

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

**Date/Time: September 14, 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 Nelsen and was proceeded by the Pledge of Allegiance.

**Board of Directors Present:**

Ken Nelsen, Chairman  
Sherri Fairbanks, Director  
Penny Shubnell, Director

**Board of Directors Present Via Zoom:**

Niki Wiessner, Director

**Board of Directors Absent:**

Matthew Philippe, Vice Chairman

**Crestline Sanitation District Employees Present:**

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

**Others Present via Zoom:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Matthew Philippe

**Approval of Agenda**

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

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

NOES: None ABSTAIN: None ABSENT: Philippe

**Approval of Consent Calendar**

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

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

NOES: None ABSTAIN: None ABSENT: Philippe

**Public Comment\*** None

### **New Business**

**Items 3** – Resolution No. 107 Disposing of Surplus Property was approved by a motion from Director Fairbanks and a second by Director Shubnell.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Items 4** – Resolution No. 108 Establishing a Check-Signing Policy was adopted by a motion from Director Shubnell and a second by Director Fairbanks.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Items 5** – Huston Creek Waste Water Treatment Plant Septic Offload Site and Belt Press Muffin Monster Upgrades were approved by the Board with a motion from Director Shubnell and a second from Director Fairbanks.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Items 6** – Cleghorn Waste Water Treatment Plant Belt Press Muffin Monster Upgrade was approved by the Board with a motion from Director Fairbanks and a second from Director Shubnell.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Items 7** – A quote from Dudek was provided to the Board from Assistant General Manager Grantham for the District's Master Plan Update. Director Shubnell motioned to approve the quote, Director Fairbanks seconded the motion.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

**Items 8** – Huston Creek Waste Water Treatment Plant Road Paving was approved by the Board not to exceed \$100,000 with a motion from Director Fairbanks and a second from Shubnell.

AYES: Directors; Nelsen, Wiessner, Shubnell, Fairbanks

NOES: None ABSTAIN: None ABSENT: Philippe

### **Financial Consultant Report**

**Item 9** – The Financial Report for August 2023 was presented by Brad Welebir.

### **Legal Counsel Report**

**Item 10** – None.

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

*Item 11* – Grantham provided the Board with a construction progress report and financial update.

**Manager Report**

*Item 12* – Report was presented by Assistant General Manager Grantham.

**Operations Manager Report**

*Item 13* - Report was presented by Operations Manager Ricksecker.

**Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 4:43 p.m.

**Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 5:15 p.m.

**Announcement of Reportable Closed Session Actions**

None

**Directors Comments**

- \* Vice Chairman Philippe thanked the staff for getting through the epic storm.
- \* Director Fairbanks enjoyed having two managers reports.
- \* Director Wiessner loved hearing about the mentorship with the operators in the Operation Manager’s Report.
- \* Chairman Nelsen thanked the staff for doing a great job.

**Future Agenda Items**

Audit Report  
Master Plan for Crestline Sanitation District  
Rate Study

**Adjournment**

Meeting adjourned 5:25 p.m.

**APPROVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_ **DATE:** \_\_\_\_\_