

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

**Date/Time: November 10, 2022 – 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 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 3:00 p.m. by Director Nelsen and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

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

**Board of Directors Present Via Zoom:**

Chairman Philippe, Chairman

**Board of Directors Present Via Teleconference:**

Penny Shubnell, Vice Chairwoman

**Board of Directors Absent: None**

**Crestline Sanitation District Employees Present:**

Ron Scriven, Operations Manager  
Dawn Grantham, Assistant General Manager  
Jeanette Nelsen, Interim Fiscal Assistant., Recording Secretary

**Others Present:**

Brad Welebir, Financial Consultant; R.A.M.S  
Kendra Dockham, Auditor, Smith Marion & Co.  
Gabriela Garcia, Audit Associate, Smith Marion & Co.

**Others Present via Zoom:**

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

**Approval of Agenda**

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

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

NOES: None ABSTAIN: None ABSENT: None

**Public Comment\*** None

**Approval of Consent Calendar**

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

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

NOES: None ABSTAIN: None ABSENT: None

**New Business**

**Items 4** – Kendra Dockham and Gabriela Garcia presented a PowerPoint and draft Audit report for the 2021/22 fiscal year audit. The report showed that there were no findings. Director Fairbanks motioned to accept the audit results. Director Wiessner seconded.

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

NOES: None ABSTAIN: None ABSENT: None

**Item 5** – Legal Counsel Kennedy updated the Board on the progress of Assembly Bills 361 and 2249.

**Item 6** – Discussion about the current bond status with Zion’s Bank was tabled to item #10.

**Item 7** – Asst. General Manager Grantham explained to the Board that our current billing software company, Munibilling, will be raising their fees starting in January to \$2,400.00 monthly from \$260.62 monthly. After researching other companies found on similar in price and performance. Director Fairbanks motioned to direct management to move forward with the new utility billing system, Creative Tech. A second came from Director Wiessner.

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

NOES: None ABSTIN: None ABSENT: None

**Financial Consultant Report**

**Item 8** –The Financial Report for October 2022 was presented by Brad Welebir.

**Legal Counsel Report**

**Item 9** – None.

**Houston Creek Waste Water Treatment Plant Construction Progress Report**

**Item 10** – Scriven and Grantham provided the Board with a progress report and PowerPoint presentation. Item 6 was then addressed regarding the financial portion of the project. Discussion to transfer the funds of a matured bond in the amount of \$1.6m was addressed. Chairman Philippe stated that he was uncomfortable with the amount and lowered the amount to \$800,000 with the option to have a Special Meeting in December if further funds were needed. Director Fairbanks motioned to approve management to transfer \$800,000 from the investment account if needed. A second came from Director Wiessner.

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

NOES: None ABSTIN: None ABSENT: None

**General Manager Report**

**Item 11** – Item was bypassed due to the absence of Rick Dever.

**Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 4:39 p.m.

**Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 5:18 p.m.

**Announcement of Reportable Closed Session Actions**

None

**Directors Comments**

- \* Director Wiessner stated that it was an informative meeting, learned a lot.
- \* Director Fairbanks thanked Dawn for saving money and thanks Ron for all the work.
- \* Chairman Philippe thanked everyone update looks good.
- \* Director Nelsen noted he is looking forward to more meetings.

**Future Meetings**

Regular Meeting – January 12, 2022 at 3:00 p.m.

**Future Agenda Items**

**Adjournment**

Meeting adjourned 5:23 p.m.

APPROVE: Matthew H. Philippe DATE: 1/12/2022

ATTEST: [Signature] DATE: 1-18-22