

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

Date/Time: July 12, 2018 – 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 Chairwoman
Ken Nelsen, Director
Sherri Fairbanks, Director
Jack Winsten, Director

Board of Directors Absent:

None

Crestline Sanitation District Employees Present:

Rick Dever, General Manager
Ron Scriven, Operations Manager
Dawn Grantham, Fiscal Asst., Recording Secretary
Jordan Dietz, Electro-Mechanical Specialist

Others Present:

Steve Kennedy, Legal Counsel; Brunick, McElhaney, & Kennedy
Brad Welebir, Financial Consultant; R.A.M.S.

Call to Order

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

Approval of Agenda

Vice Chairwoman Shubnell motioned to approve the Agenda. Director Fairbanks seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: None

Public Comment*

Mick Hill of Mick Hill Enterprises and of the Alpenhorn Newspaper asked about the five-year rate increase set in 2015. He asked if the District would be reviewing the fourth increase. He stated that the District is no longer in litigation with Tapestry. Chairman Philippe asked Legal Counsel Kennedy if it was ok to respond since the item was not on the agenda. Kennedy said yes as long as no actions are taken. Chairman Philippe stated that the rate increase was not due to just the Tapestry, but also the necessary upgrades

Public Comment* (cont.)

and repairs to the aging plants equipment, noting the Mater Plan, (soon to be approved) would point out the most critical items and the cost to the District. Hill originally thought that the discussion would be at this meeting. The discussion for the increase will be held at the August 9th meeting.

**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*

Approval of Consent Calendar

Director Winsten motioned to approve the Consent Calendar, seconded by Director Fairbanks.

AYES: Chairman Philippe, Vice Chairwoman Shubnell, Director Nelsen,
Director Fairbanks, Director Winsten

NOES: None ABSTAIN: None ABSENT: None

New Business

Item 3 – The Board of Directors approved the proposal from Smith Marion & Co., LLP to perform the District's annual audit for 2017-18.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 4 – A Public Hearing for confirmation of the report of delinquent Sewer Use Charges for FY 2017-18 was opened. Hearing no comments, the Public Hearing was closed.

Item 5 – A Public Hearing for the Establishment and Continuation of Collection of Sewer Standby Charges and Availability Charges for FY 2018-19 was opened. Hearing no comments, the Public Hearing was closed.

Item 6 – The Board of Directors adopted Resolution No. 056, Confirming the Report of Delinquent Sewer Use Charges and Providing for Collection on the 2018-19 Tax Roll and Authorizing the Establishment and Continuation of Sewer Standby and Availability Charges for FY 2018-19.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 7 – Approval was given to discharge from accountability certain inactive debit balance accounts in the amount of \$3,394.32.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

New Business(cont.)

Item 8 – Action was taken regarding the CSDA 2018 Board Election (Seat A). General Manager Dever recommended the nomination of Jo MacKenzie (incumbent) due to her experience and knowledge. Director Nelsen made the motion to accept the recommendation from Dever and a second by Vice Chairwoman Shubnell was given.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 9 – The Board approved Dudek to perform the Engineering Design Services for the Seeley Creek Pond Rehabilitation. GM Dever stated that the project is currently on hold for the season due to the sightings of Spotted Owls and Eagles. Director Nelsen motioned to approve the Services with a not to exceed cost of \$60,000.00. Director Winsten seconded the motion.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten

NOES: None, ABSENT: None, ABSTAIN: None

Item 10 – Jordan Dietz, Electro-Mechanical Specialist, gave an update on the District's SCADA system installation. He noted the installation of Smart Covers and that he is also reviewing antenna's and solar panels.

Financial Consultant Report

Item 11 – Financials were presented to the Board. Financial Consultant Welebir stated that the District is looking well for the end of the fiscal year.

Legal Counsel Report

Item 12 – No report was given.

General Manager Report

Item 13 - Report was presented by General Manager Dever. GM Dever noted that OM Scriven has joined CWEA's Board. GM Dever discussed the idea of installing a safety glass and ADA compliant door. He stated that both CLAWA and CPP have security glass. GM Dever said that he felt it would be better to be proactive and not wait until something happens. Vice Chair Shubnell asked if staff has experienced any problems and Dawn Grantham said that we do get angry customers due to fees, sewer repairs, and neighbor disputes. The District does currently have a panic button and panic room in case of emergency. Director Nelsen deferred to staff, but noted that it may anger customers more, making them feel uncomfortable. Director Fairbanks asked if payments can be taken in a different manner, to which Legal Counsel Kennedy stated that the office must remain open for the public. Chairman Philippe stated he was conflicted, concerned about the safety of the employees and the image of the District, tough balancing act. Director Winsten noted that a lot of the image has to do with staff, that even with the glass if staff

approached the glass with a positive attitude the customers would feel comfortable. Vice Chairwoman Shubnell mentioned she felt uncomfortable with having only one admin employee in the office at any given time. GM Dever noted that the conversation would continue at a future date after reviewing alternatives.

Directors Comments

*Director Winsten stated he is very satisfied with Staff work.

*Vice Chairwoman Shubnell thanked Jordan Dietz for the update and Dawn Grantham for the reports.

*Director Fairbanks thanked staff for working on the grant projects.

Future Meetings

Workshop – Master Plan Update – August 2, 2018 at 9:00 a.m.

Regular Meeting – August 9, 2018 at 3:00 p.m.

Adjournment

Meeting adjourned 4:23 p.m.

APPROVE: Matthew L. Phillips DATE: 8/9/18

ATTEST: Penney Shubnell DATE: 8-9-18