

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

**Date/Time: February 9, 2023 – 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:

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

Board of Directors Present Via Zoom:

Chairman Philippe, Chairman

Board of Directors Absent: None

Crestline Sanitation District Employees Present:

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

Others Present: None

Others Present via Zoom:

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

Approval of Agenda

Director Fairbanks motioned to approve the Agenda. Vice Chairwomen Shubnell seconded
AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner
NOES: None ABSTAIN: None ABSENT: None

Public Comment* None

Approval of Consent Calendar

Vice Chairwomen Shubnell motioned to approve the Consent Calendar. Director Wiessner seconded.
AYES: Directors; Philippe, Shubnell, Nelsen, Fairbanks, Wiessner
NOES: None ABSTAIN: None ABSENT: None

New Business

Item 4 – Ordinance No. 2019-1 Establishing Guidelines for the Conduct of Its Meetings and Activities was presented for review. Language in regards to teleconference accessibility for the public to be present will be added to the Ordinance.

Item 5 – Authorized Client Signatures for Zion’s Bank. Ron Scriven recommended the Board update the signers on the current Zion’s account to remove the prior General Manager and add the current General Manager. Director Fairbanks motioned that the Board approve the change to authorized signatures form. Director Wiessner seconded.

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

Item 6 – The Board of Directors adopted Resolution 100 – Authorizing Investment of Monies. Director Fairbanks motioned for the Board to approve the updated signature authorize form for the LAIF account. Director Wiessner seconded.

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

Item 7 – Nominations for SDRMA Board of Directors was presented to the Board. No action was taken.

Item 8 - Nominations for CSDA Northern Networks was presented to the Board. No action was taken.

Item 9 - The Board reviewed the agreement presented from Utility Service Partners. The Board chose not to endorse the Utility Service Partners, Inc. as it is a liability for competitors - fair bases.

Old Business

Item 10 – Dawn Grantham presented Resolution No. 100 – Rules & Regulations for Wastewater Service. Director Fairbanks motioned for Board to adopt Resolution No. 100 with the Exhibit I amendments. Director Wiessner seconded.

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

Financial Consultant Report

Item 11 –The Financial Report for January 2023 was presented by Brad Welebir.

Legal Counsel Report

Item 12 – None.

Houston Creek Waste Water Treatment Plant Construction Progress Report

Item 13 – Scriven and Grantham provided the Board with a progress report reflecting current invoices and a PowerPoint presentation of the construction site.

General Manager Report

Item 14 – Report was presented by General Manager Scriven.

Recess to Closed Session

The Board, Legal Counsel, and Management recessed to closed session at 4:23 p.m.

Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 4:45 p.m.

Announcement of Reportable Closed Session Actions

None

Directors Comments

- * Vice Chairwoman Shubnell thanked Dawn Grantham for Wastewater Rules & Regulations.
- * Diector Fairbanks was pleased to see both Ron Scriven & Dawn Grantham attending conferences. Also, glad that CSD is part of the Fire Safety Council grant.
- * Chairman Philippe thanked Dawn Grantham for keeping the Board updated.

Future Agenda Items

Ordinance No. 2019-1.
Nomination and election for Crestline Sanitation Board Officers.
Strategic Plan for Crestline Sanitation District.

Adjournment

Meeting adjourned 5:00 p.m.

APPROVE: Matth Z. Salajji DATE: 4/13/2023

ATTEST: K. Niles DATE: 4-13-23