

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

Date/Time: November 8, 2018 – 3:00 p.m.

Place: Crestline Sanitation District Office
24516 Lake Drive, Crestline, CA 92325

Board of Directors Present:

Matthew Philippe, Chairman
Ken Nelsen, Director
Sherri Fairbanks, Director

Board of Directors Present via teleconference Pursuant to Gov't Code 54953(b)
Jack Winsten, Director

Board of Directors Absent:

Penny Shubnell, Vice Chairwoman

Crestline Sanitation District Employees Present:

Rick Dever, General Manager
Ron Scriven, Operations Manager
Dawn Grantham, Fiscal Asst., Recording Secretary

Others Present:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy
Brad Welebir, Financial Consultant; R.A.M.S.
Kendra Dockham, CPA, Smith Marion & Co.
Karina Galindo, Audit Associate, Smith Marion & Co.
Mike Harris, The Alpine Mountaineer

Call to Order

The meeting was called to order at 3:00 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

***ALL VOTES WERE COLLECTED BY ROLL CALL**

Approval of Agenda

Director Fairbanks motioned to approve the Agenda. Director Nelsen seconded.

AYES: Chairman Philippe, Director Nelsen,

Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

Public Comment*

None

Approval of Consent Calendar

Director Fairbanks motioned to approve the Consent Calendar. Director Nelsen seconded.

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

New Business

Item 4 – General Manager Dever discussed the draft version of the updated Rules and Regulations for Wastewater Service. Only minor changes were needed, including rates for equipment rentals. Added to the document was a Sewer Availability Letter and a Construction of and Payment for Facility Improvements document. Director Nelsen motioned to adopt Resolution No. 053 to supersede Resolution No. 019 establishing Rules and Regulations for Wastewater Services.

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

Item 3 – Kendra Dockham, CPA, and Karina Galindo, AA, of Smith Marion & Co. presented the Board with the fiscal year Audit for 2017/18. The Audit showed no findings and it was stated that the finances were being handled correctly. Director Fairbanks motioned to approve the Audit, with a second by Director Nelsen.

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

Item 5 – General Manager Dever explained that Lahontan Regional Board asked the District to create a Farm Management Plan for the Las Flores Ranch. He stated that the District would pay for the farm management in the form of a grant paid to The Mojave Desert Resource Conservation District. Any improvements needed at the Ranch are included. Director Nelsen motioned to move forward with the Plan, with an amount not to exceed \$30,000. A second came from Director Fairbanks.

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

Item 6 – General Manager Dever and Operations Manager Scriven informed the Board that the Huston Creek WWTP septic offloading site has malfunctioned. They explained that the system was constructed in 1985 and due to age cannot be repaired as the pumps are now obsolete. GM Dever stated the actual cost for the replacement was still unsure, but estimated at \$50,000. Director Nelsen motioned to approve a not to exceed \$50,000.00 for the replacement, a second came from Director Fairbanks.

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

Item 7 – A discussion to create an Ad-Hoc Committee for Grant Research was held. Director Fairbanks stated she and Vice Chairwoman Shubnell would like to run the Committee. They will focus on Grants available for the District, with regards to upgrades, repairs, and equipment. Director Nelsen motioned to authorize an Ad-Hoc Committee composed of Director Fairbanks and Vice Chairwoman Shubnell, a second came from Chairman Philippe.

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: Vice Chairwoman Shubnell

Financial Consultant Report

Item 8 – Brad Welebir presented the financials for October 2018.

Legal Counsel Report

Item 9 – None

General Manager Report

Item 10 - Report was presented by General Manager Dever and a PowerPoint by Ron Scriven.

Directors Comments

*Director Winsten stated that it was an interesting meeting.

*Director Fairbanks thanked Staff for having a great audit, and receiving the Certificate of Transparency award.

*Director Nelsen thanked staff on continued smoke testing, which resulted in another finding.

*Chairman Philippe congratulated Staff for their find during the smoke testing.

*Director Nelsen congratulated staff on smoke testing, which resulted in a finding.

*Director Fairbanks stated that she had attended a fire safe allocation meeting and noted that CalFire has been given nearly a billion dollars for grants.

Future Meetings

Regular Meeting – December 13, 2018 at 3:00 p.m.

Future Business

Engineering Reports

Lake Gregory Cityhood Preliminary Report discussion

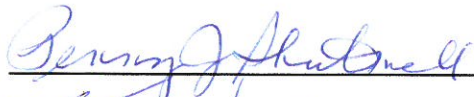
Ordinance No. 2014-5 (Sunshine Ordinance)

Ad-Hoc Committee report

Adjournment

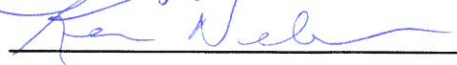
Meeting adjourned 4:30 p.m.

APPROVE:



DATE: 12-13-18

ATTEST:



DATE: 12-13-18