

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

Date/Time: May 10, 2012 - 3:00 p.m.

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

Board of Directors Present:

Penny Shubnell, Vice Chairman
Ken Nelsen, Secretary
Sherri Fairbanks
Jack Winsten

Board of Directors Absent:

Matthew Philippe, Chairman

Crestline Sanitation District Employees Present:

Kathy Whalen, General Manager
Mark Pattison, Operations Manager
Terri Elwess, Board of Directors Recording Secretary

Others Present:

Steven Kennedy, Legal Counsel, Brunick, McElhaney, Beckett & Kennedy
Peter Lewis, Principal, The Lewis Company

Call to Order

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

Approval of Agenda

Director Winsten made the motion to approve the Agenda. Director Fairbanks seconded. Vice Chairman Shubnell called for a vote. The motion passed with a vote of 4-0.

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:

There were no public comments.

Consent Calendar

Director Winsten made a motion to approve the Consent Calendar. Director Fairbanks seconded. Vice Chairman Shubnell called for a vote. The motion passed with a vote of 3-0. Secretary Nelsen abstained; as he was absent from the meeting.

Discussions:**Old Business****5. Discussion and Possible Action concerning Resource Management Service Developing an Injury, Illness Prevention Plan**

General Manager, Kathy Whalen stated she put Resource Management Service on hold until they could research the Board's recommendation to contact SDRMA for the services needed. General Manager Whalen and Operations Manager, Mark Pattison contacted SDRMA and found they do provide the IIPP, and Hazardous Communication Plan at no cost. Vice Chairman Shubnell conducted open discussion on the subject. The Board recommended no action taken at this time until OSHA requirements are checked on these plans.

New Business**6. Discussion and Possible Action concerning Diesel Particulate Filters**

General Manager, Kathy Whalen presented the Board with four (4) price quotes for the Diesel Particulate Filters needed for the three (3) trucks to be in compliance. Secretary Nelsen made a motion to accept the contract with Diesel Exhaust & Emissions, LLC in the amount of \$43,001.60. Director Winsten amended the motion for the amount not to exceed \$44,000.00. Secretary Nelsen accepted the amendment. Director Winsten seconded. Vice Chairman Shubnell conducted open discussion on the subject. Vice Chairman Shubnell called for a vote. The motion passed with a vote of 4-0.

7. Discussion and Possible Action regarding the Management Workshop & Strategic Planning with Peter Lewis

Principal, Peter Lewis of The Lewis Group presented the Board with a proposal, interviews summaries, and information regarding the Management Workshop & Strategic Planning. Vice Chairman Shubnell conducted open discussion on the subject. Secretary Nelsen made a motion to approval of the proposal from The Lewis Group for the Strategic Planning and the Board Workshops in the amount not to exceed \$16,000.00 and the workshops not to exceed four (4) hours in length. If this amount needs to be adjusted by the third workshop, then Mr. Lewis needs to come back to the Board for approval. Director Winsten seconded. Vice Chairman Shubnell continued with open discussion on the subject. Vice Chairman Shubnell called for a vote. The motion passed with a vote of 4-0.

Reports

8. Monthly Financial Review – March 2012 – no report given by RAMS – copy of Financials presented for review only – RAMS to Present Quarterly to Board

a. Financial Consultant Report

No Report given as Financial Consultant not present at meeting.

9. General Manager Report

General Manager, Kathy Whalen reported the Manager's Status Report for May 10, 2012; copy of details was provided for all at the meeting. Vice Chairman Shubnell conducted open discussion on the subject. Director Fairbanks requested a report on any rate increases for the local agencies.

10. Legal Counsel Report

Legal Counsel, Steven Kennedy announced he had met with the ad hoc committee regarding the Personnel Manual and received direction from the committee. Also discussed were some legal concerns with the draft document and he stated he had emailed the committee with some thoughts he had in retrospect on the subject. Mr. Kennedy also stated he had received a request by a Board Member for the Board to adopt a Board Policy for Sexual Harassment. Vice Chairman Shubnell conducted open discussion on the subject. The Board agreed to hold off on adopting a Board Policy for Sexual Harassment until after the Strategic Plan is set in place.

Directors Comments

Secretary Nelsen announced he will be attending a Vendor Fair hosted by Victor Valley Waste Water Reclamation Authority on May 21, 2012 and invited anyone to come. Director Winsten stated he would like to attend. Office staff will make reservations and payment for Secretary Nelsen and Director Winsten to attend.

Vice Chairman Shubnell stated she was pleased the Board made the decisions they did with the upcoming workshops as she is looking forward to them and she thinks they are going to help this Board and staff and have a positive outcome. She stated she had concerns about the length of the workshops, but felt the Board should try to have them at least once or twice a week to get through it so they would not become work.

Correspondence/Information

Recording Secretary, Terri Elwess announced the 3rd Draft Budget that is currently posted on the website is currently being revised by Financial Advisor, Phil Waller, of RAMS. The Revised 3rd Draft will be posted onto the website later today or tomorrow morning when received.

Future Agenda Items for the next Regular Board Meeting

Injury, Illness Prevention Plan

Report from Vendor Fair

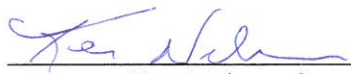
Update from The Lewis Group

Adjournment

Secretary Nelsen made a motion to adjourn. Director Fairbanks seconded. Vice Chairman Shubnell called for a vote. The motion passed with a vote of 4-0. Meeting adjourned at 4:12 p.m.

 Date: 6-14-12
Penny Shubnell, Vice Chairman

ATTEST:

 Date: 6-14-12
Ken Nelsen, Secretary