsen motioned to adopt Ordinance No. 2019-2 Establishing Procurement Procedures for Contracts with Architects, Engineering, Land Surveying, and Construction Project Management Firms. Vice Chairwoman Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

*Item 4* – Director Nelsen motioned to adopt Resolution No. 060 Establishing a Debt Management Policy. Vice Chairwoman Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

*Item 5* – Director Fairbanks motioned to adopt Resolution No. 061 Establishing a Reimbursement Policy to Finance the Costs of Constructing and/or Reconstructing Certain Public Facilities and Improvements relating to the Wastewater System. Vice Chairwoman Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten



**Item 6** – Director Fairbanks motioned to adopt Resolution No. 062 Authorizing and Directing the Filing of a Financial Assistance Application. Vice Chairwoman Shubnell seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 7** – A discussion was conducted regarding the updated possible agreement with Pine Rose Cabins, Twin Peaks, CA, Lake Arrowhead Community Services District (LACSD), and Crestline Sanitation District (CSD). The revised agreement was approved by the Directors and direction was given to General Manager Dever to forward it to LACSD.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 8** – A discussion regarding an Employer Paid Long-Term Disability Plan for District Employees was held. General Manager Dever noted that many districts are paying for this benefit for their employees, also noting that employees do not currently pay into Social Security. Chairman Philippe asked if the item was brought up during Union negotiations. General Manager Dever stated no, the proposal was only just presented during open health enrollment, which was after negotiations had closed. Director Nelsen stated that benefits should be negotiated and be a part of bargaining. All the Directors concurred and no action was taken at this time.

#### **Financial Consultant Report**

**Item 9** – August and September 2019 financials and the quarterly Investment Report were presented.

#### **Legal Counsel Report**

**Item 10** – None

#### **General Manager Report**

**Item 11** - Report was presented by General Manager Dever. Along with the report, he noted that the District has prepared a draft Mitigated Negative Declaration (MND) in compliance with CEQA to identify the proposed project; evaluate and describe the potential environmental impacts associated with the construction and operation of the proposed project; identify those impacts that could be significant; and present mitigated measure, which avoid, minimize or mitigate these impacts. This notice was mailed to nearby residents, and will be ran in the local newspapers for two weeks. General Manager Dever stated that the document will be presented for possible approval pending any public comments at the next regular meeting of the Board of Directors.

#### **Closed Session**

The Board, Management and Legal Counsel recessed to closed session at 2:50 p.m.

**Reconvene to Open Session**

The Directors reconvened at 3:22 p.m. No other reportable action was taken.

**Directors Comments**

- \*Vice Chairwoman Shubnell congratulated Staff on the SDRMA award.
- \*Chairman Philippe congratulate Staff on having an E-MOD factor of under 1.
- \*Director Nelsen thanked Staff and stated he was looking forward to the well report.
- \*Director Fairbanks thank everyone for the birthday cake and card. She also mentioned that CalFire is processing grants through December 4, 2019, the funding is for removal of dead trees.

**Future Meetings**

Regular Meeting – November 14, 2019 at 3:00 p.m.

**Future Business**

- Update on HC WWTP Project
- Operations Report – Ground Water
- Audit
- Possible resolutions

**Adjournment**

Meeting adjourned 3:30 p.m.

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

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

**DRAFT**