

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

**Date/Time:** June 08, 2017 – 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 Chairwoman  
Sherri Fairbanks, Director  
Jack Winsten, Director (arrived late)

**Board of Directors Absent:**

Ken Nelsen, Director

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager  
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary

**Others Present:**

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy  
Brad Welebir, Financial Consultant; R.A.M.S.  
Phil Giori, Dudek  
Mike Metts, Dudek

**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**

Vice Chairwoman Shubnell motioned to approve the Agenda, seconded by Director Fairbanks.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Fairbanks

NOES: None, ABSENT: Director Nelsen, 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*

### **Approval of Consent Calendar**

Vice Chairwoman Shubnell motioned to approve the Consent Calendar, seconded by Director Fairbanks.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Fairbanks

NOES: None, ABSENT: Director Nelsen, Director Winsten  
ABSTAIN: None

### **New Business**

**Item 3** – Phil Giori of Dudek gave an update concerning the Cleghorn Forcemain Project. He stated during the research portion of the project issues had come up, included critical habitat, CalTrans permits, and the repaving of the bike trail. Due to the issues the project would double in cost causing the CA State Parks & Recs to revise their CIP costs, since the District would be reimbursed by them. A future update is expected at a future meeting of the Board.

**Item 4** – The Board of Directors adopted Resolution 046 - Records Retention Policy, implementing guidelines on the destruction of documents. District had previously followed the policy of San Bernardino County which was brought over in 2010. There was discussion on how long to keep and the option of digital versions and back-ups.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Fairbanks

NOES: None, ABSENT: Director Nelsen, Director Winsten  
ABSTAIN: None

**Item 5** – The Board of Directors adopted Resolution 047 - Statement of Investment Policy. The policy is reviewed and revised (if necessary) annually.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Fairbanks

NOES: None, ABSENT: Director Nelsen, Director Winsten  
ABSTAIN: None

**Item 6** – Resolution 048 -Regarding the Election to Board of Directors of SDRMA, was approved with a recommendation by General Manager Dever to nominate Mike Scheafer; incumbent, David Aranda; incumbent, Cindi Beaudet; GM for Temecula PCD, and Jean Bracy, SDA; incumbent.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Fairbanks

NOES: None, ABSENT: Director Nelsen, Director Winsten  
ABSTAIN: None

**Item 7** – The Board of Directors authorized General Manager Dever to negotiate on behalf of the District concerning a Temporary Use Agreement with SCE for the use of District property to land for necessary repairs and pole replacements.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,  
Director Fairbanks

NOES: None, ABSENT: Director Nelsen, Director Winsten  
ABSTAIN: None

**Financial Consultant Report**

**Item 8** - May 2017 financials were presented by Brad Welebir, R.A.M.S.

**Legal Counsel Report**

**Item 9** – None

**General Manager Report**

**Item 9** - Report was presented by General Manager Dever.

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

**Item 10** - Chairman Philippe noted a tentative agreement regarding the lawsuit.

**Directors Comments**

Vice Chairwoman Shubnell complimented the LFR Committee.

Chairman Philippe was pleased at FY 2016/17 financials and the early adoption of the budget for FY 2017/17.

Director Fairbanks commended staff on the education program.

**Recess to Closed Session** - 4:00 p.m.

**Return to Open Session** - 4:08 p.m.

No announcements were made.

**Future Meeting**

Regular Meeting July 13, 2017 at 3:00 p.m.

**Adjournment**

Meeting adjourned 4:10 p.m.

**APPROVE:** Matthew L. Dever **DATE:** 7-13-17

**ATTEST:** Penny J. Shubnell **DATE:** 7-13-17