

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

**Date/Time: February 13, 2020 – 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 3:00 p.m. by Vice Chairwoman Shubnell and was proceeded by the Pledge of Allegiance.

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

**Board of Directors Present:**

Penny Shubnell, Vice Chairwoman  
Ken Nelsen, Director  
Sherri Fairbanks, Director  
Jack Winsten, Director

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

Matthew Philippe, Chairman

**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.  
Phil Giori, PE, Dudek

**Approval of Agenda**

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

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

NOES: None ABSTAIN: None ABSENT: None

**Public Comment\***

None

**Approval of Consent Calendar\***

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

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

NOES: None ABSTAIN: None ABSENT: None

### **New Business**

**Item 3** – An update of the Huston Creek WWTP Primary Clarifier and Dewatering Building Improvements was given by Phil Giori of Dudek. The construction plans are currently at 60% design, which is anticipated to be complete by May 2020. Mr. Giori noted that the request for a State Revolving Fund (SRF) loan has been submitted to the state and was confirmed as complete. It is uncertain how long the approval process may take.

**Item 4** – No action was taken regarding the Nomination for CSDA Seat B

**Item 5** – No action was taken regarding the Nomination for CSDA Seat C

**Item 6** – No action was taken regarding the Nomination for LAFCO Special District Member

**Item 7** – General Manager Dever noted he and Dawn Grantham had researched information on sewer serve fees for weekend users. He stated that it is difficult to determine who would be considered a weekend user and track usage. Vice Chairwoman mentioned that there are more “Air BnB’s” and many local events, which increases the flow, yet are mainly weekend use. Director Nelsen stated that the fees are based on Equivalent Dwelling Units (EDU), whether homes are used full time or part time. GM Dever researched fees on the mountain and CSD’s fees are average when compared to the mountainous areas. No action was taken on this matter.

**Item 8** – General Manager Dever requested to increase the time allotted to obtain a re-connection permit from one (1) year to two (2) years. He stated that insurance companies and county permits are taking longer to obtain. He noted that after two (2) years a customer can request an extension and may be approved under circumstances. Director Nelsen expressed that if a third extension is requested, that it should be placed on the agenda for Board approval. The Directors unanimously approved the new verbiage pending a Resolution to amend the Rules and Regulations for Wastewater Service to be presented at the next regular meeting.

### **Financial Consultant Report**

**Item 9** – January 2020 financials were presented. Mr. Welebir stated that the finances are looking well. Budget preparations are set to begin in March for fiscal year 2020-21.

### **Legal Counsel Report**

**Item 10** – None

### **General Manager Report**

**Item 9** - Report was presented by General Manager Dever. Operations Manager Ron Scriven provided a PowerPoint showing that while the Maintenance Crew was cleaning the found a skunk in the sewer line. It was caught and released in good condition.

**Directors Comments**

- \*Director Fairbanks noted she is pleased that Dudek is looking at cost savings. She also congratulated staff on the skunk experience.
- \*Director Nelsen mentioned that it was nice to have Director Winsten back at the meeting. He also noted that Staff did a good job at getting the skunk out of the sewer line.
- \*Director Winsten stated that he will attempt to make more of the meetings in person.
- \*Chairman Philippe thanked Dudek for assisting with the SRF loan and receiving a high preliminary score.
- \*Vice Chairwoman Shubnell stated that she agreed with everyone’s comments and was glad to see Director Winsten.

**Closed Session**

The Board, Management and Legal Counsel recessed to closed session at 3:56 p.m.

**Reconvene to Open Session**

The Directors reconvened at 4:15 p.m. No other reportable action was taken.

**Future Meetings**

Regular Meeting – March 12, 2020 at 3:00 p.m.

**Future Agenda Items**

- \*Quote for Sliplining
- \*Resolution for Rules and Regulations for Wastewater Service

**Adjournment**

Meeting adjourned 4:17 p.m.

APPROVE: Matth Philippe DATE: 3/12/2020

ATTEST: K. Nelson DATE: 3-12-2020