

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

**Date/Time: June 9, 2016 – 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  
Ken Nelsen, Director  
Sherri Fairbanks, Director

**Board of Directors Absent:**

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  
Steve Guidero, SCADA Assistant

**Others Present:**

Brad Welebir, Financial Consultant; R.A.M.S.  
Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy

**Call to Order**

The meeting was called to order at 3:02 p.m. by Vice Chairman Shubnell and was proceeded by the Pledge of Allegiance.

**Approval of Agenda**

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

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Nelsen, Director Fairbanks,

NOES: None

ABSENT: 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**

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

AYES: Vice Chairman Shubnell, Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Director Winsten

ABSTAIN: Chairman Philippe

*Item 3-* Concerning the Proposal from Smith Marion & Co., LLP, for the District's Annual Audit for Fiscal Year ending June 30, 2016, the Board of Director approved the Proposal. Director Fairbanks made the motion with a second by Director Nelsen.

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

*Item 4-* A SCADA update was given by Jordan Dietz. He stated both Lift Stations are almost complete with the transition, with Huston Creek WWTP following behind. A PowerPoint presentation was presented to the Board and Public. Dietz stated he will return with more updates in the third quarter of the year.

*Item 5-* Resolution No. 039 Establishing and Investment Policy for Public Funds was approved which supersedes Resolution No. 031 adopted on October 9, 2014. The motion was made by Vice Chairman Shubnell with a second by Director Nelsen.

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

*Item 6-* A final draft budget for fiscal year 2016/2017 was presented by Brad Welebir. A motion to adopt the final budget by Director Nelsen was seconded by Vice Chairman Shubnell.

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Nelsen, Director Fairbanks

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

### **Financial Consultant Report**

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

### **Legal Counsel Report**

None

### **General Manager Report**

Report was presented by General Manager Pattison

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

None

**Directors Comments**

Chairman Philippe noted he was not at the prior meeting, but did review the budget.

Vice Chairman Shubnell thanked Jordan Dietz and Steve Guidero for the SCADA update. She also thanked Brad Welebir for the budget.

Director Nelson congratulated staff on completing the budget.

Director Fairbanks noted Chipper Days will be held once a month for fire safety.

**Closed Session**

The Board, Managers, and Legal Counsel adjourned to closed session at 4:40 p.m., returning to Open Session at 5:55 p.m.

**Announcement of Closed Session Items**

CONFERENCE WITH LABOR NEGOTIATORS - **None to report**

CONFERENCE WITH LEGAL COUNSEL– EXISTING LITIGATION- **None to report**

**Future Meetings**

Special Meeting of the Board June 23, 2016 at 2:30 p.m.

**Future Agenda Items**

Closed Session

**Adjournment**

Meeting adjourned 6:00 p.m.

**APPROVE:**

 DATE: 7-14-16

**ATTEST:**

 DATE: 7-14-16