

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

**Date/Time: February 15, 2024 – 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 Chairman Nelsen and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Ken Nelsen, Chairman  
Niki Wiessner, Director  
Penny Shubnell, Director  
Sherri Fairbanks, Director

**Board of Directors Absent:**

Matthew Philippe, Vice Chairman

**Crestline Sanitation District Employees Present:**

Dawn Grantham, General Manager  
Brandon Ricksecker, Operations Manager  
Jeanette Nelsen, Fiscal Asst., Recording Secretary

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S  
Phil Giori, Professional Engineer, Dudek  
Erik Helgeson, Project Consultant, Bartle Wells  
Ashli Wong, Associate Financial Consultant, Bartle Wells  
Steve Farrell, Director, Crestline Village Water

**Approval of Agenda**

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

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Approval of Consent Calendar**

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

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Public Comment\***

None

### **Old Business**

*Item 3* – The final version of the Master Plan was presented by Phil Giori of Dudek. He highlighted the changes as requested from the Board. Director Fairbanks motioned to approve the Master Plan as presented, with a second by Director Wiessner.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

### **New Business**

*Items 4* – A Rate Study Overview was presented by Erik Helgeson and Ashli Wong of BartleWells.

### **Financial Consultant Report**

*Item 5* – The Financial Reports for January 2024 were presented by Brad Welebir.

### **Legal Counsel Report**

*Item 6* – Legal Counsel Kennedy informed the Board on Senate Bill 323 in regards to Prop 218 notice.

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

*Item 7* – Grantham provided the Board with a construction progress report and financial update.

### **Manager Report**

*Item 8* – Report was presented by General Manager Grantham.

### **Operations Manager Report**

*Item 9* - Report was presented by Operations Manager Ricksecker.

### **Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 4:12 p.m.

### **Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 5:10 p.m.

### **Announcement of Reportable Closed Session Actions**

The Board of Directors voted by 4-0-1 (with Vice Chair Philippe absent) to approve the Third Tolling Agreement from BKK Working Group. No other actions were taken.

### **Directors Comments**

- \* Director Shubnell was thankful for no snow.
- \* Director Wiessner is praying for our Operations Manager.
- \* Director Fairbanks commended staff on handling the excess water.
- \* Chairman Nelsen agreed with Director Fairbanks and appreciated the extra work and dedication of the staff.

**Future Meetings**

Thursday, March 14 at 3:00 pm

**Future Agenda Items**

- Bartle Wells Rate Study
- CSDA Nominations
- Rim Family Services Presentation
- April Budget Draft
- Public Hearing

**Adjournment**

Meeting adjourned 5:18 p.m.

**APPROVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_ **DATE:** \_\_\_\_\_