

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

Date/Time: September 8, 2011 - 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
Terri Elwess, Recording Secretary

Others Present:

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

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 Fairbanks made a motion to approve the Agenda. Director Winsten seconded. Chairman Philippe called for a vote. The motion passed with a vote of 4-0.

Discussions:

Old Business

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

CPA, Phil Waller reported he had not had any recent contact with Randy Booker of County of San Bernardino Special Districts Department concerning the pooled equipment.

General Manager, Kathy Whalen presented the Board with the CSA hours charged versus amount paid back to CSD. Chairman Philippe conducted open discussion on the subject.

Mr. Waller stated he will meet with General Manager, Kathy Whalen concerning these hours. Chairman Philippe requested these hours be included into the discussion between CPA, Phil Waller and County of San Bernardino Special Districts, Randy Booker.

Chairman Philippe stated this subject will be tabled at this time until further investigation.

(Secretary Nelsen arrived at the meeting during this discussion time.)

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

Chairman Philippe reported that the ad hoc committee had not met concerning this subject, but will meet soon and report back at our next meeting.

New Business

5. Discussion and Possible Action concerning and Informal RFP for Financial Annual Audit
CPA, Phil Waller presented the Board with and Informal RFP for Financial Annual Audit. The RFP will be sent out to three (3) County Special Districts experienced firms CPA, Phil Waller has selected. Chairman Philippe conducted open discussion on the subject. Director Winsten made a motion to authorize General Manager, Kathy Whalen and CPA, Phil Waller to send RFP for Financial Annual Audit to the three (3) accounting firms selected and have the results evaluated at our next Regular Board Meeting. Director Fairbanks seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

6. Discussion and Possible Action concerning Wastewater Service Agreement with State Parks

General Manager, Kathy Whalen presented the Board with the Wastewater Service Agreement for Silverwood Lake State Recreation Area Cleghorn Wastewater Treatment Plant. Chairman Philippe conducted open discussion on the subject. Secretary Nelsen made a motion to authorize General Manager, Kathy Whalen to execute the joint agreement with Silverwood Lake State Recreation Area Cleghorn Wastewater Treatment Plant. Director Winsten seconded. Chairman Philippe called for a vote. The motion passed with a vote of 5-0.

7. Discussion and Possible Action to Discharge from Accountability for Sewer Use Fees – Certain Inactive Debit Balance Accounts

General Manager, Kathy Whalen presented the Board with a list of inactive accounts with delinquent balances still due requesting these balances be written off. Chairman Philippe conducted open discussion on the subject. The Board requested the names on these accounts be removed from the list and this list be brought back to the Board at next month's Regular Board Meeting for approval.

(Director Winsten requested to skip to Reports – 12. General Manager Report at this time).

Reports

12. General Manager Report

General Manager, Kathy Whalen reported the Managers Status Report for September 8, 2011; copy of details was provided for all at the meeting. Chairman Philippe conducted open discussion on the General Manager's Report specifically concerning the QuickBooks Conversion (#8 New Business – Discussion and Possible Action concerning QuickBooks Conversion Proposal for Accounts Payable, Payroll and Financial Reporting).

A discussion was had about the ad hoc committees making decisions for the General Manager against her recommendation before being brought before the complete Board for discussion and approval.

The Board agreed for the General Manager to research Billing and Financial Reporting software for the District and bring her recommendation to the Board for approval with out an ad hoc committee involved.

CIP Status requested RFP for CTTV Vehicle System and discussion about a Replacement Vehicle. These items will be added to the Agenda at the next Regular Board Meeting in October for discussion and possible action.

California Bank & Trust Wealth Management requested to be added to the Agenda at the next Regular Board Meeting in October for an update.

8. Discussion and Possible Action concerning QuickBooks Conversion Proposal for Accounts Payable, Payroll and Financial Reporting

This subject was discussed during the General Manager's Report.

9. Discussion and Possible Action concerning possibly moving our Regular Board Meetings to the 3rd Thursday of the Month

Chairman Philippe conducted open discussion on the subject. The Board agreed to allow the Monthly Financial Reviews to be reported a month behind as when information is more readily available. It was decided by the Board to leave the meeting date as is on the 2nd Thursday of the Month.

Reports

10. Monthly Financial Review

CPA, Phil Waller presented the Monthly Financial Review for July 2011 to the Board. Chairman Philippe conducted open discussion on the subject.

11. Committee Reports

a. Rules & Regulations Committee (ad hoc)

Director Winsten reported the ad hoc committee had met yesterday and discussed the Ordinance that was proposed by Wyatt Troxel of IRM. The ad hoc committee is now in the process of developing the Rules and Regulations.

13. CPA Firm Report

Nothing further was reported.

14. Legal Counsel Report

Legal Counsel, Steven Kennedy recommended and discussed the Agenda and Board Packet posting procedures. The Board requested Recording Secretary, Terri Elwess to post the Agenda and the complete Board Packets (back up material) in one email or posted onto the website no later than five (5) days before the Board Meeting to Board, consultants and public requesting information.

Mr. Kennedy recommended the Sunshine Ordinance be added to the next Regular Board Meeting in October for review and possible amendment.

(Director Winsten left the meeting during this time.)

Directors Comments

Secretary Nelsen stated yesterday he visited the new Salt Chlorination System at the Houston Creek Wastewater Treatment Plant and although he found the installation to be very clean and put together, he was impressed the plant to be very well organized and managed. He wanted to give his accommodations to the staff.

Correspondence/Information

None reported.

Future Agenda Items


Discharge for Accountability for Sewer Use Fees Certain Inactive Debit Balance Accounts
RFP for CTTV Vehicle System
California Bank & Trust Wealth Management Update
Sunshine Ordinance

Adjournment

Director Fairbanks made a motion to adjourn. Chairman Philippe seconded. Chairman Philippe called for a vote. The Vote passed 4-0. Meeting adjourned at 5:18 p.m.

 Date: 10/13/11
Matthew Philippe, Chairman

ATTEST:

 Date: 10-13-11
Ken Nelsen, Secretary