

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

Date/Time: October 11, 2018 – 3:00 p.m.

Place: Crestline Sanitation District Office
24516 Lake Drive, Crestline, CA 92325

Board of Directors Present:

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

Board of Directors Absent:

None

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.
Mike Harris, The Alpine Mountaineer

Call to Order

The meeting was called to order at 3:00 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

Approval of Agenda

Director Fairbanks motioned to approve the Agenda. Vice Chairwoman Shubnell seconded the motion.

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

Vice Chairwoman Shubnell motioned to approve the Consent Calendar, seconded by Director Winsten.

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

NOES: None ABSTAIN: None ABSENT: None

New Business

Item 3 – The Master Plan identified many projects that will need to be completed over time. The first four, and most critical, projects are the Emergency Storage Pond for Seeley WWTP, Primary Clarifier at Huston Creek WWTP, an upgrade for Biosolids Dewatering at Huston WWTP, and an Emergency Generator at Huston WWTP. Director Winsten motioned to approve the engineering for the first four projects to commence in the 2018-19 fiscal year. A second came from Director Nelsen.

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

NOES: None ABSTAIN: None ABSENT: None

Item 4 – General Manager Dever informed the Board that he had looked into multiple funding options for the projects identified in the Master Plan and determined that a State Revolving Fund (SRF) loan was the best option. It has a lower interest rate than other options, such as bonds and standard bank loans. Director Winsten noted that there maybe different options to pay back the SRF loan to save more money. No actions were taken.

Item 5 – Discussion to replace the current Huston Creek WWTP Operations office resulted in the Directors approving the General Manager’s recommendation to lease the new office as opposed to purchasing it. The replacement cost had been approved in the 2017/18 fiscal year CIP list. The motion came from Director Winsten with a second by Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: None

Financial Consultant Report

Item 6 – September 2018 financials and the quarterly investment report were presented to the Board. Financial Consultant Welebir stated that the finances are comparable to budget.

Legal Counsel Report

Item 12 – None

General Manager Report

Item 13 - Report was presented by General Manager Dever and a PowerPoint by Ron Scriven.

Directors Comments

- *Director Winsten noted the meeting today was enjoyable and that a lot had been accomplished. He also thanked Staff for their hard work.
- *Vice Chairwoman Shubnell thanked Ron Scriven for the PowerPoint Presentations and Rick Dever for providing a map for the cityhood informational meeting.
- *Chairman Philippe thanked Mike Harris for attending the meeting, noting that it is imperative to show the public what the District is doing and why.
- *Director Nelsen congratulated staff on smoke testing, which resulted in a finding.
- *Director Fairbanks stated that she had attended a fire safe allocation meeting and noted that CalFire has been given nearly a billion dollars for grants.

Future Meetings

Regular Meeting – November 8, 2018 at 3:00 p.m.

Future Business

Audit F/Y 2017/18
Ad-Hoc Committee
Farm Management Plan
Wastewater Rules and Regulations
Engineering Reports

Adjournment

Meeting adjourned 4:26 p.m.

APPROVE:  DATE: 11/8/18

ATTEST:  DATE: 11-8-18