

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

**Date/Time: July 9, 2015 – 4:30 p.m.**

**Place: Crestline Sanitation District Office  
24516 Lake Drive  
Crestline, CA 92325**

**Board of Directors Present:**

Matthew Philippe, Chairman  
Sherri Fairbanks, Director  
Jack Winsten, Director  
Ken Nelsen, Director

**Board of Directors via Teleconference (Pursuant to Government Code 54953(b):**

Penny Shubnell, Vice Chairman

**Crestline Sanitation District Employees Present:**

Mark Pattison, General Manager  
Rick Dever, Operations Manager  
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary  
Jordan Dietz, Electro-Mechanical Specialist

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Phil Waller, Financial Consultant, R.A.M.S.  
Ryan Pitchforth, SCADA Consultant  
Steve Guidero, SCADA Consultant

**Call to Order**

The meeting was called to order at 4:30 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Approval of Agenda**

Chairman Philippe called for a motion to approve the agenda.

Director Fairbanks made the motion to approve the Agenda.

Director Nelsen seconded. The motion passed.

A YES: Chairman Philippe, Vice Chairman Shubnell,  
Director Fairbanks, Director Winsten, Director Nelsen

NOES: None

ABSENT: None

ABSTAIN: None

### **Public Comment\***

None

*\*Comments made by members of the public are representative of their views and opinions only. Claims and assertions made during Public Comment are accepted without regard to accuracy and are accepted in accordance with Public Comment rules as outlined in state law. Statements made by the public during Crestline Sanitation District Board of Directors meetings do not necessarily reflect the views or opinions of individual Board of Directors or the council as a whole*

### **Approval of Consent Calendar**

Chairman Philippe called for a motion to approve the consent calendar. Director Fairbanks motioned, with a second by Director Nelsen.

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Fairbanks, Director Winsten, Director Nelsen

NOES: None

ABSENT: None

ABSTAIN: None

### **New Business**

*Item 3 - In regards to Public Hearing for Confirmation of the Report of Delinquent Sewer User Charges and Standby Charges and Providing for Collection on the 2015-16 Tax Roll, A public hearing was opened for the public to comment on the report to be collected on the property taxes. No comments were made and the public hearing was closed.*

*Item 4 - In regards to Public Hearing for the Establishment and Continuation of Collection of Sewer Standby and Availability Charges for Fiscal Year 2015-16, A public hearing was opened for the public to comment on the continuation of charges to be collected on the property taxes. No comments were made and the public hearing was closed.*

*Item 5 - Concerning Discussion and Possible Action regarding Adoption of Resolution No. 033 Confirming the Report of Delinquent Sewer User Charges and Providing for Collection on the 2015-16 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for Fiscal Year 2015-1, Director Nelsen motioned to adopt Resolution No. 033, with a second by Director Winsten.*

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Fairbanks, Director Winsten, Director Nelsen

NOES: None

ABSENT: None

ABSTAIN: None

*Item 6 - Regarding the Discussion and Possible Action to Discharge from Accountability for Sewer Use Fees Certain Inactive Debit Balance Accounts, a request to discharge thirteen closed accounts with a total past due amount of \$3,509.76 due to foreclosure, uninformed sale, bankruptcy, and/or death was provided to the Board of Directors. Director Winsten motioned to approve, with a second by Director Nelsen.*

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Fairbanks, Director Winsten, Director Nelsen

NOES: None

ABSENT: None

ABSTAIN: None

*Item 7 - Regarding the Discussion and Possible Action concerning Resolution 034 Election of Directors to the Special District SDRMA, The Board of Directors announced their votes for three candidates. The votes, 4-1, were for Robert Swan, Ed Gray, and Sandy Seifert-Raffelson.*

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Fairbanks, Director Nelsen

NOES: None

ABSENT: None

ABSTAIN: Director Winsten (not familiar with candidates)

*Item 8 - SCADA Update and Presentation, Jordan Dietz, with the assistance of Ryan Pitchforth, gave a PowerPoint Presentation on the SCADA updates. In discussion was security and stability. He also noted that digital and paper back-ups were being done daily to insure no data loss.*

### **Old Business**

*Item 9 - Regarding a Discussion and Possible Action concerning Sewer Rate Study, review of six sewer rate recommendations provided by Bartle Wells and Associates was reviewed (Sewer Rate Study, Table 4, Draft Tables dated 06/26/15). After lengthy discussion about the five year projection, capital improvement projects and possible funding the Rate Study was voted on. With a 3-2 vote, the Directors chose option 1B) Minimum Rate Increases - \$1 million Capital per Year. A notice with this information and justifications will be mailed out to all home owners and renters (if address is on file) with the information regarding a public hearing prior to rate increases at a date and time to be determined. The Board of Directors directed management to work in conjunction with Legal Council to create the notice and have it for Board review at the next regular meeting August 13, 2015 at 3:00p.m. (subject to change). Chairman Philippe made the motion to direct staff to increase sewer rate fees over a period of 5 years ending at a rate of \$52.82 per month for sewer charges, Director Winsten seconded.*

AYES: Chairman Philippe, Director Nelsen, Director Winsten

NOES: Vice Chairman Shubnell

ABSENT: None

ABSTAIN: Director Fairbanks

### **Financial Consultant Report**

The financial reports for June 2015 were not ready for presentation due to the end of the Fiscal Year preparation.

### **Legal Counsel Report**

None

### **General Manager Report**

General Manager Mark Pattison presented the Manager's Report.

### **Engineering Committee Report (Ad Hoc)**

None

**Directors Comments**

- Director Fairbanks noted that Chairman Philippe and General Manager Pattison had attended the ROWCOG meeting earlier that day and asked if there was any items they could report on. She also noted she would be attending the regular meeting in September via teleconference.
- Chairman Philippe commented on the question by Director Fairbanks, stating that the meeting did not address the mountains economical issues, but discussed down the mountain issues. He stated there were a lot of comments and that there was not order at the meeting. Not sure if or when another meeting would take place.
- Director Nelsen commented on the SCADA presentation, stating to Dietz that it looked great. He also noted he would not be attending the regular meeting in August.
- Director Winsten thanked Dietz and Pitchforth for the SCADA update and Staff for the work on the District's CIP (capital improvement projects) list.
- Vice Chairman thanked Grantham for being conservative in regards to the financials and Dietz for is update "stellar job". Vice Chairman also stated she had placed the Agenda on the front door where she was teleconferencing from and guests thought there was a sanitation problem at that location.

**6:42 p.m. Vice Chairman stated she had to leave the conference call.**

**Future Meetings**

Regular Meeting of the Board August 13, 2015 at 3:00p.m.

**Future Agenda Items**

Analysis of Investment Plan presented by Roy Grimes, Senior Vice President, Regional Market Manager, of California Bank & Trust  
Public notice for a 218 process.

**Adjournment**

Chairman Philippe asked for a motioned to adjourn. Director Winsten motioned with a second by Director Fairbanks. Meeting adjourned at 6:44 p.m.

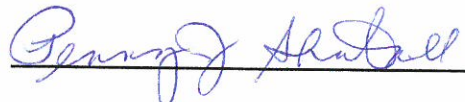
AYES: Chairman Philippe, Director Fairbanks, Director Nelsen, Director Winsten

NOES: None

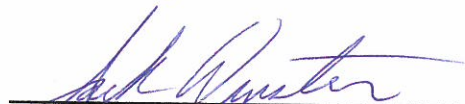
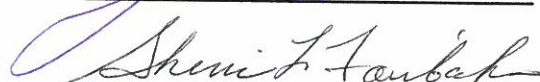
ABSENT: Vice Chairman Shubnell (left meeting at 6:42 p.m.)

ABSTAIN: None

**APPROVE:**

 **DATE:** 8-13-15

**ATTEST:**

 **DATE:** 8-13-15  
 8-13-15