

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

**Date/Time:** April 13, 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  
Sherri Fairbanks, Director  
Jack Winsten, Director

**Board of Directors Via Teleconference:**

Ken Nelsen, Director

**Crestline Sanitation District Employees Present:**

Rick Dever, General Manager  
Ron Scriven, Operations Manager  
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary  
Jordan Dietz, Electro-Mechanical Specialist

**Others Present:**

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

**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, seconded by Vice Chairwoman Shubnell.

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

NOES: None, ABSENT: None, ABSTAIN: None

**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 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, ABSENT: None, ABSTAIN: None

### **New Business**

**Item 3** – A recommendation to declare surplus of a non-compliant air compressor was presented by management. Director Winsten moved to approve the recommendation to declare surplus of the air compressor.

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

**Item 4** – A recommendation was presented by management to purchase a compliant air compressor from Multiquip, 3 bids were included. Director Winsten motioned to approve the purchase, not to exceed \$19,500.00.

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

**Item 5** – A recommendation to declare surplus of a 1999 Dodge Dakota was approved. Director Fairbanks made the motion.

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

**Item 6** – A necessary electrical upgrade for the main panel at the Huston Creek Wastewater site was approved, declaring it a safety upgrade. Director Winsten motioned to approve the electrical upgrade, not to exceed \$107,000.00. A second came from Vice Chairwoman Shubnell.

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

**Item 7** – Regarding the Electronic Communications, Legal Counsel Kennedy presented the Directors with information concerning a case heard by the Supreme Court for the Public Records Act. Kennedy recommended all Board Members, Management, and Staff use the District's e-mail account for all District business. Kennedy noted that a written policy would need to be drafted for the Electronic Communications as well as for Record Retention. Chairman Philippe directed Legal Counsel and Management to create the policies and bring to the next regular meeting for possible approval.

**Item 8** – No action

### **Old Business**

**Item 9** – Management presented a revised draft of the Capital Improvement Project for fiscal year 17/18. No action taken pending a future budget workshop.

**Item 10** – A discussion regarding the fiscal year budget for 17/18 was conducted. The first draft will be presented on May 1, 2017 at 9:00 a.m.

**Financial Consultant Report**

*Item 11* - March 2017 financials were presented by Brad Welebir, R.A.M.S., as well as the quarterly investment reports.

**Legal Counsel Report**

*Item 12* – None

**General Manager Report**

*Item 13* - Report was presented by General Manager Dever

**Las Flores Ranch Committee Report (Ad Hoc)**

*Item 14* - None

**Directors Comments**

Chairman Philippe congratulated Rick Dever to the position of General Manager.  
Vice Chairwoman Shubnell commended Staff.  
Director Nelsen concurred with the prior comments.

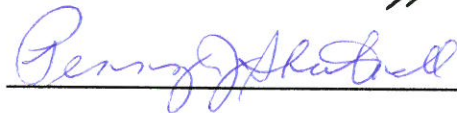
**Future Meeting**

Budget Workshop May 1, 2017 at 9:00 a.m.  
Regular Meeting May 11, 2017 at 3:00 p.m.

**Adjournment**

Meeting adjourned 4:10 p.m.

APPROVE:  DATE: 5/11/17

ATTEST:  DATE: 5-11-17