

**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**

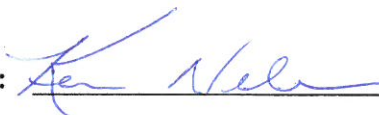
Thursday, August 8 at 3:00 pm

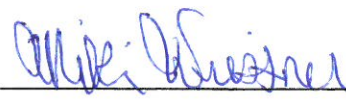
**Future Agenda Items**

Engineering Report and Bid (Seeley Creek Slope Failure)

**Adjournment**

Meeting adjourned 5:05 p.m.

APPROVE:  DATE: 8-8-24

ATTEST:  DATE: 8-8-24