

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

**Date/Time: October 28, 2024 – 2:00 p.m.
Place: Crestline Sanitation District Office
24516 Lake Drive, Crestline, CA 92325**

Call to Order

The meeting was called to order at 2:00 p.m. by Chairman Nelsen and was proceeded by the Pledge of Allegiance.

Board of Directors Present:

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

Board of Directors Absent:

Penny Shubnell, Director

Crestline Sanitation District Employees Present:

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

Others Present via Zoom:

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

Approval of Agenda

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

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

Public Comment*

No public comments were made

New Business

Item 1 – Resolution No. 115 Appreciation of the Exemplary Service of Director Penny Shubnell was prepared and ready with the Directors and General Manager signatures. The resolution was framed and will be presented to the family of Director Shubnell on November 8. Director Philippe motioned to adopt the resolution, with a second by Director Wiessner.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

Item 2 – Legal counsel stated that the Board of Directors will need to make a Declaration of Vacancy on the Board to the Registrar of Voters within 15 days. He noted with the election so soon and a person running for that seat, the Board does not need to make an appointment, as that seat will be filled within the 45 days requirement. The Board members that are running for the office will be certified by the County and can be sworn in as early as December 6, 2024 at noon.

Item 3 – Regarding Agreement for Construction of Slope Repairs for Hillside Stabilization at Seeley Creek WWTP, there was no new agreement from Bennett Excavation as of yet. On the September 27th meeting the Board approved a Bid not to exceed \$420,000. After discussion Vice Chairman Philippe motioned for General Manager Grantham to be able sign an agreement not to exceed \$440,000.00. Director Fairbanks seconded.

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

Item 4 – Vice Chairman Philippe motioned for the Board to approve the proposal from Converse Consultants to provide geotechnical services. Director Fairbanks seconded the motion.

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

Recess to Closed Session

The Board, Legal Counsel, and Management recessed to closed session at 2:40 p.m.

Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 3:56 p.m.

Announcement of Reportable Closed Session Actions

None

Future Meetings

Thursday, November 14 at 3:00 p.m.

Board Workshop – Disposal Site, TBD

Friday, December 6 at 12:00 p.m. - Swearing-in Ceremony (Anticipated)

Future Agenda Items

Audit

Directors Comments

- * Vice Chairman Philippe was saddened by the loss of Penny.
- * Director Fairbanks has known Penny for 25 years and is shocked by her passing.
- * Director Wiessner said Penny was the one to ask her to get involved. It was an honor to serve alongside Penny.
- * Chairman Nelsen stated that Penny will be greatly missed. Closed the meeting in remembrance of Penny Shubnell.

Adjournment

Meeting adjourned 4:01 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____