

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

**Date/Time:** May 9, 2019 – 3:00 p.m.

**Place:** Crestline Sanitation District Office  
24516 Lake Drive, Crestline, CA 92325

**Call to Order**

The meeting was called to order at 3:01 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Matthew Philippe, Chairman  
Penny Shubnell, Vice Chairwoman (arrived late)  
Ken Nelsen, Director  
Sherri Fairbanks, Director

**Board of Directors Present via teleconference Pursuant to Gov't Code 54953(b)**

Jack Winsten, Director

**Board of Directors Absent:**

None

**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.

**\*ALL VOTES WERE COLLECTED BY ROLL CALL**

**Approval of Agenda**

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

AYES: Chairman Philippe, Director Nelsen,  
Director Fairbanks, Director Winsten

NOES: None    ABSTAIN: None    ABSENT: Vice Chairwoman Shubnell

**Public Comment\***

None

### **Approval of Consent Calendar\***

Director Winsten motioned to approve the Agenda. Director Fairbanks seconded.  
AYES: Director Nelsen, Director Fairbanks, Director Winsten  
NOES: None      ABSTAIN: Chairman Philippe  
ABSENT: Vice Chairwoman Shubnell

### **New Business**

*Item 3* – A discussion was held regarding the 2<sup>nd</sup> draft 2019-20 Fiscal Year Budget. GM Dever explained the changes that were made since the 1<sup>st</sup> draft; increases in utilities as need, salary adjustments, and expected capital improvement projects. Also noted, the projected Master Plan projects that would require outsourced funding and until approval of funds they are listed under cash funded projects. If and once the loan(s) are approved the Directors can revisit the list and amend that section. Director Nelsen motioned to adopt the fiscal year budget as presented. Director Fairbanks seconded the motion.

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

NOES: None      ABSTAIN: None      ABSENT: None

### **Financial Consultant Report**

*Item 4* – April 2019 financials were presented by Brad Welebir.

### **Legal Counsel Report**

*Item 6* – Legal Counsel Kennedy noted two closed session items for this meeting. He also reminded the Board that an adoption via resolution will be required for the Appropriations Limit at the next regular meeting.

### **General Manager Report**

*Item 7* - Report was presented by General Manager Dever. Operations Manager Scriven presented a PowerPoint showing a retaining wall that was built at Cleghorn WWTP, the wall was an emergency repair.

### **Grant Research Committee (Ad Hoc)**

*Item 8* - None

### **Directors Comments**

\*Chairman Philippe thanked Staff for finalizing the budget and Cleghorn WWTP improvement.

\*Director Nelsen thanked Staff for making the updates to the 2019-20 Budget and pleased in the continuance of searching for I & I.

\*Director Fairbanks noted upcoming SCE power outages and asked how it would have an impact on utilities. GM Dever stated that it could potentially cause spills and that the District does have generators, but not enough if it were to be widespread or for prolonged periods of time.

**Closed Session**

The Board, Management and Legal Counsel recessed to closed session at 3:45 p.m.

**Reconvene to Open Session**

Reconvened at 5:15 p.m. Legal Counsel stated for the first item in closed session, “The Board instructed its’ general counsel to retain Stanley Hoffman Associates as a consultant with the respect to the potential cityhood incorporation, that vote was by 4-0 with Director Shubnell abstaining. No other reportable action was taken.”

**Future Meetings**

Regular Meeting – June 13, 2019 at 3:00 p.m.

**Future Business**

- Review of the Districts’ Investment Policy
- Appropriations Limit
- Delinquent Sewer Use Charges & Stand-by Fees
- Inactive Debit Accounts
- SDRMA Election Ballot

**Adjournment**

Meeting adjourned 5:17 p.m.

APPROVE: Matthew Z. Pulcini DATE: 6/13/19

ATTEST: Penny J. Shubnell DATE: 6-13-19