Crestline Sanitation District Board of Directors Regular Meeting Minutes

P.O. Box 3395 Crestline, CA 92325-3395 (909) 338- 1751

Date/Time: December 8, 2016 – 3:00 p.m. Place: Crestline Sanitation District Office

24516 Lake Drive Crestline, CA 92325

Board of Directors Present:

Matthew Philippe, Chairman (via teleconference)
Penny Shubnell, Vice Chairman
Ken Nelsen, Director
Sherri Fairbanks, Director

Board of Directors Absent:

Jack Winsten, Director

Crestline Sanitation District Employees Present:

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

Others Present:

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

Call to Order

The meeting was called to order at 3:03 p.m. by Vice Chairman Shubnell and was proceeded by the Pledge of Allegiance.

Approval of Agenda

Director Fairbanks motioned to approve the Agenda, seconded by Director Nelsen

AYES: Chairman Philippe, Vice Chairman Shubnell,

Director Nelsen, Director Fairbanks,

NOES: None

ABSENT: Director Winsten

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

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Approval of Consent Calendar

Director Nelsen motioned to approve the Agenda, seconded by Director Fairbanks

AYES: Chairman Philippe, Vice Chairman Shubnell,

Director Nelsen, Director Fairbanks,

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

New Business

Item 3 — Concerning the discussion regarding security cameras, General Manager Pattison explained that the cameras are equipped with video and audio recording. The possible action was to either keep or disable the audio recording. Notice was given to Crest Forest MAC and Cedarpines Park Mutual Water Company, who use the main conference room for their meetings, and the District was informed that there were no concerns. After much discussion, with the main concern being the closed session discussions possibly being audio recorded, the Board of Directors approved to keep the security cameras with the audio recording disabled.

AYES: Chairman Philippe, Vice Chairman Shubnell,

Director Nelsen, Director Fairbanks,

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

Item 4 – A presentation, including a PowerPoint, on the District's Integrated Water Reuse Plan was given by Phil Giori of Dudek Inc. The PowerPoint is intended to be a guide for alternative final discharge location. The Plan and PowerPoint are on the Districts' website in the Board Packet for 12/08/16 for interested parties

Item 5 — The Board of Directors reviewed the Districts' Purchasing Policy and Procedures, Resolution 025. After the review, it was determined at this time no changes needed to be made.

Item 6 – A discussion regarding the purchase of a portable trailer mounted pump was conducted. Operator III Ron Scriven was available for questions and concerns by the Directors. The pump is already included in the District's Capital Improvement Projects budget for fiscal year 2016/17. The new pump will be portable and is compatible with SCADA. Director Nelsen recommended approving the purchase of the Godwin Pump not to exceed \$37,000. Director Fairbanks seconded.

AYES: Chairman Philippe, Vice Chairman Shubnell,

Director Nelsen, Director Fairbanks,

NOES: None

ABSENT: Director Winsten

ABSTAIN: None

Item 7 – Legal Counsel Kennedy discussed Senate Bill 415, regarding the change to Statewide Election years from odd years to even years. The Board of Directors moved to have a Resolution prepared for the next regular meeting for further discussion and possible action.

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Old Business

None

Financial Consultant Report

October and November 2016 financials were presented by Brad Welebir, R.A.M.S. He also noted the fiscal year audit 2015/16 would be presented at the next meeting.

Legal Counsel Report

None

General Manager Report

Report was presented by General Manager Pattison

Las Flores Ranch Committee Report (Ad Hoc)

None

Directors Comments

Director Fairbanks she is excited about the ability to sell recycled effluent for dust control per Title 22.

Director Nelsen congratulated Ron Scriven on continued education and to Robert Lasher on passing his Operator I test.

Vice Chairman Shubnell congratulated staff for the work on the recycled effluent work.

Closed Session

The Board, Managers, and Legal Counsel adjourned to closed session at 5:00 p.m. and reopened at 5:43 p.m.

Announcement of Closed Session Items

None to report

Future Meetings

Regular Meeting of the Board January 12, 2017 at 3:00 p.m.

Future Agenda Items

Resolution for Consolidate Elections

Annual Audit

Adjournment

Meeting adjourned 4:45 p.m.

APPROVE:

ATTEST.

DATE:

DATE