

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

Date/Time: November 9, 2017 – 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 (arrived late)
Ken Nelsen, Director
Sherri Fairbanks, Director
Jack Winsten, Director

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
Kendra Dockham, Director, Smith Marion & Company, LLP
John Maldonado, Associate, Smith Marion & Company, LLP
Phil Giori, Professional Engineer, Dudek
Greg Guillen, Professional Engineer, Dudek

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.

Approval of Agenda

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

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten
NOES: None, ABSTAIN: None
ABSENT: Vice Chairwoman Shubnell

Public Comment* None

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

AYES: Chairman Philippe, Director Nelsen,
Director Fairbanks, Director Winsten
NOES: None, ABSTAIN: None
ABSENT: Vice Chairwoman Shubnell

New Business

Item 3 – Kendra Dockham of Smith Marion & Company presented the draft audit for 2016/17. John Maldonado showed a PowerPoint as a summary. The audit showed no findings. The audit did show an increase in revenue, but also in expenses. Chairman Philippe asked if it is common for a district to have underfunded reserve, Docham said yes and is due to aging infrastructure. Director Nelsen motioned to accept the audit as presented, with a second from Director Winsten.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten
NOES: None, ABSTAIN: None
ABSENT: None

Item 4 – Phil Giori of Dudek gave an update on the progress of the Master Plan. He stated that in January flow metering is scheduled. Giori noted that the first draft should be in March, in time for the budget workshops that begin in April. Further discussed was a hydraulic model of the trunk sewer mains, CIP's for the upcoming year, and nitrogen control.

Item 5 – Resolution 050, regarding a Code of Conduct, was presented for discussion and possible action. Director Winsten asked if the District already had one and Legal Counsel Kennedy replied that a similar one, Ordinance 2014-5 was adopted, which establishes a meeting schedule, but not the conduct. Director Nelsen requested removal of a portion regarding the interaction with Directors and District Staff. Director Winsten motioned to accept Resolution 050 as amended, with a second by Director Nelsen.

AYES: Chairman Philippe, Vice Chairwoman Shubnell,
Director Nelsen, Director Fairbanks, Director Winsten
NOES: None, ABSTAIN: None
ABSENT: None

Financial Consultant Report

Item 6 – Financials were presented.

Legal Counsel Report

Item 7 – None

General Manager Report

Item 6 - Report was presented by General Manager Dever and a PowerPoint by Operations Manager Scriven.

Las Flores Ranch Committee Report (Ad Hoc)

Item 7 - None

Closed Session

The Board, Management and Legal Counsel recessed to closed session at 4:37 p.m. and returned to open session at 4:53 p.m. with no reportable actions.

Directors Comments

*Director Winsten thanked Staff for their hard work.

*Vice Chairwoman Shubnell noted that she was happy with another clean audit.

*Chairman Philippe thanked staff on work with the annual audit and stated he is looking forward to the meeting with Dudek.

*Director Nelsen thanked Ron Scriven for the presentation, noting it was nice to see pictures.

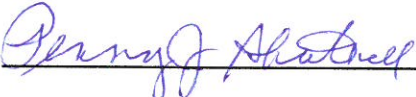
*Director Fairbanks stated she is impressed with the presentation and noted that public presentations would be nice.

Future Meeting

December 14, 2017 at 3:00 p.m.

Adjournment

Meeting adjourned 5:02 p.m.

APPROVE:  DATE: 12-14-17

ATTEST:  DATE: 12-14-17