

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

Date/Time: December 8, 2011 - 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, Recording Secretary

Others Present:

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

Call to Order

Vice Chairman Shubnell requested Secretary Nelsen direct the meeting. The meeting was called to order at 3:04 p.m. by Secretary Nelsen.

Approval of Agenda

Vice Chairman Shubnell made the motion to approve the Agenda. Director Fairbanks 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.

(Director Winsten joined the meeting at this time)

Consent Calendar

Director Winsten made a motion to approve the Consent Calendar. Director Fairbanks seconded. Secretary Nelsen called for a vote. The motion passed with a vote of 3-1. Vice Chairman Shubnell abstained.

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

General Manager, Kathy Whalen reported to the Board we are waiting for Randy Booker of County of San Bernardino Special Districts Department to come to the office and review the backup documentation and information on the Reserve Fund. Financial Consultant, Phil Waller reported he met with Randy Booker recently and reported they were checking the background documentation and felt it was a positive response at this time. Secretary Nelsen conducted open discussion on the subject. The Board will await further discussion on the subject until after Special Districts has reviewed this information.

4. Discussion and Possible Action concerning Rules and Regulations for Crestline Sanitation District

Secretary Nelsen presented the Board with a Final Draft Copy of the Rules and Regulations. Secretary Nelsen conducted open discussion on the subject. Legal Counsel, Steven Kennedy requested a minor change be made to Section 5.12.4 due to renumbering during text changes.

(Director Winsten requested "New Business #7, Discussion and Possible Action concerning the Board Meeting in January 2012" discussed at this time before moving forward on the current subject.)

Secretary Nelsen deferred action on this subject until #7 New Business be discussed.

7. Discussion and Possible Action concerning the Board Meetings in January 2012

Director Winsten reported he will be attending a seminar titled "How to be an Effective Board Member" with CSDA on Thursday, January 12, 2012 which is the date of our Regular Board Meeting. He requested other Board Members to attend and for the Regular Board Meeting be cancelled and rescheduled. Secretary Nelsen conducted open discussion on the subject.

Director Winsten made a motion to have the Public Hearing for the Rules and Regulations for Crestline Sanitation District be held on January 19, 2012 and change the Regular Meeting of the Board of Directors to the same day. Vice Chairman Shubnell seconded. Secretary Nelsen conducted open discussion on the subject. Secretary Nelsen called for a vote. The motion passed with a vote of 4-0.

The Regular Meeting of the Board of Directors will be cancelled on January 12, 2012 and a Special Meeting of the Board of Directors will be scheduled for January 19, 2012 which will include the Public Hearing for the Rules and Regulations.

New Business

5. Discussion and Possible Action concerning Potential Upgrades to the Forest Shade Lift Station

General Manager, Kathy Whalen presented and recommended to the Board a proposal for plans and specifications from Engineering Resources of Southern California, Inc. in the amount of \$31,000.00 for potential upgrades to the Forest Shade Lift Station. Director Winsten made a motion to accept the proposal from Engineering Resources of Southern California, Inc. Vice Chairman Shubnell seconded. Secretary Nelsen conducted open discussion on the subject. Secretary Nelsen called for a vote. The motion passed with a vote of 4-0.

6. Discussion and Possible Action concerning Acceptance of Vendor for Purchase of CCTV Vehicle System

General Manager, Kathy Whalen presented and recommended to the Board the RFP for the purchase of CCTV Vehicle System from 3T Equipment Company Inc. in the amount of \$142,723.87 without tax. Director Winsten made a motion for the General Manager, Kathy Whalen to accept the proposal from 3T Equipment Company Inc. for the purchase of CCTV Vehicle System. Director Fairbanks seconded. Secretary Nelsen conducted open discussion on the subject. The Board noted the total with tax is \$153,784.97 with tax included which is over budget by \$3,787.97. Secretary Nelsen called for a vote. The motion passed with a vote of 4-0.

7. Discussion and Possible Action concerning the Board Meetings in January 2012

This subject was discussed earlier in the meeting.

Reports

8. Monthly Financial Review – October 2011

Financial Consultant, Phil Waller presented the Board with Revised October 2011 Financials. Mr. Waller reported that he has revised these Financials for October 2011; yesterday, from what was included in the Board Packet on the website. Secretary Nelsen conducted open discussion on the subject.

9. Committee Reports

a. Rules & Regulations Committee (ad hoc)

This subject was discussed previously in the meeting.

10. General Manager Report

General Manager, Kathy Whalen reported the Manager's Status Report for December 8, 2011; copy of details was provided for all at the meeting. Secretary Nelsen conducted open discussion on the subject.

11. Financial Consultant Report

Financial Consultant, Phil Waller had nothing further to report or comment.

12. Legal Counsel Report

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

Directors Comments

Vice Chairman Shubnell wanted to wish a Merry Christmas to everyone!

Director Winsten congratulated Vice Chairman Shubnell on her recognition of the Lake Arrowhead Sunrise Rotary Volunteer of the year.

Director Winsten announced he will "Take a Plunge into Lake Arrowhead" on February 4, 2012 to help support Lake Arrowhead Rotary. Tax deductible pledges will be appreciated and make checks out to Lake Arrowhead Rotary Foundation.

Director Fairbanks stated on behalf of the Board of Directors they would like to commend the staff for this calendar year for an exceptional job and much appreciation.

Secretary Nelsen announced California Water Environment Association, Desert and Mountain Section presented Crestline Sanitation District an award for Gimmicks and Gadgets 2011. This award is given to personnel who find a way to save money for a district. Lead Plant Operator III, Norman Simpson and Electro Mechanical Specialist, Jordan Dietz were nominated for this award for a system they came up with to use the District's treated water, clean it up and use it in our chlorination system saving the district a lot of money.

Correspondence/Information

None reported.

Future Agenda Items

Annual Officer Elections

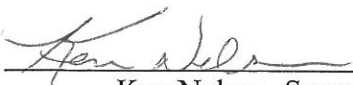
Disband ad hoc Committee for Rules and Regulations

Adjournment

Vice Chairman Shubnell made a motion to adjourn. Director Fairbanks seconded. Secretary Nelsen called for a vote. The Vote passed 4-0. Meeting adjourned at 4:21 p.m.

 Date: 1-19-12
Penny Shubnell, Vice Chairman

ATTEST:

 Date: 1-19-12
Ken Nelsen, Secretary