

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

**Date/Time: December 10, 2015 – 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 Chairman  
Sherri Fairbanks, Director  
Jack Winsten, Director  
Ken Nelsen, Director

**Crestline Sanitation District Employees Present:**

Mark Pattison, General Manager  
Rick Dever, Operations Manager  
Dawn Grantham, Accountant/Bookkeeper, Recording Secretary  
David Crabtree, Maintenance Worker II

**Others Present:**

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

**Call to Order**

The meeting was called to order at 3:02 p.m. by Chairman Philippe and was proceeded by the Pledge of Allegiance.

**Approval of Agenda**

Director Fairbanks made the motion to approve the Agenda.

Vice Chairman Shubnell seconded. The motion passed.

AYES: Chairman Philippe, Vice Chairman Shubnell,  
Director Fairbanks, Director Nelsen, 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**

Chairman Philippe called for a motion to approve the consent calendar. Director Fairbanks motioned, with a second by Vice Chairman Shubnell.

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

NOES: None

ABSENT: None

ABSTAIN: Director Winsten

### **New Business**

*Item 3* - Certificates of Appointment in Lieu of Election were given to Chairman Matthew Philippe, Vice Chairman Penny Shubnell and Director Sherri Fairbanks. The Oath of Office was administered by Dawn Grantham, Recording Secretary.

*Item 4* - Regarding the Delinquent Sewer Use Fees placed on the Property Tax Roll for collection after the sale of a property was discussed and tabled for the next meeting pending certain documents. Discussed were properties that are sold at a property tax sale or auction and no notification given to the District until after the delinquent amounts had been placed on the property tax bill.

### **Financial Consultant Report**

End of year financial report for fiscal year 2014/2015 and November 2015 financials were presented for approval by the Board of Directors by Phil Waller, R.A.M.S.

Director Nelsen motioned to approve the financials, seconded by Director Winsten. Motion passed 5-0.

### **Legal Counsel Report**

None

### **General Manager Report**

Report was presented by General Manager Pattison. He also stated the District won the CWEA Collection System of the Year Award, David Crabtree, Maintenance Worker II won CWEA Person of the Year Award and Ron Scriven, Operator I passed his Operator V test.

### **Engineering Committee Report (Ad Hoc)**

Chairman Philippe stated the Committee had a conference call and will now schedule to meet with Jean Cihigoyenette and John Ohanian.

### **Future Meetings**

Regular Meeting of the Board January 14, 2015 at 3:00 p.m.

**Directors Comments**

Chairman Philippe noted he was happy to see another level V Operator and pleased with the awards and thanked David Crabtree and Staff for the extra effort on the Outfall Line at the six assessment sites. A workshop to Wyatt Troxel and Associates to start process on a long term facilities plan expected for February 2016.

Director Winsten thanked GM Pattison, noting, “When you have a team a team leader is needed”. He also thanked everyone for their condolences on the passing of his wife Lynne Winsten.

Vice Chairman Shubnell spoke in regards to the horrific shooting in San Bernardino, noting “If you see something, say something.”

Director Nelsen congratulated both David Crabtree and Ron Scriven.

Director Fairbanks proposed to put together holiday cards for Staff this Christmas and asked if there would be any objections to using the District logo, the Directors stated there is no objection.

**Adjournment**

Chairman Philippe called for a motion to adjourn. Director Nelsen motioned, with a second by Director Winsten. Meeting adjourned 4:24 p.m.

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

NOES: None

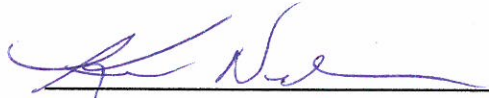
ABSENT: None

ABSTAIN: None

**APPROVE:**

 **DATE:** 1/14/16

**ATTEST:**

 **DATE:** 1-14-16