

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

**Date/Time: March 12, 2015 – 3:00 p.m.**

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

**Board of Directors Present:**

Penny Shubnell, Vice Chairman  
Sherri Fairbanks, Director  
Jack Winsten, Director

**Board of Directors Arrived Late:**

Matthew Philippe, Chairman

**Board of Directors Absent:**

Ken Nelsen, Secretary

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Phil Waller, Financial Consultant, R.A.M.S.  
Gail Fry, Alpenhorn News  
Monica Harrison, Rim Family Services  
Steve Guidero, SCADA Consultant

**Call to Order**

The meeting was called to order at 3:00 p.m. by Vice Chairman Shubnell and was proceeded by the Pledge of Allegiance.

### **Approval of Agenda**

Vice Chairman called for a motion to amend the Agenda to advance the Closed Session item after item #4 and proceed with item #5 after Announcements of Closed Session.

Director Winsten made the motion to approve the Amended Agenda.

Director Fairbanks seconded. The motion passed.

AYES: Vice Chairman Shubnell, Director Fairbanks, Director Winsten

NOES: None

ABSENT: Chairman Philippe, Director Nelsen

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**

Vice Chairman called for a motion to approve the consent calendar.

Director Fairbanks made the motion to approve the consent calendar.

Director Winsten seconded. The motion passed.

AYES: Vice Chairman Shubnell, Director Fairbanks, Director Winsten

NOES: None

ABSENT: Chairman Philippe, Director Nelsen

ABSTAIN: None

### **New Business**

*Item 3 - Regarding the Discussion and Possible Action regarding the disbursement of flyers from Rim Family Services for the "Lock It or Drop It" prescription program in the bi-monthly bills -* Monica (Mo) Harrison, Prevention Specialist, Rim Family Services, discussed the program and asked for approval to have the District assist in disbursing the flyers via the regular billing on May 1, 2015. She stated that the flyers will direct mountain residents to dispose of their expired/unwanted prescriptions at the Sheriff's Office located in Twin Peaks for proper destruction. It is recommended to have the pharmaceuticals dropped of in a bag or bottle without the label. Hypodermic needles are not accepted at this time. She further stated that many mountain residents flush the pills down a toilet or sink and may not be completely filtered from the disinfected effluent. Vice Chairman Shubnell thanked Monica Harrison and her staff for their tremendous effort. Vice Chairman Shubnell called for a motion to approve the District to assist in the disbursement of the flyers. Director Fairbanks motioned and Director Winsten seconded. The motion passed.

AYES: Vice Chairman Shubnell, Director Fairbanks, Director Winsten

NOES: None

ABSENT: Chairman Philippe, Director Nelsen

ABSTAIN: None

**New Business (cont.)**

*Item 4 - Regarding the Discussion and Possible Action to Surplus Property; 1985 MACK Dump Truck* - General Manager Pattison made a recommendation to surplus the District's 1985 MACK Dump Truck. The Board of Directors agreed to surplus and deferred to staff for the proper surplus of said item. Director Winsten motioned and Director Fairbanks seconded.

AYES: Vice Chairman Shubnell, Director Fairbanks, Director Winsten

NOES: None

ABSENT: Chairman Philippe, Director Nelsen

ABSTAIN: None

(Chairman Philippe arrived at 3:15 p.m.)

**Closed Session**

The Board of Directors adjourned to closed session at 3:15 p.m. and returned to open session at 3:55 p.m.

**Announcement of Closed Session Items**

No reportable actions were announced.

(Director Winsten departed at 4:00 p.m.)

**New Business (cont.)**

*Item 5 - SCADA Update* - Jordan Dietz, CSD Electro-Mechanical Specialist, presented a PowerPoint Presentation showing the District's progress on the SCADA project. He stated that the progress is going well and has had assistance from Steve Guidero, SCADA consultant for CSD.

*Item 6 - Concerning the Discussion and Possible Action concerning the annual Agreement with Hesperia Venture I, LLC.* - Steve Kennedy, Legal Counsel, explained that the new contract between CSD and Hesperia Venture is the same as the prior. The contract will be valid for one year, 12/31/2014 - 12/31/2015. The Board of Directors voted to approve the contract. Director Fairbanks motioned and Vice Chairman Shubnell seconded.

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

NOES: None

ABSENT: Director Winsten, Director Nelsen

ABSTAIN: None

*Item 7 - Discussion and Possible Action concerning the Revision of the District's current Reserve Policy* - Chairman Philippe explained that the reason the District is reviewing the District Reserve Policy is due to the unknown of the future contract with the effluent disposal site Las Flores Ranch. Phil Waller, Financial Consultant, explained that the District's current reserves need to be increased due to the unknown of the effluent disposal site and the district may have to find a new effluent disposal site. Bartle Wells Associates are currently working on a Rate Study to determine the best manner to increase the District reserves. No actions were taken at this time and a review of the Reserve Policy will be postponed for a future meeting.

**Financial Consultant Report**

Financials were presented for February 2015.

**Legal Counsel Report**

Steve Kennedy, Legal Counsel, noted that Form 700 for 2015 is due.

**General Manager Report**

General Manager Mark Pattison presented the Manager's Report.

**Engineering Committee Report (Ad Hoc)**

None

**Personnel Committee (Ad Hoc)**

None

**Directors Comments**

- Chairman Philippe stated that it will be a busy time for Directors and Staff until the 15/16 Budget is finalized.
- Vice Chairman Shubnell thanked Jordan Dietz for his SCADA update.
- Director Fairbanks noted Mountain Rim Counsel will be giving grants for fuel reduction for senior citizens and low income families. Also noted was that the mountains Chipper Days are coming soon.

**Correspondence**

CSDA Board of Directors call for Nominations Seat A

**Future Meetings**

Special Meeting of the Board, March 26, 2015

Special Meeting of the Board (Budget Workshop), April 7, 2015 at 2:00 p.m.

Regular Meeting of the Board, April 9, 2015 at 3:00 p.m.

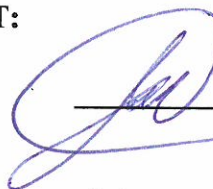
**Adjournment**

Director Fairbanks asked for a motioned to adjourn, seconded by Vice Chairman Shubnell. Meeting adjourned at 5:45 p.m.

**APPROVE:**

 DATE: 4/9/15

**ATTEST:**

①  DATE: 4/9/15

② Sheri Fairbanks