

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

Date/Time: March 13, 2014 – 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
Sheri Fairbanks, Director
Jack Winsten, Director
Ken Nelsen, Secretary

Board of Directors Absent:

None

Crestline Sanitation District Employees Present:

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

Others Present:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, Beckett & Kennedy
Phil Waller, Financial Consultant, R.A.M.S.
Jean Cihigoyenette, Attorney at Law
Stephen Newcombe, Stephen Newcombe Service LLC
Gail Fry, The Alpenhorn News

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 amended agenda.
Director Winsten motioned to approve the agenda.
Director Fairbanks seconded, passing with a vote of 5-0.

Public Comment*

Chairman Philippe noted Jean Cihigoyenette, Attorney at Law, was retained to represent the District regarding the legal issues with the water and disposal site. The Board of Directors decided not to utilize the District's Legal Counsel due to a conflict of interest, Legal Counsel Brunick represents the Mojave Water District, which is the location where the District disposes of the water.

**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*

Consent Calendar

A motion to approve the Districts Consent Calendar by Vice Chairman Shubnell was seconded by Director Winsten, passing with 3 votes, Chairman Philippe and Secretary Nelsen abstained due to absence at February 13, 2014's meeting.

Closed Session

Prior to entering Closed Session, Jean Cihigoyenette announced on the property to be discussed is Rancho Las Flores and will be dealing with the terms and conditions of the existing Land Use Agreement with Hesperia Venture LLC, the entity that purchased Las Flores Ranch.

At this time The Board of Directors adjourned to closed session at 3:10 p.m. and reconvened at 3:39 p.m.

Announcement of Reportable Closed Session Items

No reportable actions regarding Real Property Negotiations were announced.

New Business

- *Item 3* - An update regarding the research on a new Billing System for the District was given by Stephen Newcombe. He and Dawn Grantham (Bookkeeper) continued to review software and contact different agencies, narrowing the list to four systems. The Billing Software recommended by Stephen Newcombe was Muni-Billing. The software offers exactly what the District needs regarding Billing. QuickBooks will still be used for Accounts Payable and Payroll. The cost of the new Billing System is less than the District is currently paying and the new Software will have the ability to create paperless billing and automatic payments. The Board of Directors decided it would be at the General Manager's discretion to accept the recommendation. General Manager Pattison agreed with the recommendation and approved the new Billing System.

Stephen Newcombe also gave an update on the District's servers. He explained the servers are almost all replaced as he is still working on replacing the County servers at the District.

- *Item 4* - Phil Waller, Financial Consultant, R.A.M.S., and General Manager Pattison recommended the transfer of excessive funds in the District's Checking Account. \$750,000.00 to be transferred to Investments with California Bank & Trust and \$150,000.00 to LAIF or California Trust. The Board of Directors approved the recommendation. Chairman Philippe called for a motion. Vice Chairman Shubnell motioned, Director Winsten seconded, passing with a vote of 5-0.

- *Item 5* - General Manager Pattison stated the District has reviewed the Bids for the Slip Lining Project in Assessment District 1 and recommends utilizing Sancon Technologies Inc. It was noted the bid was the lowest of the four. Vice Chairman Shubnell questioned as to why there was such a discrepancy in costs, in reply General Manager Pattison said it could be due to the size of the company. The next AD for Slip Lining will be next year 2015. The District will notify customers when Slip Lining in their area since the water will be shut off for approximately six hours at a time. If the water were to stay on damage may occur to the pipes and/or homes. Director Winsten motioned to approve the recommendation, Secretary Nelsen seconded, passing with a vote of 5-0.

- *Item 6* - Jordan Dietz, electro-Mechanical Specialist gave a PowerPoint Presentation on Lake Gregory Lift Station new SCADA Project. He stated with the help of Steve Guidero they have replaced the old system with the new SCADA System. Stephen Newcombe built the website to stream the live video. It was stated that the next station to be upgraded will be Bernard Lift Station then Forest Shade Lift Station and lastly the Four Thousand Foot Road.

Reports

- An update was given by the Engineering Committee; Chairman Philippe, Secretary Nelsen and General Manager Pattison. The Committee met three times during January. They have been focused on the effluent disposal and came up with three different options. It was stated the District Master Plan needs to be updated. The Board of Directors has asked General Manager Pattison to work with District Consultant Wyatt Troxel and will create an RFQ for engineering firms. They are still trying to firm up effluent disposal, undecided if the District should stay with the Las Flores Ranch or to a surface water disposal on the mountain.
- The District's Monthly Financial Statement was presented for January 31, 2014 by Phil Waller, R.A.M.S. The financial report was accepted by the Board of Directors with a 5-0 vote.
- General Manager Pattison presented the Managers Report for February 2014.
- No Legal Counsel Report was given

Future Agenda Items

Set a date for a Budget Workshop

Directors Comments

Vice Chairman Shubnell, Director Fairbanks and Director Winsten thanked General Manager Pattison and CSD staff for all their work.

Chairman Philippe was pleased to see that there were no issues during the rain.

Director Nelsen complemented the work on the SCADA System.

Closed Session

The Board of Directors adjourned to closed session at 4:45 p.m. and reconvened at 5:25 p.m.

Announcement of Reportable Closed Session Items

No announcements were made.

Future Meetings

04/10/2014 at 3:00 p.m. – Regular Meeting of the Board of Directors

Adjournment

Chairman Philippe called for a vote to adjourn, Vice Chairman Shubnell motioned, Director Fairbanks seconded. The motion passed with a vote of 3-0. Meeting adjourned at 5:30 p.m.

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APPROVE:

Matthew Philippe Date: 4/23/14
Matthew Philippe, Chairman

ATTEST:

Ken Nelsen Date: 4-23-14
Ken Nelsen, Secretary