

DRAFT

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

**Date/Time: August 13, 2020 – 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
*Dial in conference line (302)202-1110 – Conference code 751975***

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
Ken Nelsen, Director
Sherri Fairbanks, Director
Niki Wiessner, Director

Board of Directors Absent:

Penny Shubnell, Vice Chairwoman

Crestline Sanitation District Employees Present:

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

Others Present via Zoom Video:

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

Others Present in Person:

Phil Giori, PE, Dudek

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Approval of Agenda

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

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

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

Public Comment*

None

Approval of Consent Calendar*

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

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

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

New Business

Items 3 & 4 – Phil Giori gave an update on the Huston Creek WWTP Dewatering Building and Primary Clarifier Project. He stated that the design is now at 100%, and is looking at options for cutting cost. Mr. Giori noted that Dudek will be completing final construction costs within the next two weeks. He also talked about the update of the SRF Loan and said everything looks good and believes the District will be funded.

Item 5 – A recommendation by Rick Dever, General Manager, to amend and increase the contract cost with Dudek was presented to the Board. Phil Giori explained that there were many reasons why the increase was necessary, for example, the original plans for the HC WWTP utilities were incorrect and caused redesigns. Director Nelsen motioned authorize the General Manager to adjust the contract and increase the amount by \$50,000. Director Wiessner seconded the motion.

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

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

Item 6 – A SCADA update was presented by Jordan Dietz. He explained that all 3 Lift Stations are setup, the Cleghorn WWTP has been integrated and phase I is complete. Mr. Dietz explained that Huston Creek WWTP is ready for integration. He mentioned that 08/13/2020 would be his last day working for the District as he accepted a job offer as Assistant General Manager at Crestline Village Water District. The Board of Directors congratulated him and wished him well.

Item 7 – Resolution No. 070 Establishing a Policy for District Reserves for Fiscal Year 2020-21 was adopted by a motion from Director Nelsen and a second by Director Fairbanks.

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

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

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Item 8 – General Manager Rick Dever presented the updated Sewer System Management Plan (SSMP) for 2020, which requires recertification. He noted that the SSMP is required to be updated every 5 years and the last update was in 2015. He added that a new document for “Combat Climate Change” was included. Director Fairbanks motioned to recertify the SSMP, with a second from Director Nelsen.

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

NOES: None ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

Item 9 – Resolution No. 072 Establishing an Electronic Signature Use Policy was presented. Discussion was held on why Staff felt this was needed, for example, with the COVID-19 pandemic some Directors may not be able to sign some documents in person. Chairman Philippe stated he liked the idea, going on to say that he currently signs business documents electronically. Director Nelsen noted that he was not comfortable with electronic signatures and preferred wet signatures for all District documents. Directors Fairbanks and Wiessner were okay with the Resolution. Chairman Philippe motioned to adopt Resolution No. 072 and a second came by Director Wiessner.

AYES: Chairman Philippe, Director Fairbanks, Niki Wiessner

NOES: Director Nelsen ABSTAIN: None

ABSENT: Vice Chairwoman Shubnell

Financial Consultant Report

Item 10 – June and July 2020 financials were presented by Brad Welebir. He noted that the District is still waiting on OPEB to close the fiscal year 2019-20. A quarterly Investment Report was also presented.

Legal Counsel Report

Item 11 – No report.

General Manager Report

Item 12 - Report was presented by General Manager Dever.

Closed Session

The Board, Management and Legal Counsel recessed to closed session at 4:15 p.m.

Reconvene to Open Session

The Directors reconvened at 4:28 p.m. No reportable actions were taken.

Directors Comments

*Director Wiessner noted that she was happy to be a part of the Board.

*Director Fairbanks stated she had gone to a couple treatment plants that did tertiary and UV treatment.

*Chairman Philippe noted that he was happy about the SRF Loan.

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Future Meetings

Regular Meeting – September 10th, 2020 at 3:00 p.m.

Future Agenda Items

Construction and bidding updates from Dudek

Adjournment

Meeting adjourned 4:45 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____