

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

**Date/Time:** April 12, 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  
Jack Winsten

**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  
Phil Waller, Financial Consultant, R.A.M.S.

**Call to Order**

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

**Approval of Agenda**

Director Fairbanks made the motion to approve the Agenda. Director Winsten 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:**

A much appreciated and thankful public comment was made concerning the meeting information being posted onto the website before the Board Meetings.

**Consent Calendar**

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

**Discussions:****Old Business**

There was no Old Business to discuss.

**New Business****3. Discussion and Possible Action concerning Local Agency Formation Commission (LAFCO) Special Districts Selection Election for the Regular LAFCO Member**

Candidate, Steven Farrell, introduced himself to the Board and explained his involvement in the local community and why he is interested in the Regular LAFCO Member. Chairman Philippe conducted open discussion on the subject. Vice Chairman Shubnell made a motion to recommend Steven Farrell as the selected candidate for the Regular LAFCO Member from the Crestline Sanitation District Board of Directors. Director Winsten seconded. Chairman Philippe continued open discussion on the subject and discussed other candidates listed. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

**4. Discussion and Possible Action concerning Adoption of Resolution No. 020 – Establishing an Appropriations Limit for Fiscal Year 2011/2012**

Financial Consultant, Phil Waller of R.A.M.S. explained the Gann Spending Limits and the need for an Appropriations Limit Resolution. Secretary Nelsen made a motion to adopt Resolution No. 020 – Establishing an Appropriations Limit for Fiscal Year 2011/2012. 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.

**5. Discussion and Possible Action concerning County of San Bernardino Special Districts COWCAP Charges**

General Manager, Kathy Whalen presented the Board with a revised invoice received from Special Districts concerning the 2009/10 county wide cost allocation plan charges (COWCAP) Charges. General Manager Whalen requested the Board to approve payment for these charges in the amount of \$4,264.13 as the County Auditor/Controller's office was holding a check in the amount of \$17,032.68 until receipt of the check for the COWCAP charges. Vice Chairman Shubnell made a motion for the COWCAP charges to be paid in the amount of \$4,264.13. 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.

**6. Discussion and Possible Action concerning Resource Management Service Developing an Injury, Illness Prevention Plan and a Confined Space and Lock Out Tag Out Plan**

General Manager, Kathy Whalen presented the Board with information from Director, Pankaj Garg of Resource Management Services, Inc. concerning developing an Injury, Illness Prevention Plan

(IIPP) and a Hazard Communication Plan at \$16,250.00, and a Confined Space and Lock Out Tag Out Plan at \$12,750.00. Chairman Philippe conducted open discussion on the subject. The Board recommended Secretary Nelsen to meet with General Manager Whalen and review all needed for the IIPP. This subject will then be discussed at a future Regular Board Meeting.

Secretary Nelsen made a motion to contract Resource Management Services, Inc. to update the Confined Space and Lock Out Tag Out Plan so that it complies with OSHA requirements not to exceed in the amount of \$12,750. 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.

## **Reports**

### **7. Monthly Financial Review – February 2012**

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

#### **a. Financial Consultant Report**

Financial Consultant, Phil Waller announced the Budget Workshop has been scheduled for next Thursday, April 19, 2012 at 9:00 a.m.

### **8. Committee Reports**

Chairman Philippe stated the Personnel Committee has received a draft copy of the Personnel Manual and will be reviewing it with Legal Counsel and the General Manager and will be ready for the Board to review within 30-60 days.

### **9. General Manager Report**

General Manager, Kathy Whalen reported the Manager's Status Report for April 12, 2012; copy of details was provided for all at the meeting. Chairman Philippe conducted open discussion on the subject.

During the discussion of Pilot Rock, the Board requested General Manager Whalen review the Rules and Regulations to modify them for an industrial waste discharge fee to be included and bring back to the Board for review and approval.

During the discussion of the Diesel Particulate Filters, the Board requested this subject be added to the next Regular Board Meeting Agenda on May 10, 2012 for discussion and possible action.

### **10. Legal Counsel Report**

Legal Counsel, Steven Kennedy had no additional information to report.

## **Directors Comments**

Secretary Nelsen stated after seeing the Budget and numbers, he appreciated the great work staff has been doing with the utilities and keeping the maintenance down.

Director Fairbanks stated she appreciated General Manager, Kathy Whalen's insight and background that has saved us money.

Chairman Philippe stated after looking at the Budget, he noted Crestline Sanitation District is doing better than expected and that we've been able to put money into the Reserve. Chairman Philippe thanked all the employees.

General Manager Whalen announced there will be an all staff meeting scheduled for Thursday, April 26, 2012 to present staff with newly designed Crestline Sanitation District Service Year Pins. General Manager Whalen will forward the Board's much appreciation to all the employees for all their hard work.

**Correspondence/Information**

None reported.

**Future Agenda Items**

Special Board Meeting - Budget Workshop on Thursday, April 19 2012

Next Regular Meeting –

Discussion and Possible Action concerning Diesel Particulate Filters

Discussion and Possible Action concerning Injury, Illness Prevention Plan and Hazard Communication Plan

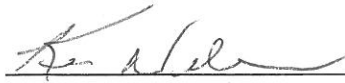
Discussion and Possible Action concerning The Lewis Group Workshop

**Adjournment**

Vice Chairman Shubnell made a motion to adjourn. Director Fairbanks seconded. Chairman Philippe called for a vote. The Vote passed 5-0. Meeting adjourned at 4:35 p.m.

 Date: 5/14/12  
Matthew Philippe, Chairman

ATTEST:

 Date: 5-10-12  
Ken Nelsen, Secretary