

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

**Date/Time:** February 8, 2012 - 10:00 a.m.  
**Place:** Crestline Sanitation District Office  
24516 Lake Drive  
Crestline, CA 92325

**Board of Directors Present:**

Matthew Philippe, Chairman  
Ken Nelsen, Secretary  
Sherri Fairbanks  
Jack Winsten

**Board of Directors Absent:**

Penny Shubnell

**Crestline Sanitation District Employees Present:**

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

**Others Present:**

None

**Call to Order**

The meeting was called to order at 10:00 a.m. by Secretary Nelsen.

**Approval of Agenda**

Director Fairbanks made the motion to approve the Agenda. Director Winsten seconded. Secretary Nelsen called for a vote. The motion passed with a vote of 3-0.

**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.

(Chairman Philippe arrived at meeting during this time)

**Discussions:**

**New Business**

**1. CSDA Webinar: Must Have Communication Protocols – Board & Staff**

CSDA Education Director, Megan Hemming introduced BHI Management Consultant, Brent Ives. Consultant Ives announced his email address as [brent@bhiconsulting.com](mailto:brent@bhiconsulting.com) and invited anyone to email him with specific comments, questions or needs. Consultant Ives conducted the webinar entirely and when completed addressed a limited question and answer time. Copies of the presentation will be distributed at our next Regular Board Meeting on February 9, 2012. Chairman Philippe conducted open discussion on the subject when the webinar was complete.

**Directors Comments**

Director Fairbanks questioned if Crestline Sanitation District is going to have a Strategic Plan.

Director Winsten questioned if there is a procedure for the employees to follow if they had a complaint about the General Manager.

**Future Agenda Items**

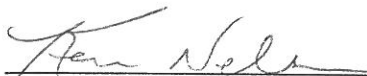
Chairman Philippe requested added to next month's Regular Board Meeting discussion and possible action concerning a Strategic Plan.

**Adjournment**

Director Winsten made a motion to adjourn. Secretary Nelsen seconded. Chairman Philippe called for a vote. The motion passed with a vote of 4-0. Meeting adjourned at 12:00 p.m.

 Date: 3-8-12  
Matthew Philippe, Chairman

ATTEST:

 Date: 3-8-12  
Ken Nelsen, Secretary