

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

Date/Time: October 10, 2013 – 3:00 p.m.
Place: Crestline Sanitation District Office
24516 Lake Drive
Crestline, CA 92325

Board of Directors Present:

Penny Shubnell, Vice Chairman
Sheri Fairbanks, Director
Jack Winsten, Director
Ken Nelsen, Secretary

Board Of Directors Arrived Late:

Matthew Philippe, Chairman

Crestline Sanitation District Employees Present:

Mark Pattison, General Manager
Rick Dever, Operations Manager

Others Present:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, Beckett & Kennedy
Phil Waller, Financial Consultant, R.A.M.S.

Call to Order

The meeting was called to order at 3:00 p.m. by Vice Chairman Shubnell

Approval of Agenda

Director Winsten motioned to approve the agenda.
Secretary Nelsen seconded, passing with a vote of 4-0.

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Public Comment*

There were no Public Comments.

**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 Secretary Nelsen was seconded by Director Fairbanks, Passing 4-0

New Business

- *Item 3* – A presentation on the District’s network server and the possible upgrade for the District’s billing software was given by Stephen Newcombe. He informed the Board of Directors that the new server was installed and the organizing of the District’s files should be complete by the end of October. Also mentioned was the District’s computer upgrades, which he noted was almost completed, upgrading to Windows 7. Regarding the anticipated new billing software, Stephen Newcombe, General Manager Mark Pattison, and Bookkeeper Dawn Grantham are currently reviewing different software companies.

Old Business

- *Item 4* - An update on the Ad Hoc (Engineering) Committee was given. It was stated the last meeting was positive and old District files were found to be relevant. Troxel & Associates anticipates meeting with the Board of Directors in the last week of October or November.

Reports

- The District’s Financial Statements were presented to the Board for August 2013 and accepted.
- General Manager Pattison presented the Managers Report for September 2013
- No Legal Counsel Report was given

Closed Session

The Board of Directors adjourned to closed session at 3:45 p.m. and reconvened at 4:21 p.m.

Announcement of Closed Session Items

No actions were taken.

Directors Comments

Director Fairbanks commended the District's staff on the letter from SDRMA, which stated there were no paid property/ liability claims in 2012-13.

Secretary Nelsen stated it was not a good idea to feed the bears.

Chairman Philippe commented on the need of repairs at the Cleghorn Plant, stating if the Force Main needed to be fixed the District may not be able to wait for the State's approval.

Vice Chairman Shubnell also commended the District's staff and said she looks forward to working more on the District's Strategic Plan.

Director Winsten asked GM Pattison about the main office staffing; he stated two new office employees would be starting this week.

Future Meetings

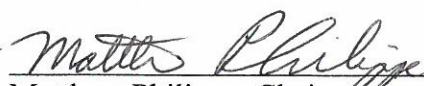
10/24/2013 at 3:00 p.m. – Closed Session Meeting for Labor Negotiations.

11/14/2013 at 4:30 p.m. – Regular Meeting of the Board of Directors

Adjournment

Chairman Philippe called for a vote to adjourn, Director Fairbanks motioned, Secretary Nelsen seconded. The motion passed with a vote of 5-0. Meeting adjourned at 4:32 p.m.

APPROVE:


Matthew Philippe, Chairman

Date: 11/14/13

ATTEST:


Ken Nelsen, Secretary

Date: 11-14-13