

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

**Date/Time: October 12, 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  
Niki Wiessner, Director  
Sherri Fairbanks, Director  
Penny Shubnell, Director

**Board of Directors Present Via Zoom:**

Matthew Philippe, Vice Chairman

**Crestline Sanitation District Employees Present:**

Dawn Grantham, Interim 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.

**Approval of Agenda**

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

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

NOES: None ABSTAIN: None ABSENT: None

**Approval of Consent Calendar**

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

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

NOES: None ABSTAIN: None ABSENT: None

**Public Comment\* None**

**New Business**

**Items 3 – Dedicating the Huston Creek Plant Construction Project Upgrade in Memory of Ron Scriven was approved by a motion from Director Shubnell and a second by Director Wiessner.**

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

NOES: None ABSTAIN: None ABSENT: None

*Items 4* – Proposal from Bartle Wells Associates Regarding a Rate Study was approved by a motion from Director Fairbanks and a second by Director Wiessner to not exceed \$60,000.

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

NOES: None ABSTAIN: None ABSENT: None

#### Financial Consultant Report

*Item 5* – The Quarterly Report and monthly Financial Report for September 2023 were presented by Brad Welebir.

#### Legal Counsel Report

*Item 6* – Legal Counsel Kennedy informed the Board on the approval and signing of Assembly Bills 557.

#### 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 Interim 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 3:42 p.m.

#### Reconvene to Open Session

The Board, Legal Counsel, and Management reconvened to open session at 4:23 p.m.

#### Announcement of Reportable Closed Session Actions

The Board unanimously appointed Dawn Grantham as the General Manager.

#### Directors Comments

- \* Director Shubnell congratulated Dawn Grantham
- \* Director Wiessner agreed in congratulating Dawn Grantham.
- \* Director Fairbanks also agreed in congratulating Dawn Grantham.
- \* Vice Chair Philippe also congratulated Dawn Grantham and thanked the staff for their support.
- \* Chairman Nelsen also congratulated Dawn Grantham, perfect fit for the District and looking forward to working with Dawn.


#### Future Meetings

Tuesday, October 31 at 8:00 am

Thursday, November 9 at 3:00 pm

Future Agenda Items  
General Manager Job Performance  
General Manager Contract  
Audit Report

Adjournment  
Meeting adjourned 4:29 p.m.

APPROVE:  DATE: 11-9-23

ATTEST:  DATE: 11-9-23