

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

Date/Time: June 14, 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
Ken Nelsen, Secretary
Sherri Fairbanks, Director
Jack Winsten, Director

Crestline Sanitation District Employees Present:

Kathy Whalen, General Manager
Mark Pattison, Operations Manager

Others Present:

Phil Waller, Financial Consultant, R.A.M.S.
Steven Kennedy, Legal Counsel, Brunick, McElhaney, Beckett & Kennedy

Call to Order

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

Approval of Agenda

Director Fairbanks made a motion to approve the Agenda. Vice Chairman Shubnell seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

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:

International Brotherhood of Electrical Workers (I.B.E.W.) Representative, Mark Meyer announced to the Board they have received 100% union representation cards from the Crestline Sanitation District employees. I.B.E.W. Representative Meyer requested the Board to voluntary

recognize the I.B.E.W. as the representative for the employees for collective bargaining purposes. Legal Counsel, Steven Kennedy stated this item was not on the Agenda to be discussed at this time, so no action will be taken. Chairman Philippe stated this subject will be added to the Agenda at our next Board Meeting.

I.B.E.W. Representative stated there is a State Provision for good faith for public workers; and requested the Board postpone the final approval of the Budget for FYE 2012/13 regarding employee wages and benefits until the Board recognizes the I.B.E.W. and negotiate with the employees. Legal Counsel, Kennedy responded the Board may consider this request when the Agenda item for the Budget is being discussed. I.B.E.W. Representative Meyer stated there is a Provision in the State Public Employment Relations Laws for that type of consideration.

Consent Calendar

Secretary Nelsen made a motion to approve the Consent Calendar. Director Winsten seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

Old Business

5. Discussion and Possible Action concerning Wage Scales

General Manager Whalen presented the Board with Wage Scales per the Board's request of a 5% increase to all employees 10% and 15% lower than the other districts. Chairman Philippe conducted open discussion on the subject. Secretary Nelsen made a motion to remove the discussion and possible action concerning wage scales until the Board hears from the bargaining unit of the District. Director Fairbanks seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

6. Discussion and Possible Action concerning Reclassifying Admin Position

General Manager Whalen presented the Board with a memo and job description for the reclassifying Admin Position. Secretary Nelsen made a motion to postpone this subject until the Board knows what the bargaining unit is representing in the way of the employees. Director Fairbanks seconded. Chairman Philippe conducted open discussion on the subject. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

New Business

7. Discussion and Possible Action concerning Resolution No. 22 – Establishing Policy for District Reserves

Director Winsten made a motion to adopt Resolution No. 22 - Establishing Policy for District Reserves. Secretary Nelsen seconded. Chairman Philippe conducted open discussion on the subject. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

8. Discussion and Possible Action concerning the Budget for FYE 2012/2013

A fifth draft of the Budget for Fiscal Year 2012/2013 for Crestline Sanitation District was presented to the Board from General Manager, Kathy Whalen and Financial Consultant, Phil Waller of RAMS. Chairman Philippe conducted open discussion on the subject. Secretary Nelsen made a motion to approve the Budget for FYE 2012/2013 for Crestline Sanitation District. Director Winsten seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

9. Discussion and Possible Action concerning Resolution No. 021 – Establishing Appropriations Spending Limit for FYE 2012/2013

Secretary Nelsen made a motion to approve Resolution No. 21 – Establishing Appropriations Spending Limit for FYE 2012/2013. Vice Chairman Shubnell seconded. Chairman Philippe conducted open discussion on the subject. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

Reports

10. Monthly Financial Review

R.A.M.S. Financial Consultant, Phil Waller presented the Monthly Financials for April 2012. Vice Chairman Shubnell made a motion to accept the Monthly Financials for April 2012 as presented. Director Winsten seconded. Chairman Philippe conducted open discussion on the subject. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

a. Financial Consultant Report

R.A.M.S. Financial Consultant, Phil Waller had no further information to report.

11. Committee Reports

a. Personnel Committee

Chairman Philippe announced the Board has received a draft copy of the Personnel Manual today for review and to be discussed at a future meeting.

12. General Manager Report

General Manager Kathy Whalen reported the Manager's Status Report for June 4, 2012; copy of details was provided for all at the meeting. General Manager Whalen announced the new CCTV Vehicle System has arrived and will be brought up to the next Board Meeting in July for all to see. Chairman Philippe conducted open discussion on the subject.

13. Legal Counsel Report

Legal Counsel Steven Kennedy stated he had no report at this time.

Closed Session

(Director Winsten left during this discussion subject.)

Announcement of Closed Session Action

Chairman Philippe announced that no actions were taken during the Closed Session.

Directors Comments

Vice Chairman Shubnell announced she and Director Winsten attended a CSDA Workshop titled "Board's Role in Human Resources". A copy of the handouts were copied and presented at the meeting. She felt they learned the Board's role was defined as to the "what" and the General Manager is the "how". She felt the "giving direction" is what the Board needs to improve on and felt the Strategic Planning sessions the Board and Managers are going to participate in will move the Board more to set direction and policy.

Director Fairbanks stated she is looking forward to the Strategic Planning and felt there were other ways for writing off bills.

Coorespondence/Information

Copies of the CSDA Board's Role in Human Resources

Future Agenda Items

I.B.E.W. Representation

The Board requested General Manager Whalen present an update on the Forest Shade Pump Station.

The Board requested General Manager Whalen present a condition update on the Rancho Las Flores outfall pipe for future considerations.

Adjournment

Vice Chairman Shubnell made a motion to adjourn. Secretary Nelsen seconded. Chairman Philippe called for a vote. The Vote passed 4-0. Meeting adjourned at 5:00 p.m.

 Date: 7/12/12
Matthew Philippe, Chairman

ATTEST:

 Date: 7-12-12
Ken Nelsen, Secretary