

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

**Date/Time: August 18, 2022 – 9:00 a.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 9:01 a.m. by Vice Chairwoman Shubnell and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Penny Shubnell, Vice Chairwoman  
Ken Nelsen, Director  
Niki Wiessner, Director

**Board of Directors via Zoom:**

Chairman Philippe, Chairman  
Sherri Fairbanks, Director

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager  
Dawn Grantham, Fiscal Assistant., Recording Secretary  
David Crabtree, Maintenance Supervisor

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy

**Approval of Agenda**

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

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

NOES: None ABSTAIN: None ABSENT: None

**Public Comment\*** None

**Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 9:05 a.m.

**Reconvene to Open Session**

The Board, General Manager and Legal Counsel reconvened to open session at 10:10 a.m.

**Announcement of Reportable Closed Session Actions**

After reviewing the current Job Description of the General Manager, the Board decided to create an Ad Hoc committee composed of Vice Chair Shubnell and Director Nelsen to make revisions to the Job Description.

No other announcements.

**New Business**

No actions were taken on the new business items other than what was reported from closed session.

**Directors Comments**

- \* Chairman Philippe stated he looked forward to seeing the revisions at the next meeting.
- \* Director Nelsen mentioned that he wants the job description to fit the needs of the District.
- \* Director Wiessner commented that the description does need to be trimmed down.
- \* Vice Chairwoman Shubnell noted that she appreciated everyone and that the Ad Hoc committee will meet prior to the next meeting.

**Future Meetings**

Special Meeting – August 24, 2022 at 9:00 a.m.

Regular Meeting – September 8, 2022 at 3:00 p.m.

**Future Agenda Items**

**Adjournment**

Meeting adjourned 10:16 p.m.

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

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