

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

Date/Time: November 8, 2012 - 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 (arrived late)
Ken Nelsen, Secretary
Sherri Fairbanks, Director

Crestline Sanitation District Employees Present:

Mark Pattison, Interim General Manager

Others Present:

Steven Kennedy, Legal Counsel, Brunick, McElhaney, Beckett & Kennedy
Phil Waller, Financial Consultant, R.A.M.S.
Mark Meyer, IBEW
Wyatt Troxel, WL Troxel Associates
Mike Harris, Courier News
Gail Frey, Alpenhorn News

Call to Order

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

Approval of Agenda

Secretary Nelsen made the motion to approve the Agenda. Legal Counsel Kennedy recommended to strike item 6 on the amended agenda due to the Brown Act. Item 6 was removed. Vice Chairman Shubnell seconded. Chairman Philippe called for a vote. The motion passed with a vote of 4-0.

Approval of Consent Calendar

1. Vice Chairman Shubnell made the motion to approve the Consent Calendar. Director Fairbanks seconded. The motion passed with a vote of 4-0.
2. The Disbursement List for October was passed with a vote of 4-0.

Public Comment

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.

Public Comments:

There were no Public Comments.

New Business**3. Discussion and Possible to Discharge from Accountability for Sewer Use Fees**

Mark Pattison, Interim General Manager, presented the Board with an Interoffice Memo addressed to the Board of Directors with the subject of Possible Discharge from Accountability Certain Inactive Debit Balance Accounts. Copies of the Interoffice Memo were distributed to all present at the meeting. Account Clerk II, Dawn Grantham, explained the Discharge from Accountability list. Director Fairbanks questioned if anything could be done to reduce or possibly diminish the Discharge List, such as placing the sewer fees on the property tax roll. The Board of Directors noted the list for 2012 is considerably smaller than that of 2011.

Director Fairbanks motioned to approve the Action to approve the Discharge from Accountability List. Secretary Nelsen seconded. The motion passed with a 4-0 vote.

4. Discussion and Possible Action to approve the Master Service Agreement for Effluent Disposal, presented by IRM and Wyatt Troxel

Interim General Manager explained the Master Service Agreement to look into alternative effluent disposal. Chairman Philippe asked Legal Counsel Kennedy if anything further had been heard regarding the Las Flores Ranch bankruptcy or sale of the property. Legal Counsel Kennedy requested that this information be discussed during Closed Session Meeting of the Board of Directors.

Wyatt Troxel, WL Troxel Associates, discusses Tasks 1 – 4 on the Master Service Agreement. Wyatt Troxel proposes beginning Task 1 on the agreement. Secretary Nelsen recommends working on both Task 1 and Task 2, requesting Task 1 be completed within 30 days. The Terms and Conditions of the contract are requested by the Board of Directors.

5. Discussion and Possible Action concerning the District Purchasing Policy

Secretary Nelsen recommended lowering the District Purchasing amount be reduced from \$25,000.00 to \$15,000.00. Mark Pattison, Interim General Manager agrees with the decision. The Board requests the District Resolution #10 be brought to the next board meeting scheduled for December 13, 2012.

6. Discussion and Possible Action regarding a Job Description for District General Manager and Advertisement for Open Position

This item was stricken from the agenda and proposed for the following board meeting on December 13, 2012.

Reports**7. Monthly Financial Review**

Financial Consultant Phil Waller explained in detail the Financials for Crestline Sanitation District. The District annual audit is still pending the Employee Pension.

8. Committee Reports

No Reports were submitted at this time.

9. General Manager Report

Mark Pattison, Interim General Manager, presented his manager's report.

10. Legal Counsel Report

Legal Counsel Kennedy requested a Special Board Meeting on November 13, 2012 at 2:00 p.m. to be held in Closed Session to meet with Bill Brunick to discuss Labor Negotiations. During the closed session the Las Flores Agreement will also be discussed.

Directors Comments

Chairman Philippe requested to have the item #6, job description and advertisement for District General Manager, be placed on the open session Board Meeting for December 13, 2012. A tentative date to review applications will be determined during the Closed Session meeting on December 13, 2012.

Vice Chairman Shubnell states she will not be able to attend the Special Meeting of the Board set for November 13, 2012.

Future Agenda Items

Wage and Benefit Survey

Master Service Agreement, Task 1 Wyatt Troxel

Job Description and Advertisement for General Manager

Review Resolution for District Purchasing Policy


Closed Session to Set Date for Review of GM Applications

Closed Session Possible Litigation

Closed Session Employee Evaluation

Adjournment

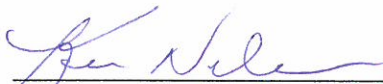
Chairman Philippe called for a motion to adjourn. Vice Chairman Shubnell motioned to adjourn. Chairman Philippe seconded. The Vote passed with a vote of 4-0. Meeting adjourned at 4:30 p.m.



Matthew Philippe, Chairman

Date: 12/13/12

ATTEST:



Ken Nelsen, Secretary

Date: 12-13-12