

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

**Date/Time: November 13, 2025 – 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 Philippe and was proceeded by the Pledge of Allegiance.

Board of Directors Present:

Matthew Philippe, Chairman
Sherri Fairbanks, Director
Ken Nelsen, Director
Niki Wiessner, Director (3:02)

Board of Directors Absent:

Mike Harris, Vice Chairman

Crestline Sanitation District Employees Present:

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

Others Present:

Kendra Dockham, CPA, Smith Marion & Co.

Others Present via Zoom:

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

Approval of Agenda

Director Fairbanks motioned to approve the Agenda. Director Nelsen seconded.
AYES: Directors; Philippe, Fairbanks, Nelsen
NOES: None ABSTAIN: None ABSENT: Harris, Wiessner

Approval of Consent Calendar

Director Fairbanks motioned to approve the Consent Calendar. Director Philippe seconded.
AYES: Directors; Philippe, Fairbanks, Wiessner
NOES: None ABSTAIN: Nelsen ABSENT: Harris

Public Comment*

None

Old Business

Items 3 – A discussion regarding the permit fees regarding holding tanks was held. The Board wants to be informed on how much it costs to treat one gallon of water. Discussion tabled until February.

New Business

Items 4 – Kendra Dockham presented a PowerPoint and draft Audit report for the 2024/25 fiscal year audit. The report showed that there were no findings. Director Nelsen motioned to accept the audit results. Direct Fairbanks seconded.

AYES: Directors; Philippe, Fairbanks, Nelsen, Wiessner

NOES: None ABSTAIN: None ABSENT: Harris

Financial Consultant Report

Item 5 – The Multi-Year Summary Report and monthly Financial Report for October 2025 were presented by Brad Welebir.

Legal Counsel Report

Item 6 – None

Houston Creek Waste Water Treatment Plant Construction Progress Report

Item 7– General Manager 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 3:48 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 Nelsen stated that he was happy to hear resolution with the screw pumps. Wants to schedule a tour of both Huston & Seeley Plants.
- * Director Wiessner proclaimed that she was excited to hear the pumps are on order. It's been a good year, and she can tell everyone has worked hard.
- * Director Fairbanks commented that she was impressed with the audit results, that the District received an A on the bell curve, congratulated the District. Also, would like to schedule a tour of the Treatment Plants.
- * Director Philippe congratulated everyone on getting through the Audit. Looks forward to seeing everyone for the Board Workshop on November 21.

Future Meetings

Board Workshop – November 21, 2025 at 9:00 a.m.

Regular Meeting – January 8, 2026 at 3:00 p.m.

Adjournment

Meeting adjourned 5:05 p.m.

APPROVE: _____ **DATE:** _____

ATTEST: _____ **DATE:** _____