

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

**Date/Time: June 8, 2023 – 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  
Sherri Fairbanks, Director

**Board of Directors Present Via Zoom:**

Matthew Philippe, Vice Chairman

**Board of Directors Absent:**

Penny Shubnell, Director

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

Chuck Greely, CWEA President  
Rick Dever, Volunteer Safety Officer, CSD  
Ethan Power, Sr. Manager, Clear Solar  
Brad Welebir, Financial Consultant; R.A.M.S.

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy

**Approval of Agenda**

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

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks,  
NOES: None ABSTAIN: None ABSENT: Shubnell

**Approval of Consent Calendar**

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

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks  
NOES: None ABSTAIN: None ABSENT: Shubnell

**Public Comment\*** None

**New Business**

**Items 3** – California Water Environmental Association President Chuck Greely presented Rick Dever with the 2022 Supervisor of the Year Award.

**Items 4** – Ethan Powers, Clear Solar, gave a solar presentation to the Board.

**Items 5** – Director Fairbanks motioned to retain Smith Marion & Co. to perform the District’s fiscal year audit for 2022-23 in an amount to not exceed \$13,000.00. The second came from Director Wiessner.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 6** – A quote from Sancon Technologies was provided to the Board from General Manager Scriven for slip-ling and manhole rehabilitation. Director Wiessner motioned to approve the quote for an amount not to exceed \$186,513.00 Director Fairbanks seconded the motion.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 7** – Resolution No. 102 Establishing a Policy for District Reserves for FY 2023-24 was adopted by a motion from Director Fairbanks and a second by Director Wiessner.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 8** – Resolution No. 103 Establishing an Investment Policy for Public Funds for FY 2023-24 was adopted by a motion from Director Wiessner and a second by Director Fairbanks.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 9** – Resolution No. 104 Establishing and Appropriations Limit for FY 2023-24 was adopted by a motion from Director Wiessner and a second by Director Fairbanks.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 10** – A Public Hearing for Confirmation of the Report of Delinquent Sewer User Charges and Standby Charges and Providing for Collection on the 2023-24 Tax Roll was opened. Hearing no comments, the Public Hearing was closed.

**Item 11** – A Public Hearing for the Establishment and Continuation of Collection of Sewer Standby and Availability Charges for Fiscal Year 2023-24 was opened. Hearing no comments, the Public Hearing was closed

**Item 12** – Resolution No. 105 Confirming the Report of Delinquent Sewer User Charges and Providing for Collection on the 2023-24 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for Fiscal Year 2023-24 was adopted. The motion to adopt came by Director Fairbanks, with a second by Director Wiessner.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 13** – Director Wiessner motioned to discharge from accountability certain inactive debit balance accounts in the amount of \$4,237.65. Director Fairbanks seconded the motion.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

### **Old Business**

**Item 14** – Discussion was held regarding the 2023-24 Capital Improvement Projects (CIP) budget. A draft version of the CIP budget was presented by Staff and Brad Welebir from RAMS. The motioned to approve the CIP budget as presented came by Director Fairbanks, with a second by Director Wiessner.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

### **Financial Consultant Report**

**Item 15** – The Financial Report for May 2023 was presented by Brad Welebir.

### **Legal Counsel Report**

**Item 16** – None.

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

**Item 17** – Scriven, Grantham, and Ricksecker provided the Board with a construction progress report and PowerPoint presentation.

### **General Manager Report**

**Item 18** – Report was presented by General Manager Scriven, included a PowerPoint presentation regarding Nitrate in wells with Ricksecker.

### **Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 4:05 p.m.

### **Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 5:53 p.m.

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

None

**Directors Comments**

- \* Vice Chairman Philippe thanked Ron and Brandon for PowerPoint presentation regarding the nitrate levels in the water.
- \* Director Fairbanks enjoyed her tour of the Houston Creek Plant and thanked Brandon. Thanked the staff for an overall good job.
- \* Director Wiessner loved seeing the progress from the Houston Creek Construction. Thanked the staff for a job well done.
- \* Chairman Nelsen agreed with Vice Chairman Philippe on the PowerPoint presentation regarding the nitrate.

**Future Agenda Items**

Negotiations  
Emergency Plan for Crestline Sanitation District  
Strategic Plan

**Adjournment**

Meeting adjourned 6:03 p.m.

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

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