

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

**Date/Time: January 12, 2023 – 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:**

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

**Board of Directors Absent:** None

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager  
Dawn Grantham, Assistant General Manager  
Jeanette Nelsen, Interim Fiscal Assistant., Recording Secretary

**Others Present:** None

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S

### **Approval of Agenda**

Director Fairbanks motioned to approve the Agenda. Vice Chair Shubnell seconded.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

**Public Comment\*** None

### **Approval of Consent Calendar**

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

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

### **New Business**

**Items 3** – Ron Scriven presented an updated Sewer System Management Plan due to due to State changes regarding waste discharge requirements. Director Nelsen motioned to adopt the Sewer System Management Plan as presented, Director Fairbanks seconded the motion.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: None

**Item 4** – Dawn Grantham presented the Board with the draft Pumped Waste Permit Fee Study prepared by Bartle Wells. Legal Counsel Kennedy recommended further discussion should be held before taking action. This item is tabled until next board meeting.

**Item 5** – Rick Dever presented the Board with Crestline Sanitation District’s Safety Program.

### **Old Business**

**Item 6** – Legal Counsel Kennedy updated the Board on the progress of Assembly Bills 361 and 2249.

### **Financial Consultant Report**

**Item 7** –The Financial Report for November and December 2022 was presented by Brad Welebir.

### **Legal Counsel Report**

**Item 8** – None.

### **Houston Creek Waste Water Treatment Plant Construction Progress Report**

**Item 9** – Scriven and Grantham provided the Board with a construction progress report and PowerPoint presentation.

### **General Manager Report**

**Item 10** – Report was present by Ron Scriven. The Board was notified that Crestline Sanitation District was awarded CWEA’s Safety Plant of the Year and Rick Dever was awarded Supervisor of the Year.

**Recess to Closed Session**

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

**Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 4:50 p.m.

**Announcement of Reportable Closed Session Actions**

None

**Directors Comments**

- \* Director Wiessner thank Rick Dever for years of service and the safety plan
- \* Vice Chairwoman Shubnell thanked the staff for their work.
- \* Chairman Philippe thanked Rick Dever for his service and thanked the staff.
- \* Director Nelsen thanked Rick Dever for his service and looks forward to working with Ron and Dawn.
- \* Director Fairbanks congratulated the staff on the safety award and thanked Rick Dever for his service to the District.

**Future Meetings**

Regular Meeting – February 9, 2023 at 3:00 p.m.

**Future Agenda Items**

Establishing Guidelines for the Conduct of the Board’s Public Meetings and Activities.  
Pumped Waste Permit Fee

**Adjournment**

Meeting adjourned 5:07 p.m.

APPROVE:  DATE: 2-9-23

ATTEST:  DATE: 2-9-23