

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

**Date/Time: November 9, 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  
Matthew Philippe, Vice Chairman  
Niki Wiessner, Director  
Sherri Fairbanks, Director

**Board of Directors Absent:**

Penny Shubnell, Director

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

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

**Others Present via Zoom:**

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

**Approval of Agenda**

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

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Approval of Consent Calendar**

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

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Public Comment\*** None

### **New Business**

**Items 3** – Brad Welebir presented a PowerPoint and draft Audit report for the 2022/23 fiscal year audit on behalf of Smith Marion & Co. The report showed that there were no findings. The Directors voted unanimously to accept the audit results.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

**Items 4** – Resolution No. 109 Authorizing Investments of Monies in the Local Agency Investment Fund was adopted by a motion from Director Fairbanks and a second by Director Wiessner.

AYES: Directors; Nelsen, Philippe, Wiessner, Fairbanks

NOES: None ABSTAIN: None ABSENT: Shubnell

### **Financial Consultant Report**

**Item 5** – The Multi-Year Summary Report and monthly Financial Report for October 2023 were presented by Brad Welebir.

### **Legal Counsel Report**

**Item 6** – None.

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

**Item 7** – Grantham provided the Board with a construction progress report and financial update.

### **Manager Report**

**Item 8** – Report was presented by General Manager Grantham.

### **Operations Manager Report**

**Item 9** - Report was presented by Operations Manager Ricksecker.

### **Recess to Closed Session**

The Board, Legal Counsel, and Management recessed to closed session at 3:52 p.m.

### **Reconvene to Open Session**

The Board, Legal Counsel, and Management reconvened to open session at 5:01 p.m.

### **Announcement of Reportable Closed Session Actions**

The Board unanimously appointed Dawn Grantham as General Manager. Her employment contract was also agreed upon for a period of 5 years.

### **Directors Comments**

- \* Vice Chair Philippe enjoyed his tour of the Houston Creek Plant.
- \* Director Wiessner thanked Brandon for a great report. Congratulated Dawn Grantham.
- \* Director Fairbanks agreed in congratulating Dawn Grantham.
- \* Chairman Nelsen thanked Dawn Grantham. He also informed the Directors of the passing of a former General Manager Kathy Whalen.

**Future Meetings**

Thursday, January 11 at 3:00 pm

**Adjournment**

Directors closed the meeting in memory of Mike Morris.  
Meeting adjourned 5:10 p.m.

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

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