

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

**Date/Time: May 11, 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  
Penny Shubnell, Vice Chairwoman (arrived at 3:55 p.m.)

**Board of Directors Absent:** None

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

Brad Welebir, Financial Consultant: R.A.M.S

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Sunny Kim, Financial Consultant; R.A.M.S

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

### **New Business**

**Items 3** – The Election of the Board Officers was held. Chairman Philippe nominated Director Nelsen for Chair. Director Wiessner seconded. Director Nelsen was appointed as the Chair of the Board with the following vote:

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

NOES: None ABSTAIN: None ABSENT: Shubnell.

Director Fairbanks nominated Penny Shubnell for Vice Chair. Director Wiessner seconded.

AYES: Director Fairbanks NOES: Philippe, Nelsen, Wiessner

ABSTAIN: None ABSENT: Shubnell.

Director Nelsen nominated Chairman Philippe to Vice Chair. Director Wiessner seconded. Chairman Philippe was appointed as Vice Chair of the Board with the following vote:

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

NOES: None ABSTAIN: None ABSENT: Shubnell.

Director Nelsen nominated Director Wiessner to Secretary. Chairman Philippe seconded. Director Wiessner was appointed as Secretary of the Board with the following vote:

AYES: Directors; Philippe, Nelsen, Wiessner.

NOES: None ABSTAIN: None ABSENT: Shubnell.

**Item 4** – The Board authorized the General Manager to transfer monies from the District's checking account with CA Bank & Trust to the Local Agency Investment Fund. Director Nelsen motioned to authorize the transfer with a second by Director Fairbanks.

AYES: Directors; Philippe, Nelsen, Fairbanks, Wiessner

NOES: None ABSTAIN: None ABSENT: Shubnell

**Item 5** – A Board Workshop was held regarding the 2023-24 FY Budget and Capital Improvement Projects (CIP) budget. A draft version of both were presented by Staff and Brad Welebir from RAMS.

**Item 6** – After a discussion and update regarding the Fiscal Year 2023-24 Budget it was approved by a motion from Director Nelsen and a second by Director Fairbanks.

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

NOES: None ABSTAIN: None ABSENT: None

### **Financial Consultant Report**

**Item 6** – The Financial Report for April 2023 was presented by Brad Welebir.

### **Legal Counsel Report**

**Item 7** – None.

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

**Item 8** – Scriven and Grantham provided the Board with a construction progress report.

### **General Manager Report**

**Item 9** – Report was presented by General Manager Scriven.

**Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 4:26 p.m.

**Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 5:20 p.m.

**Announcement of Reportable Closed Session Actions**

None

**Directors Comments**


- \* Director Fairbanks was pleased there are still no finding with the spill response.
- \* Director Nelsen was impressed with the overall work the staff has done and thanked the staff.
- \* Chairman Philippe took a tour of Crestline Sanitation District’s properties and was happy with the work being done at the locations.
- \* Vice Chairwoman Shubnell agreed with pervious comments.
- \* Director Wiessner thanked Ron and Dawn for a great job in their new roles.

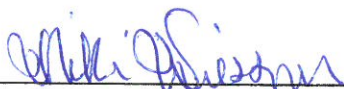
**Future Agenda Items**

Capital Improvement Projects Budget  
Property Tax Roll Resolution  
Solar Panel Presentation for Crestline Sanitation District  
Emergency Plan for Crestline Sanitation District  
Strategic Plan

**Adjournment**

Meeting adjourned 5:30 p.m.

APPROVE:  DATE: 6-8-23

ATTEST:  DATE: June 8, 2023