

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

Date/Time: August 14, 2014 – 4:30 p.m.
Place: Crestline Sanitation District Office
24516 Lake Drive
Crestline, CA 92325

Board of Directors Present:

Matthew Philippe, Chairman
Penny Shubnell, Vice Chairman
Sheri Fairbanks, Director
Ken Nelsen, Director

Board of Directors Late:

Jack Winsten, Director

Crestline Sanitation District Employees Present:

Mark Pattison, General Manager
Rick Dever, Operations Manager
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary

Others Present:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy

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.

Vice Chairman Shubnell made the motion to approve the Agenda.

Director Nelsen seconded. The motion passed with a vote of 4-1.

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

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

Approval of Minutes for June 12, 2014

Chairman Philippe called for a motion to approve the agenda.

Vice Chairman Shubnell made the motion to approve the Agenda.

Director Nelsen seconded. The motion passed with a vote of 4-1.

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

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

Approval of Minutes for July 10, 2014

Chairman Philippe called for a motion to approve the agenda.

Vice Chairman Shubnell made the motion to approve the Agenda.

Director Nelsen seconded. The motion passed with a vote of 3-2.

AYES: Chairman Philippe, Vice Chairman Shubnell, Director Fairbanks

NOES: None

ABSENT: None

ABSTAIN: Director Winsten, Director Nelsen

Public Comment*

No public comments were made.

**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 4* - The Effluent Management Plan proposal, prepared by Dudek, was presented to the Board with recommendation from General Manager Pattison to approve said firm to proceed with the plan. Director Nelsen asked why GM Pattison recommended this firm, at which he replied that Dudek possessed all the resources the District desired. GM Pattison commented that he and district staff had reviewed four different firms and felt that Dudek presented the most professional proposal. He further stated they will be able to complete the plan in the timeline needed by the District. Dudek will work side by side with a firm that will be chosen (at a future date) to conduct a Rate Study for the District. Chairman Philippe motioned to proceed, Director Nelsen seconded, and with an amendment the Effluent Management Plan cost will not exceed \$100,000.00.

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

NOES: None

ABSENT: None

ABSTAIN: None

New Business (cont.)

- *Item 5* - The Board of Directors unanimously agreed to add Operations Manager Rick Dever as a signer for the Districts general checking account with California Bank & Trust. The District bank signers include General Manager Mark Pattison, Accountant/Bookkeeper Dawn Grantham, and Operations Manager Rick Dever effective August 14, 2014.

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

NOES: None

ABSENT: None

ABSTAIN: None

- *Item 6* - The recommendation to purchase and replace existing Sludge Pumps for Huston Creek WWTP was brought to the table. General Manager Pattison recommended purchasing the pumps from WasteCorp Pumps LLC. GM Pattison noted that said pumps were of high quality and required minimal maintenance. Vice Chairman Shubnell asked how old the existing pumps are; GM Pattison stated that they were about 40 years old, and that normally the life expectancy is fifteen to twenty years. Director Nelsen motioned to approve the purchase, with cost not to exceed \$49,000.00. Director Winsten seconded, vote passing 5-0.

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

NOES: None

ABSENT: None

ABSTAIN: None

- *Item 7* - A Draft Proposal for a Wastewater Rate Study was presented to the Board for Discussion and Possible Action. Legal Counsel Steve Kennedy recommended including an “Agreement For Services” document for the contract. With the direction from the Board to edit dates, the draft proposal was approved 5-0. The Invitation for Proposals will be mailed out August 28, 2014 and due no later than September 30, 2014 at 4:30 p.m. Evaluations will be conducted at the Regular Meeting of the Board on October 9, 2014 and a Board Approval for a Firm at the Regular Board Meeting, November 13, 2014.

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

Noes: None

Absent: None

Abstain: None

Financial Consultant Report

No reports were presented. End of Fiscal Year report planned for the Regular Meeting of the Board at the next Regular Meeting.

Legal Counsel Report

No reports were presented.

General Manager Report

General Manager Mark Pattison presented the Manager's Report for July 2014.

GM Pattison also discussed the violation that Las Flores Ranch owner Terra Verde LLC received from Lahontan Regional SWRCB. It was noted that Terra Verde did post additional signage as per directive from Lahontan along approximate 1 mile of frontage road on HWY 173.

GM Pattison also stated that the District is now solely relying on the new billing system Muni-Billing as of August 1st, 2014.

Engineering Committee Report (Ad Hoc)

None

Directors Comments

Director Winsten mentioned that the staff is doing a great job.

Vice Chairman invites all to a Collection of E-waste on September 13th and September 14th, 2014 at any regular weekend mountain location. The funds are for the Senior Nutrition Program.

Chairman Philippe was pleased that Districts new billing system is working well.

Director Nelsen asked what the gate valve replaced; GM Pattison explained previously there was no proper way to isolate the water in the contact tank when cleaning.

Director Fairbanks congratulated the staff on taking first place at the CWEA picnic for the Derby Pack race. She also congratulated the staff on the new billing system.

Correspondence

Notice of Election; SBCERA will be conducting an election for a General Member and a Safety Member with filings being accepted from August 11th, 2014 until September 5th, 2014.

Closed Session

The Board of Directors adjourned to closed session at 5:42 p.m.

and reconvened at 6:23 p.m.

No reportable action was taken.

Future Meetings

Thursday, September 11th, 2014 at 3:00 p.m. (Regular Meeting)

Future Agenda Items

September 2014

Investment Policy

Slip Lining Project

Adjournment

Chairman Philippe called for a vote to adjourn Vice Chairman Shubnell motioned, Director Fairbanks seconded. The motion passed with a vote of 5-0. Meeting adjourned at 6:30 p.m.

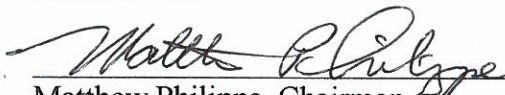
Ayes: Chairman Philippe, Vice Chairman Shubnell, Director Winsten,
Director Fairbanks, Director Nelsen

Noes: None

Absent: None

Abstain: None

APPROVE:

 _____ **Date:** 9/16/14
Matthew Philippe, Chairman

ATTEST:

 _____ **Date:** 9-11-14
Ken Nelsen, Director