

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

**Date/Time: December 13, 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  
Jack Winsten, Director

**Crestline Sanitation District Employees Present:**

Mark Pattison, Interim General Manager

**Others Present:**

Steven Kennedy, Legal Counsel, Brunick, McElhaney, Beckett & Kennedy  
Mike Harris, Courier News  
Peter Wesch, Smith Marion & Co., LLC

**Call to Order**

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

**Approval of Agenda**

Director Winsten motioned to approve, Director Fairbanks seconded. Motion passed 4-0

**Public Comments**

No public comments were made at this time.

*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**

Director Winston motioned to approve, Secretary Nelsen seconded. Motion passed 4-0

### **New Business**

- **Item number 3** for the review of the Wage Scale and Benefits Survey Proposals were presented to the Board of Directors from Interim General Manager Pattison. Interim General Manager Pattison requested to review the Proposals at a future Special Board Meeting.
- **Item number 4** regarding the San Bernardino County Replacement Benefits Plan was also postponed for a Special Board Meeting.  
\* The Special Board Meeting was scheduled for Monday, December 17, 2012 at 2:00 p.m.
- **Item number 5** regarding a revised District General Manager application was approved pending changes to the Contract. Director Winsten motioned. Director Fairbanks seconded. Motion passed 5-0. The application will be placed on the District's website, in the Mountain News and at BCJobs.com.
- **Item number 6** regarding to the invoices provided by The Lewis Group for the Planning Workshops were approved for payment.
- **Item number 8** regarding the Annual Audit Report for FY 2012/2013 was presented by Peter Wesch, Smith Marion & Co., LLC. Peter Wesch stated the report was almost complete pending the review of the final financial statement from RAMS. An Acceptance Draft was provided for the Board of Directors to sign. The final report was stated to be completed by December 18, 2012.
- **Item number 7** (item was placed on hold pending the arrival of CB & T) The District Institutional Liquidity Management Report was presented to The Board of Directors by California Bank & Trust, Roy Grimes, Senior Vice President and Regional Market Manager

### **Old Business**

- **Item number 9** concerning the District Purchasing Policy will be reviewed at the January 10, 2013 Regular Meeting of The Board with an edited Resolution.

### **Reports**

Monthly financial reports were presented.

Interim General Manager discussed the Manager's Report.

No reports from the Legal Counsel were presented.

### **Closed Session**

Board of Directors adjourned to closed session at 4:00 p.m., returned to open session at 4:45 p.m.

### **Directors Comments**

The Board of Directors wished the Staff of CSD a Happy Holiday

### **Announcement of Closed Session Actions**

No announcements of Closed Session

### **Future Agenda Items**

- (1) The review of the Wage Scale and Benefits Survey Proposals
- (2) Review of the San Bernardino County Replacement Benefits Plan
- (3) Review of the Purchasing Policy and Procedures Resolution
- (4) Review of Ordinance No. 2011-2

**Adjournment**

Chairman Philippe motioned for a vote to adjourn. Vice President Shubnell voted. Director Fairbanks seconded. The vote passed with a vote of 5-0. Meeting adjourned at 4:52 p.m.

 Date: 4/17/13  
Matthew Philippe, Chairman

ATTEST:

\_\_\_\_\_ Date: \_\_\_\_\_  
Ken Nelsen, Secretary