

DRAFT

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

**Date/Time: September 10, 2020 – 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 Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak, and as a precaution to our Board of Directors, District staff, and general public, 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
*Dial in conference line (302)202-1110 – Conference code 751975***

Call to Order

The meeting was called to order at 3:02 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

Board of Directors Present:

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

Board of Directors Absent:

Niki Wiessner, Director

Crestline Sanitation District Employees Present:

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

Others Present via Zoom Video:

Kevin Almandrez, Enterprise Fleet Mgmt.
Phil Giori, PE, Dudek

Others Present in Person:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy
Brad Welebir, Financial Consultant; R.A.M.S.
Tristin Nelson, Enterprise Fleet Mgmt.

DRAFT

Approval of Agenda

Director Fairbanks motioned to approve the Agenda. Vice Chair Shubnell seconded.

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

NOES: None ABSTAIN: None ABSENT: Director Wiessner

Public Comment*

None

Approval of Consent Calendar*

Vice Chair Shubnell motioned to approve the Consent Calendar. Director Fairbanks seconded.

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

NOES: None ABSTAIN: None ABSENT: Director Wiessner

New Business

Items 3 – Tristin Nelson and Kevin Almandrez from Enterprise Fleet Management presented information to the Board regarding a fleet program that is available to Special Districts. They discussed how you can lease a vehicle, then turn it in for credit after a few years for a new vehicle at no loss. After much discussion and questions the Board requested that Rick Dever, General Manager investigate more and return to the Board with more information at a future meeting for discussion.

Item 4 – Phil Giori, Dudek, gave an update on the pending State Revolving Fund (SRF). He stated that Dudek is currently reviewing and answering questions and comments that were presented by the state regarding environmental and technical issues. The goal is to have the contract by February of 2021 and start the bidding process for the Huston Creek WWTP project. He also noted that the engineering and construction fees can be included for reimbursement.

Financial Consultant Report

Item 5 – August 2020 financials were presented by Brad Welebir. He noted that the audit for 2019/20 was almost complete.

Legal Counsel Report

Item 6 – Steve Kennedy, legal counsel, asked if the public was invited via Zoom. Dawn Grantham, Recording Secretary, stated that the public is invited to participate in person and via a conference phone line. He recommended to add the Zoom information to the agenda's in case the public would like to attend via Zoom. Director Fairbanks asked if the usage of masks was still required, Mr. Kennedy said yes, he recommended that the Board continue to comply.

DRAFT

General Manager Report

Item 7 - Report was presented by General Manager Dever.

Directors Comments

*Chairman Philippe stated that he was intrigued by the Enterprise presentation, and happy to hear that the SRF loan will include the engineering costs for the upcoming Huston Creek WWTP project.

*Director Nelsen noted that he was not pleased with hearing that the District would have to wait until possibly March 2021 to open bids for the project, because of weather timing. He commented that he appreciated the presentation by Enterprise.

*Director Fairbanks mentioned the current fire conditions and asked about the clearance at the plants. GM Dever stated that the Pilot Rock crew had come out and did the weed abatement and clearance.

*Vice Chairwoman Shubnell noted that she appreciated Dawn Grantham for continuing to save the District money and search for reimbursements.

Future Meetings

Regular Meeting – October 8, 2020 at 3:00 p.m.

Future Agenda Items

SCADA Update

Possible Audit Approval

Adjournment

Meeting adjourned 5:10 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____