

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

**Date/Time: January 8, 2015 – 3:00 p.m.**

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

**Board of Directors Present:**

Matthew Philippe, Chairman  
Penny Shubnell, Vice Chairman  
Sherri Fairbanks, Director  
Jack Winsten, Director  
Ken Nelsen, Secretary

**Crestline Sanitation District Employees Present:**

Mark Pattison, General Manager  
Rick Dever, Operations Manager  
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary  
Jim Schlichting, Maintenance Mechanic

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Phil Waller, Financial Consultant, R.A.M.S.  
David Marion, CPA, Smith Marion & Co.  
Kendra Dockham, CPA, Smith Marion & Co.

**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.

**Approval of Agenda**

Chairman Philippe called for a motion to approve the agenda.

Vice Chairman Shubnell made the motion to approve the Agenda.

Director Winsten seconded. The motion passed.

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

NOES: None

ABSENT: None

ABSTAIN: None

### **Approval of Consent Calendar**

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

Director Fairbanks made the motion to approve the consent calendar.

Secretary Nelsen seconded. The motion passed.

AYES: Chairman Philippe, Vice Chairman Shubnell, Director Fairbanks,  
Director Winsten, Secretary 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*

### **New Business**

- *Item 3* - David Marion, CPA, and Kendra Dockham, CPA, Smith Marion & Co. presented the final version of the District's annual audit for fiscal year 2013/2014. Marion discussed the Income Statement and Dockham explained the Net Position via a PowerPoint presentation. There were no findings in the Audit. Director Winsten motioned to approve the audit, Secretary Nelsen seconded. The Board of Directors unanimously approved the audit submitted.

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

NOES: None

ABSENT: None

ABSTAIN: None

- *Item 4* - Ordinance 2014-5 was presented to supersede Ordinance 2012-3 adopted January 17, 2013. This Ordinance will change the time of regular public meetings to be held at 3:00 p.m. every second Thursday of each month. Director Winsten motioned to approve the audit, Secretary Nelsen seconded. Ordinance 2014-5 was unanimously approved.

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

NOES: None

ABSENT: None

ABSTAIN: None

- *Item 5* - Action for Board reorganization and appointment of Officer was tabled until elections.

**New Business (cont.)**

- *Item 6* - Request to purchase a televising camera from a sole source supplier was presented. This televising camera will be able to fit in laterals where the District's larger televising camera cannot go. It will also act as a back-up camera during maintenance and necessary repairs to the existing camera. Secretary Nelsen motioned to approve the purchase of an OmniSTAR Probe Pan and Tilt Camera from 3T Equipment, a sole source provider. Director Winsten seconded the motion, passing with a 5-0 vote.

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

NOES: None

ABSENT: None

ABSTAIN: None

**Old Business**

- *Item 7* - A request to amend the amount approved for a portable generator was presented. The request was approved to not exceed \$85,050.00. The request was passed 5-0.

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

NOES: None

ABSENT: None

ABSTAIN: None

**Financial Consultant Report**

Financials were presented for November 2014.

**Legal Counsel Report**

No reports were presented.

**General Manager Report**

General Manager Mark Pattison presented the Manager's Report.

**Engineering Committee Report (Ad Hoc)**

Secretary Nelsen stated he met with Dudek and Troxel & Associates to narrow down alternatives of 11 to 4 for the disposal of treated effluent at Rancho Las Flores. Treatment plants may need to be upgraded in the process and cost could be as high as \$30,000,000.00 depending on the final decision. The engineering committee will continue to meet and review the Tapestry Project for Hesperia, CA. Secretary Nelsen also stated Lahontan Regional Water Control may also change treatment obligations.

**Closed Session**

The Board of Directors adjourned to Closed Session at 4:02 p.m. and reconvened at 4:26 p.m.

**Announcement of Closed Session Items**

During the closed session the evaluation of General Manager Pattison was conducted. It was announced that the Board of Directors will award a bonus for exceptional service for 2014 in the amount of \$6000.00. An ADHOC committee will be formed to determine a wage schedule for a contract renewal for GM Pattison.

**Directors Comments**

- Vice Chairman Shubnell noted that a shed at Leisure Shores had been broken into and several items were stolen. The items had been hidden near a CSD station and CSD employees came across the stolen items and found that they belonged to Leisure Shores and returned the items. She stated how thankful she was to those employees.
- Chairman Philippe stated that the Directors are due to attend a Leadership Academy in Sacramento. He also state the Directors should visit Municipal Water Agency, but in fashion to not violate the Brown Act.
- Secretary Nelsen agree the Directors should visit other facilities such as Municipal Water Agency and Orange County CSD.
- Director Fairbanks congratulated General Pattison on a great prior year.

**Correspondence**

None

**Future Meetings**

Regular meeting of the Board, February 12, 2015

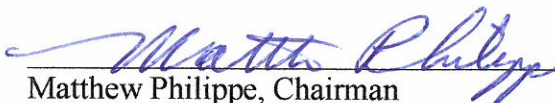
**Future Agenda Items**

Create a Surplus Equipment Policy

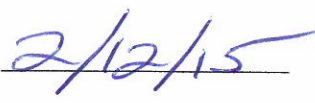
**Adjournment**

Chairman Philippe motioned to adjourn. Meeting adjourned at 4:43 p.m.

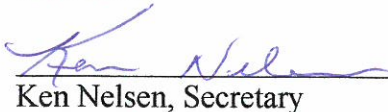
**APPROVE:**

  
Matthew Philippe, Chairman

Date:



**ATTEST:**

  
Ken Nelsen, Secretary

Date:

