

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

**Date/Time:** January 19, 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  
Terri Elwess, Recording Secretary

**Others Present:**

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

**Call to Order**

The meeting was called to order at 3:04 p.m. by Chairman Philippe.

**Approval of Agenda**

Director Fairbanks made the motion to approve the Agenda. Secretary Nelsen 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:**

New Commercial Property Owner of Roadhouse Pizza, Gary Cassel made a comment about the EDU count on his commercial property. Chairman Philippe responded this comment will be discussed during the Public Hearing for the Rules and Regulations for Wastewater Service.

### **Consent Calendar**

Director Winsten 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**

#### **3. Discussion and Possible Action concerning Crestline Sanitation District participating in a Forensic Audit of County of San Bernardino Special Districts**

CPA, Phil Waller of R.A.M.S. reported to the Board a meeting with General Manager, Kathy Whalen, Operations Manager, Mark Pattison and himself was held with Special Districts on January 10, 2012. Mr. Waller stated it was a positive meeting and General Manager, Kathy Whalen reported Special Districts will be working with our staff on obtaining copies of the log books at Lytle Creek Treatment Plant.

The Board agreed to table this subject for three (3) months and for the General Manager to report any progress through the Monthly General Manager's Report.

#### **4. Public Hearing concerning the Rules and Regulations for Wastewater Service**

Chairman Philippe declared the Public Hearing open concerning the Rules and Regulations for Wastewater Service. General Manager, Kathy Whalen recommended the Board of Directors adopt the Rules and Regulations for Wastewater Service stating these cover more and will be better utilized for the District. These Rules and Regulations for Wastewater Service were brought together by an ad hoc committee working with the General Manager and have been brought to the Board for review and comment at least two (2) times.

A Public Comment was made by a new Commercial Property Owner, Gary Cassel of Roadhouse Pizza concerning the amount of EDU's at his property. The Board discussed the new Rules & Regulations for Wastewater Service for restaurants would be one (1) EDU plus 1/10 EDU per person of legal occupancy. The legal occupancy is determined by the Fire Marshal for each commercial property. All commercial properties will be reviewed by Crestline Sanitation Maintenance staff in the near future. Chairman Philippe conducted open discussion on the comment.

A Public Comment was made by Steve Farrell concerning the EDU count for campgrounds. The Board reported the different ways to report a campground depending upon the buildings within the campground, i.e., conference center, dormitories, kitchens, etc. These are all addressed in the new Rules and Regulations for Wastewater Service.

Chairman Philippe closed the Public Hearing.

#### **5. Discussion and Possible Action concerning the Rules and Regulations for Wastewater Service**

Director Winsten made a motion to adopt the Rules and Regulation for Wastewater Service with Resolution No. 19 superseding the previous Resolution No. 003 for Rules and Regulations.

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.

#### **New Business**

##### **6. Discussion and Possible Action concerning Annual Board of Directors Officer Elections for the Year 2012**

Secretary Nelsen reported the Board has run for over a year and most Boards review Director's Officer Positions. Chairman Philippe conducted open discussion on the subject. The Board agreed no action would be taken at this time and to address this again next December 2012.

##### **7. Discussion and Possible Action concerning Disbanding of ad hoc Committee for Rules and Regulations**

Secretary Nelsen reported the Rules and Regulations for Wastewater Service have been adopted by the Board, so at this time he would like to make a motion to disband the ad hoc Committee for the Rules and Regulations. 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.

##### **8. Discussion and Possible Action concerning Public Comment**

Director Winsten reported to the Board he and Director Fairbanks had attended a CSDA Educational Workshop "How to be an Effective Board Member" where there was discussion on the Board setting up guidelines for Public Comment. Director Winsten made a motion to direct the wording to limit Public Comment to five (5) minutes per person to the Board of Director's Agenda's as per Crestline Sanitation District Ordinance No. 2011-2, Section 2.3.2 adopted on November 10, 2011. 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**

##### **9. Monthly Financial Review – November 2011**

Financial Consultant, Phil Waller presented the Board with the November 2011 Financials. Chairman Philippe conducted open discussion on the subject.

##### **10. Committee Reports**

###### **a. Rules & Regulations Committee (ad hoc)**

This ad hoc committee is now disband.

##### **11. General Manager Report**

General Manager, Kathy Whalen reported the Manager's Status Report for January 19, 2012; copy of details was provided for all at the meeting. Chairman Philippe conducted open discussion on the subject.

##### **12. Financial Consultant Report**

Financial Consultant, Phil Waller reported the Annual Financial Audit completed by Smith Marion & Co., LLP will be presented at our next Regular Board Meeting on February 9, 2012.

The Board requested the Financial Consultant Report be combined with the Monthly Financial Review.

### **13. Legal Counsel Report**

Legal Counsel, Steven Kennedy had nothing further to report or comment.

### **Directors Comments**

Vice Chairman Shubnell announced she attended the LAFCO meeting and stated they have still postponed the review of Crestline Sanitation District.

Director Fairbanks announced she attended the CSDA Educational Workshop "How to be an Effective Board Member" and felt Crestline Sanitation District was covering every item they discussed and has improved since being with the County. She also announced she had attended a CSDA Webinar on "Pension Reform Updates-Panel Discussion" and reported it would be affecting any new employees.

Vice Chairman Shubnell announced the County of San Bernardino is having a Labor Law Update Workshop on February 1, 2012.

### **Correspondence/Information**

None reported.

### **Future Agenda Items**

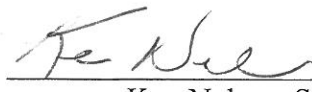
Annual Audit Presentation

### **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 4:47 p.m.

 Date: 2/9/11  
Matthew Philippe, Chairman

ATTEST:

 Date: 2-9-11  
Ken Nelsen, Secretary