

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

**Date/Time:** November 10, 2011 - 3:00 p.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, Vice 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

**Call to Order**

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

**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. Secretary Nelsen seconded. Chairman Philippe called for a vote. The motion passed with a vote of 4-0.

## **Discussions:**

### **Old Business**

#### **5. Discussion and Possible Action concerning Crestline Sanitation District participating in a Forensic Audit with PPHCSD and Helendale**

General Manager, Kathy Whalen reported to the Board she had spoke with Randy Booker of County of San Bernardino Special Districts Department. Mr. Booker will be coming to the office and review the backup documentation and information on the Reserve Fund. Chairman Philippe conducted open discussion on the subject. The Board will await further discussion on the subject until after Special Districts has reviewed this information.

#### **6. Discussion and Possible Action concerning Additional Letter received from Mr. Steven Peck concerning Sewer Service**

Director Winsten reported the Rules and Regulations are being reviewed at this time. Chairman Philippe conducted open discussion on the subject. The Board requested the General Manager write a letter to Mr. Peck stating no action is being taken at this time as the Rules and Regulations are in the process of being reviewed and that the Board will respond to his request at a later date.

### **New Business**

#### **7. Discussion and Possible Action concerning the Rules and Regulations for Crestline Sanitation District**

Secretary Nelsen presented the Board with a Draft Copy of the Rules and Regulations that he stated needed a few minor changes made to them as agreed by the ad hoc committee and General Manager, Kathy Whalen. Chairman Philippe conducted open discussion on the subject. The Rules and Regulations will be presented to the Board at our next Board Meeting in a Final Draft Version for the Board to review. The ad hoc committee requested that all questions, comments or concerns be sent to the General Manager for review.

## **Reports**

#### **8. Monthly Financial Review – September 2011**

A copy of the September 2011 Financials was distributed for all to review. The Financial Consultant was not present at meeting to review Financials with the Board as planned.

#### **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 November 18, 2011; copy of details was provided for all at the meeting. Chairman Philippe conducted open discussion on the subject. The Forest Shade Lift Station will be added to the Agenda at the next Regular Board Meeting for discussion and possible action concerning upgrades needed.

#### **11. Financial Consultant Report**

No report was made as the Financial Consultant was not present at meeting.

## **12. Legal Counsel Report**

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

## **Directors Comments**

Director Fairbanks requested the District in the future look into energy savings for our electrical budget.

Secretary Nelsen thanked General Manager, Kathy Whalen, Operations Manager, Mark Pattison Fiscal Staff, Terri Elwess for their work on revising the Rules and Regulations.

Chairman Philippe requested meeting with Lahontan Regional Water Board.

## **Correspondence/Information**

None reported.

## **Future Agenda Items**

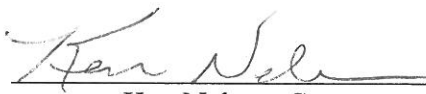
New Business – Forest Shade Lift Station

## **Adjournment**

Director Fairbanks made a motion to adjourn. Director Winsten seconded. Chairman Philippe called for a vote. The Vote passed 4-0. Meeting adjourned at 4:29 p.m.

 Date: 12-8-11  
Penny Shubnell, Vice Chairman

ATTEST:

 Date: 12-8-11  
Ken Nelsen, Secretary