

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

**Date/Time:** March 8, 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

**Others Present:**

Steven Kennedy, Legal Counsel, Brunick, McElhaney, Beckett & Kennedy  
John Egan, Engineer, Engineering Resources of Southern California, Inc.

**Call to Order**

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

**Approval of Agenda**

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

No Public Comments were made.

## **Consent Calendar**

Director Winsten made a motion to approve the Consent Calendar. Chairman Philippe seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0. Vice Chairman Shubnell abstained from the Approval of Minutes for the February 8, 2012 as she was not present at the Webinar meeting.

## **Discussions:**

### **Old Business**

There was no Old Business to discuss.

### **New Business**

#### **4. Discussion and Possible Action concerning the Power Point Presentation of Regulatory Agencies that oversee Crestline Sanitation District**

General Manager, Kathy Whalen and Operations Manager, Mark Pattison presented the Board with a power point presentation of all the Regulatory Agencies that oversee Crestline Sanitation District and fielded questions pertaining to each agency. Chairman Philippe conducted open discussion on the subject. No actions were taken on this subject.

General Manager, Kathy Whalen requested #6 to be discussed at this time.

#### **6. Discussion and Possible Action concerning the Forest Shade Lift Station**

General Manager, Kathy Whalen introduced Engineer, John Egan of Engineering Resources of Southern California Inc. to the Board and reported the District received the engineering report and cost estimate from Engineering Resources of Southern California, Inc. concerning the Forest Shade Lift Station. The cost estimate received was much more than the District had previously reported in the CIP. Engineer, John Egan explained the cost estimate in detail. Chairman Philippe conducted open discussion on the subject. Secretary Nelsen made a motion to authorize General Manager, Kathy Whalen to work with Engineering Resources of Southern California, Inc. to develop a bid package for the rehabilitation of the Forest Shade Lift Station. Director Winsten seconded. Chairman Philippe continued 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 a Strategic Plan for Crestline Sanitation District**

Chairman Philippe reported he requested and received proposals and information from The Lewis Group and BHI Consulting concerning a Strategic Plan for Crestline Sanitation District. Chairman Philippe conducted open discussion on the subject. Director Winsten made a motion to accept the proposal to develop a Strategic Planning Support with The Lewis Group. Director Fairbanks seconded. Chairman Philippe continued open discussion on the subject. Chairman Philippe called for a vote. The motion passed with a vote of 5-0. The Board directed General Manager, Kathy Whalen to contact The Lewis Group to start the process.

## **Reports**

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

A copy of the Monthly Financials for January 2012 was presented for review only.

**a. Financial Consultant Report**

General Manager Whalen reported Financial Consultant, Phil Waller requested a Budget Workshop to be set up in April 2012. All Board members are to contact the General Manager to set up a date.

**8. Committee Reports**

None reported.

**9. General Manager Report**

General Manager, Kathy Whalen reported the Manager's Status Report for March 8, 2012; copy of details was provided for all at the meeting. Chairman Philippe conducted open discussion on the subject.

**10. Legal Counsel Report**

Legal Counsel, Steven Kennedy reminded the Board their 700 Forms are due on April 1, 2012.

**Directors Comments**

Director Fairbanks requested any meetings for the Board be held after the next Regular Board Meeting in April as she and Vice Chairman Shubnell will be out of town.

**Correspondence/Information**

None reported.

**Future Agenda Items**

Strategic Plan Meetings with The Lewis Group  
Budget Workshop dates on or after April 12, 2012


---

**Adjournment**

Vice Chairman Shubnell made a motion to adjourn. Chairman Philippe seconded. Chairman Philippe called for a vote. The Vote passed 5-0. Meeting adjourned at 4:43 p.m.

 Date: \_\_\_\_\_  
Matthew Philippe, Chairman

ATTEST:

 Date: 4-12-12  
Ken Nelsen, Secretary