

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

Date/Time: March 14, 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
Matthew Philippe, Vice Chairman
Niki Wiessner, Director
Penny Shubnell, Director
Sherri Fairbanks, Director

Crestline Sanitation District Employees Present:

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

Others Present:

Brad Welebir, Financial Consultant; R.A.M.S
Erik Helgeson, Project Consultant, Bartle Wells
Ron Barrett, Prevention Specialist, Rim Family Services

Others Present via Zoom:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy
Brad Sackett, Professional Engineer, Albert A. Webb Associates
Reed Chilton, Director, Construction Management and Inspection, Albert A. Webb Associates

Approval of Agenda

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

AYES: Directors; Nelsen, Philippe, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: None

Approval of Consent Calendar

Director Philippe motioned to approve the Consent Calendar. Director Wiessner seconded.

AYES: Directors; Nelsen, Philippe, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: None

Public Comment*

None

New Business

Item 3 – Director Shubnell motioned for the Board Officers stay in their current position for another year. Director Fairbanks seconded.

AYES: Directors; Nelsen, Philippe, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: None

Items 4 – Recommendations for Nominees for LAFCO Board of Directors was presented to the Board. No action was taken.

Items 5 – Recommendations for Nominees for SDRMA Board of Directors was presented to the Board. No action was taken.

Items 6 – Recommendations for Nominees for CSDA Board of Directors was presented to the Board. No action was taken.

Items 7 – A Draft of the Rate Study was presented by Erik Helgeson of Bartle Wells for the Board to review. The Board requested Management and Bartle Wells look at lower percentages and how they would affect finances.

Items 8 – Ron Barrett, Prevention Specialist, from Rim Family Services, presented to the Board the “Drug Institutional Policy Partnership.” Rim Family Service will provide a flyer for Crestline Sanitation District to include with the bi-monthly bill regarding the safe disposal of unwanted or expired prescriptions. Director Philippe motioned to approve the distribution of flyers. Director Wiessner seconded.

AYES: Directors; Nelsen, Philippe, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: None

Items 9 – Brad Sackett from Webb presented an engineering proposal for the failing hillside at the Seeley Creek Wastewater Treatment Plant. Director Fairbanks motioned for the Board to approve the proposal from Webb for an amount not to exceed \$81,000. Director Wiessner Seconded.

AYES: Directors; Nelsen, Philippe, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: None

Financial Consultant Report

Item 10 – The Financial Reports for February 2024 were presented by Brad Welebir.

Houston Creek Waste Water Treatment Plant Construction Progress Report

Item 12 – Grantham provided the Board with a construction progress report and financial update.

Manager Report

Item 13 – Report was presented by General Manager Grantham.

Operations Manager Report

Item 14 - Report was presented by Operations Manager Ricksecker.

Recess to Closed Session

The Board, Legal Counsel, and Management recessed to closed session at 5:15 p.m.

Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 5:36 p.m.

Announcement of Reportable Closed Session Actions

None

Directors Comments

- * Vice Chair Philippe felt it was a good conversation in regards to the rate study and budget.
- * Director Wiessner agreed with Vice Chair Philippe.
- * Director Fairbanks congratulated the district on the safety award.
- * Chairman Nelsen agreed with Director Fairbanks and asked for an engineering committee with Vice Chair Philippe.

Future Meetings

Thursday, March 21 at 3:00 pm (Special Meeting)

Thursday, April 11 at 3:00 pm

Future Agenda Items

Bartle Wells Rate Study

April Budget Draft

Adjournment

Meeting adjourned 5:40 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____