

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

**Date/Time: August 24, 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 9:00 a.m. by Vice Chairwoman Shubnell and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

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

**Board of Directors via Zoom:**

Niki Wiessner, Director

**Crestline Sanitation District Employees Present:**

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

**Others Present via Zoom:**

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

**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

**New Business**

1. The Ad Hoc Committee, consisting of Vice Chair Shubnell and Director Nelsen, brought back the job description for the General Manager position with their changes. Legal Counsel Kennedy also had some recommendations. Director Nelsen motioned to approve the job description with the changes. The General Manager was directed to post the listing and job description internally.

AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner  
NOES: None ABSTAIN: None ABSENT: None

2. No discussion or action taken.

**Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 9:22 a.m.

**Reconvene to Open Session**

The Board, General Manager and Legal Counsel reconvened to open session at 9:48 a.m.

**Announcement of Reportable Closed Session Actions**

No reportable actions.

**Directors Comments**

- \* Director Nelsen thanked Legal Counsel Kennedy for his review and comments of the job description.
- \* Chairman Philippe stated he looked forward to moving forward.
- \* Vice Chairwoman Shubnell agreed with both Directors.

**Future Meetings**


Special Meeting – August 29, 2022 at 3:00 p.m.  
Special Meeting – August 31, 2022 at 9:00 a.m.  
Regular Meeting – September 8, 2022 at 3:00 p.m.

**Future Agenda Items**

**Adjournment**

Meeting adjourned 9:54 a.m.

APPROVE:  DATE: 9/8/22

ATTEST:  DATE: 9-8-22