

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

**Date/Time:** July 14, 2016 – 3:00 p.m.

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

**Board of Directors Present:**

Matthew Philippe, Chairman  
Ken Nelsen, Director  
Sherri Fairbanks, Director

**Board of Directors Absent:**

Penny Shubnell, Vice Chairman  
Jack Winsten, Director

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

Brad Welebir, Financial Consultant; R.A.M.S.  
Jean Cihigoyenette, JC Law Firm  
Phillip Giori, Project Engineer, Dudek  
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**

Director Fairbanks motioned to approve the Agenda, seconded by Director Nelsen

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks,

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

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*

(The Board of Directors moved item number 10, Financial Consultant Report, per request by Brad Welebir, Financial Consultant, due to an appointment conflict.)

**Financial Consultant Report**

June 2016 financials were presented to the Board of Directors by Brad Welebir

**Site Visit at Forest Shade Pump Station**

At 3:10 p.m. the Board of Directors recessed the meeting and traveled to the Forest Shade Pump Station and reopened the meeting, closing the meeting to return at 3:30 p.m.

The visit to the Station consisted of an update of the upgrades. At 3:40 p.m. the Board of Directors returned to the District Meeting Room and reopened the meeting.

**Approval of Consent Calendar**

Director Nelsen motioned to approve the consent calendar with a second by

Director Fairbanks

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

ABSTAIN: None

**Item 3-** The Directors moved this item to a future meeting if needed, the customer did not present.

**Item 4-** The Easement Agreement with Cedarpines Park Mutual Water Company presented for the SCADA Antenna by General Manager Pattison was approved as recommended by Legal Counsel Kennedy. Director Nelsen moved to enter into the Agreement.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

ABSTAIN: None

**Item 5-** A Public Hearing was opened for the Confirmation of the Report of Delinquent Sewer User Charges and Standby Charges and Providing for Collection on the 2016-17 Tax Roll and no public comments were made. The Hearing was then closed.

**Item 6-** A Public Hearing was opened for the Establishment and Continuation of Collection of Sewer Standby and Availability Charges for Fiscal Year 2016-17 and no public comments were made. The Hearing was then closed.

**Item 7-** Action was taken on the discussion regarding Resolution No. 040 Confirming the Report of Delinquent Sewer User Charges and Providing for Collection on the 2016-17 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for Fiscal Year 2016-17. Director Nelsen recommended the adoption of the Resolution.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

ABSTAIN: None

**Item 8-** Action was taken to Discharge from Accountability for Sewer Use Fees Certain Inactive Debit Balance Accounts. A total of eight (8) accounts totaling \$2,707.74 were discharged due to the inability to collect those debts. Director Fairbanks motioned to approve the discharge.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

ABSTAIN: None

**Item 9-** Regarding the 2016 CSDA Board Election, General Manager Pattison recommended to re-elect Bill Nelson. Director Nelsen motioned to follow the recommendation of the General Manager.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

ABSTAIN: None

#### **Legal Counsel Report**

None

#### **General Manager Report**

Report was presented by General Manager Pattison

#### **Las Flores Ranch Committee Report (Ad Hoc)**

Phillip Giori, Project Engineer, Dudek announced that the Title 22 Engineering Report to the Division of Drinking Water and is reviewing their concerns. He will resubmit the report.

#### **Directors Comments**

Director Fairbanks stated she is appreciative of how the SCADA plans are developing, as well as the decrease in bad debt (discharge accounts). She also noted Director Winsten was not at the meeting for medical reasons and hopes for a speedy recovery for him.

Director Nelsen agreed with Director Fairbanks and stated the District employees are high performers that work great as a District.

Chairman Philippe thanked Staff for the work with the surprise audit from State Water Resource Control Board.

#### **Closed Session (a)**

The Board, Managers, and Legal Counsel adjourned to closed session at 4:00 p.m. and reopened for the announcement of the first closed session item at 4:05 p.m.

#### **Announcement of Closed Session Items (a)**

##### **CONFERENCE WITH LABOR NEGOTIATORS -**

Director Fairbanks motioned to accept the Memorandum of Understanding for fiscal years 2016-2019. Director Nelsen seconded.

AYES: Chairman Philippe, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Vice Chairman Shubnell, Director Winsten

ABSTAIN: None

**Closed Session (b)**

The Board, Managers, and Legal Counsel adjourned to closed session at 4:10 p.m. and reopened at 5:55 p.m.

**Announcement of Closed Session Items (b)**

CONFERENCE WITH LEGAL COUNSEL– EXISTING LITIGATION -  
None to report

**Future Meetings**

Regular Meeting of the Board August 11, 2016 at 3:00 p.m.

**Adjournment**

Meeting adjourned 6:00 p.m.

**APPROVE:**

Matth Schepke DATE: 8/11/16

**ATTEST:**

Ken Nelson DATE: 8-11-16