

**DRAFT**

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

**Date/Time: May 14, 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  
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 via Zoom Video:**

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

**Approval of Agenda**

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

**DRAFT**  
**Public Comment\***  
None

**Approval of Consent Calendar\***

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

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**New Business**

**Item 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 90%, expecting completion within two to three months. Mr. Giori also gave an update on the State Revolving Fund request, he noted that it looks like the District has been approved for the loan, just waiting on the written confirmation.

**Item 5** – The final draft budget was presented by Brad Welebir. Director Nelsen motioned to approve the budget for fiscal year 2020-21 as presented. Director Fairbanks seconded the motion.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 6** – Resolution No. 067 Establishing an Appropriations Limit for Fiscal Year 2020-21 was adopted by a motion from Vice Chairwoman Shubnell and seconded by Director Nelsen.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 7** – Resolution No. 068 Establishing an Investment Policy for Public Funds was adopted by a motion from Vice Chairwoman Shubnell and seconded by Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Item 8** – Director Nelsen moved to approve the Bar Screen purchase from Huber Technologies to not exceed \$49,000.00 for Seeley Creek WWTP, with a second by Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**New Business (cont.)**

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**Item 9** – Director Nelsen motioned to approve the continuance of building the Farm Management Plan to utilize plants to remove nitrates for fiscal year 2020/21, with a second by Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: Director Winsten

**Financial Consultant Report**

**Item 10** – April 2020 financials were presented by Brad Welebir.

**Legal Counsel Report**

**Item 11** – Steve Kennedy, District Legal Counsel, noted that the Count of San Bernardino had rescinded the face covering/masks. He also noted that the current Brown Act order was still in effect regarding quorums.

**General Manager Report**

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

**Directors Comments**

\*Director Fairbanks noted that a community chipping event would be held May 17<sup>th</sup> between the hours of 9:00 a.m. and 3:00 p.m. at the North Shore. The website is [freechipping.org](http://freechipping.org)

\*Vice Chairwoman state that the May 25<sup>th</sup> event will be held at the south beach at Lake Gregory.

\*Chairman Philippe thanked Rick Dever and Dawn Grantham for their work on the application for the SRF Loan.

\*Director Nelsen mentioned creating a resolution thanking Director Winsten for his service.

**Future Meetings**

Regular Meeting – June 11th, 2020 at 3:00 p.m.

**Future Agenda Items**

- Reserve Policy
- Septic Fees
- Delinquent Accounts & Standby Fees to the Tax Roll
- Discharge of Certain Inactive Customer Balances

**Adjournment**

Meeting adjourned 5:21 p.m.

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

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