

**WYNOLA WATER DISTRICT
BOARD OF DIRECTORS
MINUTES
THIRD FISCAL QUARTER MEETING
FISCAL YEAR 2000-2001**

9:00 a.m., Saturday, January 20, 2001
THE MITCHELL RESIDENCE
1449 SPRINGVIEW ROAD
SANTA YSABEL, CA

1. **Attendance:** The meeting was called to order at 9:10 a.m. Those attending were: George Ellis, President, Robert Gans, Acting Vice President, Robert Franke, Ray Mitchell and Pete Miller, Directors and Joyce Gans, Office Manager. Guests attending were Chuck Woods and Bill Blackwood.
2. **Approval of Agenda:** Director Mitchell requested the addition of a new item 9. b. to read "Follow-up on action items from previous Board Meeting." The old item b. will become item c. Director Mitchell also requested that this addition be a permanent item on future Agendas. A motion was made to accept the Agenda as amended by Director Mitchell and seconded by Director Gans; the motion passed.
3. **Approval of Minutes:** Director Mitchell noted the need for rewording paragraph 9 and the addition of "ALERT" to the 1-800- DIG telephone number. Also, in paragraph 12, first line to change the name from Mitchell to Gans. The changes and additions were noted by the Office Manager, a motion to accept the minutes as amended was made by Director Franke and seconded by Director Mitchell; the motion passed.
4. **Selection of Board Officers:** President Ellis opened the floor for nominations. Director Franke made a motion to nominate and to re-instate George Ellis as President; Director Miller nominated Director Mitchell, and then nominated Director Gans as candidates for the position. Directors Mitchell and Gans respectfully declined the nomination; current President Ellis accepted the nomination. Director Miller seconded the motion that was made by Director Franke to elect George Ellis to another term as Board President; the motion passed.

The floor was then open to entertain nominations for the position of Vice-President. Director Miller made a motion to nominate Ray Mitchell for this position. Director Gans seconded the motion; the motion passed.

The nomination for the position of Board Secretary was then considered. Director Franke made a motion that the position of Board Secretary and Treasurer be combined and then nominated Robert Gans. Director Mitchell made a motion to accept this combination of positions and name Director Gans, the motion was seconded by Director Miller; the motion passed.

At this time it was suggested that the Board generate a letter of thanks to Malcolm Dyos for his time served on the Board and his many contributions. President Ellis offered to draft this letter and have the Office Manager generate a final.

5. **Treasurer's Report:** Director Gans presented an update on the transfer of District funds to a brokerage institution. He reported that a request had been made of the company to generate a letter acknowledging their acceptance and ability to manage "public funds". This request has been digested by the local offices of the brokerage firm and is not apparently been forwarded to their head offices on the east coast. Director

Gans distributed a copy of a letter he drafted for the local office to see if they could just sign off on it. He will notify the Board when a signed letter is received. It was also requested that Director Dyos be removed as an approved signer of checks and replaced by Director Miller. All members agreed to this change.

6. **Director Reports:** President Ellis deferred giving his report at this time stating that there would be many smaller reports for him to give with many of the additional agenda items.
7. **Water Systems Report:** Director Mitchell handed out the quarterly Operation Report stating that this had been a relatively quiet quarter with only routine maintenance and regularly scheduled Water Sampling. The company that performs our water sampling recommended that the Water Watchers continue with the current chlorine schedule of one gallon added to the wells on the 1st and 15th of each month. Discussion followed on what the appropriate location would be for the collection of the various samples to be tested.

Discussion followed concerning the possibility of purchasing at least one Water Table Depth Detector to be installed in Well #9 as a monitoring device for available water. It was noted that the cost would be "around" \$500. Director Mitchell volunteered to research and purchase the monitor and install into well # 9. A motion was made by Director Franke that if such device could be found to cost less than \$750 that it would be acceptable for Director Mitchell to purchase and install without having to wait until the next Board meeting. Director Gans seconded the motion; the motion passed.

8. **Water Usage Policy Discussion:** President Ellis will generate a draft of this Board Policy using accepted language and agreed upon water levels and submit to Directors Mitchell and Franke for further input. Further discussion continued on the need to create an Official Board Policy Manual for all Board members to be able to refer to during the times an official ruling is needed.
9. **Update on Rate Change Letter:** President Ellis presented a draft of the proposed letter to be sent to all homeowners in Wynola Estates regarding the proposed 3-tier rate structure agreed upon at last quarters meeting. The intent is to be able to mail these letters on Monday, January 22, 2001
10. **Update on the Movement of Well #8:** President Ellis gave an up date on his attempts at communicating with Mr. and Mrs. Williams the owners of the lot #10 where the well is located. A letter was sent in December and another in January. A report from Jack McMahon on a discussion he had with the Williams' indicating they sounded agreeable to the proposal. President Ellis will notify the Board when he receives confirmation from the owners.
11. **Access to Well #6:** President Ellis presented a copy of a survey sheet done by Lee McComb showing the District's official easement along Highway 78/79 with an estimated width of 20 feet, as well as the easement located on the property line between lots 45 and 46 with an estimated width of 10 feet. President Ellis also noted a problem with a utility pole along the highway where an oak tree is in danger of breaking a power line. He agreed to phone the power company following the completion of the meeting.
12. **Previous Action Items:** The items identified in the prior meeting minutes by Director Mitchell and their action were as follows:
 - Item # 4: President Ellis contacted the various utility companies and found that a public agency our size does not qualify for any discounts.
 - Item # 6: Director Gans is pursuing the placement of District funds.
 - Item # 7: Production of a "Volunteer Hourly Time Sheet" was set to be discussed at this meeting then produced by the Office Manager if

agreed upon. Following discussion, it was agreed not to follow through with this suggestion with the option of readdressing it at a later date. However, President Ellis and Ms. Gans were to generate a list of routine contractors used by the District and send them a letter concerning the need for them to carry their own worker's compensation insurance.

- Item # 11: President Ellis presented the proposed letter at this meeting.
- Item # 12: Rewriting of Draft Policy on the Definition of Normal Operations to be formalized by President Ellis and Director Gans the action was

- Item # 13: President Ellis presented work completed by surveyor and will contact owners of Lot # 45.

13. **Other Old Business:** None identified

14. **New Business:** No New Business identified.

15. **Adjourn:** There being no New Business, a motion was made by Director Franke to adjourn the meeting of the Third Fiscal Quarter of FY 2000-2001 meeting at 11:37 a.m., seconded by Director Mitchell; the motion passed.

Respectfully Submitted,

Joyce E. Gans
Office Manager

PERMANENT ROAD DIVISION 16
ADVISORY BOARD
MINUTES
THIRD FISCAL QUARTER MEETING
FISCAL YEAR 2000-2001

Saturday, January 20, 2001
Immediately Following the Water Board Meeting
The Mitchell Residence
1449 Springview Road
Santa Ysabel, CA 92070

1. **Attendance:** The meeting was called to order at 11:38 a.m. Attending the meeting were President Ellis, Vice President Mitchell and Directors Franke, Gans, and Miller. Guests included Mr. Chuck Woods and Mr. William Blackwood.
2. **Approval of Agenda:** A motion was made to approve the agenda as written by Vice President Mitchell, Director Gans seconded the motion; the motion passed.
3. **Approval of Minutes:** A motion was made to approve the minutes as written by Vice President Mitchell and seconded by Director Franke; the motion passed.
4. **Selection of Board Officers:** It was agreed that the members serving on the Water District Board would also be designated in the same positions for the PRD-16 Advisory Board: Those being George Ellis, President; Ray Mitchell, Vice President; and Directors Robert Gans, Pete Miller, and Robert Franke.
5. **Amended Budget:** President Ellis informed the Board that he is still awaiting a copy of the Amended Budget from the County of San Diego. It was the consensus of the Board to wait until all funds are available to do the entire network of roads in Wynola Estates. The County is revising the Budget to reflect this change. However, this spring, it is planned for the repairs to the area on Springview Road to be completed.
6. **Adjourn:** There being no New Business, a motion was made to adjourn the meeting at 11:41 a.m. by Director Miller and seconded by Director Gans; the motion passed.

Respectfully Submitted,

Joyce E. Gans
Office Manager

**COVENANTS, CONDITIONS, & RESTRICTIONS
CONTROL COMMITTEE
MINUTES**

THIRD FISCAL QUARTERLY MEETING FY 2000-2001

Saturday, January 20, 2001

Immediately Following the PDR 16 Advisory Board Meeting

The Mitchell Residence

1449 Springview Road

Santa Ysabel, CA 92070

1. **Attendance:** The meeting was called to order at 11:42 a.m. Attending were President George Ellis, Vice President Ray Mitchell, Directors Robert Franke, Robert Gans, and Pete Miller. Guests attending were Chuck and Roberta Woods and William Blackwood.
2. **Approval of Agenda:** It was noted that this item was left off the agenda and requested to be added along with a new item #2 Election of Board Members. This being done, a motion to accept the amended agenda was made by Director Franke and seconded by Director Miller; the motion passed.
3. **Election of Board Members:** It was suggested that this be deferred to the end of the meeting depending on the outcome of several items.
4. **Status Report of CC&R Draft:** Director Gans discussed the many suggestions by the attorney. Discussion followed concerning the need to establish a "Common Interest Development". It was noted that the roads in the District are actually parcels on the Assessor's map and are owned by the District and would qualify for the Common Interest Development. President Ellis it to investigate actual ownership of this "road parcel"

It was then suggested that two Subcommittees be formed to act under the Control Committee.

- Robert Gans is to chair one committee with the purpose of moving ahead to finalize the official CC&R's as well as the development of a Homeowners Association. President Ellis is to provide support to Director Gans.
- Vice President Miller is to chair the second committee with the added support of Directors Franke and Mitchell. The purpose of this second subcommittee is to identify violators of the original CC&R's and proceed in the manner agreed upon of first meeting and talking with the homeowner, failing that initiating a "nice" letter requesting compliance, and lastly sending the "stern" letter. This subcommittee will deal with the day-to-day issues of the original CC&R's until such time that a new document is approved and following that the establishment of a Homeowners Association.

Future CC&R Agendas will contain an item report from each subcommittee.

5. **"Welcome Wagon":** Director Mitchell had suggested this some time ago with the purpose being to:
 - Welcome new residents
 - Verify they have a copy of the current CC&R's
 - Have a "friendly chat" to inform them of the primary concerns of the District

Further areas that need attention for this program to start are:

- Do we have a mechanism to identify new residents
- Who do we need to ask to give us this information
- What constitutes a welcome; a visit, fruit basket, wine, and/or information handouts about the Estates? Casual conversation and include current CC&R's with a positive approach to compliance
- Offer a tour of the water facilities

6. **Other Business:** President Ellis informed the Board of his conversations with lot owner Mrs. Steadham and her desire to obtain a copy of the "Proposed" CC&R's. President Ellis informed Mrs. Steadham that an unofficial document could not be issued but offered to speak with the new owner. Following President Ellis' discussion with the new owner it was determined that there was, in fact, no problem

Regarding the motor home located on Lot #31, members of the Board related unofficial conversations with the owners in which they were told that this vehicle would be removed prior to Friday, January 26, 2001. Should this time be not met, it was agreed that the "Miller Subcommittee" would attempt a visit with the homeowners to discuss the infraction, as well as all other violators. If this does not work than a "nice" letter would be sent, and if necessary, a "firm" letter would follow that up if the vehicle remains.

Director Gans made a motion; which was seconded by Director Miller, that the Board would draft and send a "nice" letter to all homeowners creating a violation of visible trailers second. Director Miller was directed to identify these lots.

It was recommended that the "Miller Subcommittee" document all visits and clearly state that it is an official visit. Determine the resident's reaction to resolve the situation in order to determine the next action. It was suggested that under no circumstances is it to go more than a week after the visit until the first letter is sent.

7. **Adjourn:** There being no further business a motion was made to adjourn the meeting at 1:00 p.m. by Director Gans and seconded by Director Mitchell, the motion passed.

Respectfully Submitted,

Joyce E. Gans
Office Manager