

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

**Date/Time: April 13, 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 Philippe and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Matthew Philippe, Chairman  
Ken Nelsen, Director  
Sherri Fairbanks, Director  
Niki Wiessner, Director

**Board of Directors Absent:** Penny Shubnell

**Crestline Sanitation District Employees Present:**

Dawn Grantham, Assistant General Manager  
Brandon Ricksecker, Operations Manager  
Jeanette Nelsen, Interim Fiscal Assistant, Recording Secretary

**Crestline Sanitation District Employees Present via Zoom:**

Ron Scriven, General Manager

**Others Present: None**

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S  
Steven Farrell, Director; Crestline Village Water District

**Approval of Agenda**

Director Fairbanks motioned to approve the Agenda. Director Nelsen seconded  
AYES: Directors; Philippe, Nelsen, Fairbanks, Wiessner  
NOES: None ABSTAIN: None ABSENT: Shubnell

**Public Comment\*** None

**Approval of Consent Calendar**

Director Nelsen motioned to approve the Consent Calendar. Director Fairbanks seconded.  
AYES: Directors; Philippe, Nelsen, Fairbanks, Wiessner  
NOES: None ABSTAIN: None ABSENT: Shubnell

### **New Business**

**Items 3** – The Board deferred the Election of the Board until next regular meeting to include all Directors.

**Item 4** – The Board authorized the General Manager to transfer up to \$800,000 from the District’s investment account to the general checking account to cover the Huston Creek WWTP construction costs. Director Nelsen motioned to authorize the transfer with a second by Director Wiessner.

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

**Item 5** – The Board of Directors adopted Ordinance No. 2023-1 - Establishing Guidelines for the Conduct of the Board’s Public Meetings and Activities. Director Nelsen motioned for the Board to adopt Ordinance No. 2023-1. Director Fairbanks seconded. (Due to personal reasons, Director Wiessner left the meeting at 3:20).

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

### **Financial Consultant Report**

**Item 6** –The Quarterly Report and monthly Financial Reports for February & March 2023 were presented by Brad Welebir.

### **Legal Counsel Report**

**Item 7** – Steve Kennedy informed the Board of multiple support letters for Assembly and Senate Bills concerning the conduct of Board Meetings. No action was recommended to be taken at this time.

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

**Item 8** – Grantham and Ricksecker provided the Board with a construction progress report and PowerPoint presentation.

### **General Manager Report**

**Item 9** – Report was presented by Assistant General Manager Grantham.

### **Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 3:52 p.m.

### **Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 4:48 p.m.

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

Conference with Labor Negotiators; the first amended General Manager agreement was approved by Board.

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

**Directors Comments**

- \* Director Nelsen noted that Staff did a great job during the storms to prevent any issues.
- \* Chairman Philippe stated he appreciated Scriven and Grantham with dealing with the State in regards to the spill.
- \* Director Fairbanks agreed with both comments.

**Future Agenda Items**

- Budget Workshop
- Updated report on the spill and State findings
- Construction schedule/completion date
- Finances FDIC insurance
- Emergency Plan for Crestline Sanitation District
- Nomination and election for Board officers
- Strategic Plan

**Adjournment**

Meeting adjourned 5:05p.m.

APPROVE: Mathieu Philippe DATE: 5/11/23

ATTEST: K. Nelsen DATE: 5-11-23