

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

**Date/Time: June 13, 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
Sherri Fairbanks, Director

Board of Directors Absent:

Matthew Philippe, Vice Chairman
Penny Shubnell, Director

Crestline Sanitation District Employees Present:

Dawn Grantham, General Manager
Brandon Ricksecker, Operations Manager
Jeanette Nelsen, Fiscal Asst., Recording Secretary
Nathan Matthews, Electro-Mechanical Specialist

Others Present via Zoom:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy
Brad Welebir, Financial Consultant; R.A.M.S
Steven Farrell, Board Director, Crestline Village Water (arrived at 4:03 p.m.)

Approval of Agenda

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

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Approval of Consent Calendar

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

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Public Comment*

None

New Business

Items 3 – Regarding the purchase of a 2024 Ford F250. Director Fairbanks motioned for the Board to approve the purchase to not exceed \$75,000.00. Director Wiessner seconded.

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Items 4 – Nathan Matthews presented an in-house pager system to the Board. San Bernardino County will be ending their pager program on June 30, 2024.

Items 5 – Director Wiessner motioned to retain Smith Marion & Co. to perform the District’s fiscal year audit for 2023-2024. The second came from Director Nelsen.

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Item 6 – A Public Hearing for Confirmation of the Report of Delinquent Sewer User Charges and Standby Charges and Providing for Collection on the 2024-25 Tax Roll was opened. Hearing no comments, the Public Hearing was closed.

Item 7 – A Public Hearing for the Establishment and Continuation of Collection of Sewer Standby and Availability Charges for Fiscal Year 2024-25 was opened. Hearing no comments, the Public Hearing was closed.

Item 8 – Resolution No. 114 Confirming the Report of Delinquent Sewer User Charges and Providing for Collection on the 2024-25 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for Fiscal Year 2024-25 was adopted. The motion to adopt came by Director Fairbanks, with a second by Director Wiessner.

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Item 9 – Director Wiessner motioned to discharge from accountability certain inactive debit balance accounts in the amount of \$1,014.08. Director Nelsen seconded the motion.

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Items 10 – Regarding the purchase of 2 new Recirculation Pumps and Variable Frequency Drives for Seeley Creek WWTP. Director Nelsen motioned for the Board to approve the purchase to not exceed \$70,000.00. Director Wiessner seconded.

AYES: Directors; Nelsen, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe, Shubnell

Financial Consultant Report

Item 11 – The Financial Reports for May 2024 were presented by Brad Welebir.

Houston Creek Waste Water Treatment Plant Construction Progress Report

Item 13 – General Manager Grantham provided the Board with a construction progress report and financial update.

Manager Report

Item 14– Report was presented by General Manager Grantham.

Operations Manager Report

Item 15 - Report was presented by Operations Manager Ricksecker.

Recess to Closed Session

The Board, Legal Counsel, and Management recessed to closed session at 4:14 p.m.

Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 5:00 p.m.

Announcement of Reportable Closed Session Actions

None

Directors Comments

- * Director Fairbanks thanked staff for all the work, especially Inactive accts/debits. Great job!
- * Director Wiessner agreed with Director Fairbanks. Good job!
- * Chairman Nelsen thanked Nathan for his presentation

Future Meetings

Thursday, August 8 at 3:00 pm

Future Agenda Items

Engineering Report and Bid (Seeley Creek Slope Failure)

Adjournment

Meeting adjourned 5:05 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____