

**WYNOLA WATER DISTRICT
BOARD OF DIRECTORS
MINUTES**

THIRD FISCAL QUARTERLY MEETING 2004-2005

Saturday, January 15, 2005; 9:00 a.m.

THE MITCHELL RESIDENCE

1449 Springview Road, Santa Ysabel, CA 92070

1. **Attendance:** President Huffman called the meeting to order at 9:15 a.m., following 10 minutes of handing out backup material and other papers for the meeting. Those attending were: Ed Huffman, President; Ray Mitchell, Vice President; Charlie Woods, Director; Pete Miller, Director and Joyce Gans, Office Manager. Guests attending were: Robert Gans, Robert Franke and Norm Bild. Director Shutler was absent.
2. **Approval of Agenda:** Proposition 56 was added to item 3.b.,; item 4.d. and 4.e should read "discuss Annual Audit Report" and "Engagement of Auditor for current year", respectively. Also item 6.h. should include 48-hour notification for planned water interruption. A motion to accept the Agenda as amended was made by Director Woods and seconded by Vice President Mitchell. The motion passed.
3. **Approval of Minutes of Regular Meeting on October 16 and Special Meeting on December 2, 2004:** A motion was made to amend item 9 to read that the FEMA Application Update applies to the filing of a claim under Proposition 56 for funds to upgrade our current wells. A motion to accept the Minutes as amended was made by Vice President Mitchell and seconded by Director Woods. The motion passed.
4. **President's Report:**
 - a. President Huffman spoke with four different electricians about attaching a generator to one or more of our most productive wells in case of an emergency. All those approached declined to bid the job. Board members offered three new names for President Huffman to consider. **President Huffman will contact these three companies and report back to the Board at the next meeting.**
 - b. Proposition 56 Grant Update. President Huffman filed this request in November via the internet, and has received confirmation of receipt. He reported that there would be a five to six month waiting period for a reply.
 - c. Original Survey Documents. **Director Miller will check with the original surveyor for a copy of documentation for Wells 6, 8, 9, and 10.** All repairs should be completed by April 27, 2005 or a request for a time extension will be filed. Discussion also followed on item 6.a. Easement for Road to Well 6. This will also be finalized at the next meeting.
 - d. Congratulations to Mr. Charlie Woods on his successful election as a Board Member.
 - e. A letter recommending Mr. Pete Miller to fill the position vacated by Mr. Robert Gans has been sent to Supervisor Diane Jacobs. Since Mr. Miller will be coming in for an entire term, the Board of Supervisors must make a formal appointment.
 - f. A JPIA refund of \$576.50 was received in recognition of our District going three years with no accident claims filed. Also, in those three years we have passed all on-site safety checks. **President Huffman and Vice President Mitchell will work together to acquire bids for Worker's Compensation Insurance for the District volunteers.**

5. **Treasurer's Report:**

- a. Mr. Gans presented the Financial Report as of December 31, 2004. Discussion followed concerning the actual cost of the new well currently under construction. Estimates show it will be above the budgeted amount. ***Vice-President Mitchell will review the expenses incurred so far and will prepare an estimate of remaining expenses.***
- b. Mr. Gans reported that the Annual Audit took place without any problems. Mr. Gans feels that this firm does an exceptional job and is reasonably priced.
- c. The audit firm has offered the District a discount on the audit fee if the District is willing to agree to a three year audit contract. A motion was made by Director Miller and seconded by Vice President Mitchell to accept Hosaka and Nagel as our auditor for the next three years. The motion passed.

6. **Old Business:**

- a. Quarterly Water Usage Report. Ms. Gans reported that as expected this past quarter, the usage report shows fewer properties using more than 100 units of water.
- b. Water Systems Operations. Mr. Franke presented the graphs he has produced showing water production and usage. These reports continue to be an invaluable asset to the planning and operation of this District. Mr. Franke has begun checking the static level of water in Well #9. In addition, Vice President Mitchell reported that our District has gone two full years with NO BACTERIA levels found in our water.
- c. Status Report on CC&R Committee Report. Director Woods has been appointed the District liaison to the CC&R Committee reporting back to the Water Board. Director Woods reported that the CC&R Committee has appointed its new Directors for 2005. The Committee is moving ahead with its list of concerns involving our neighborhood and the continued effort to reduce the danger of another fire.
- d. Status Report on WWD Rules and Regulations. Director Miller has arranged with County Counsel to review this document for \$190/hour, estimating it to take less than two hours. A motion was made by Vice President Mitchell and seconded by Director Woods to authorize Mr. Miller to have this done. Motion passed.
- e. Potential wells designated for shut down. Discussion followed for ***each Board Member to review the information on production of each well under consideration and arrive at the April 2005 meeting prepared to make a decision about whether to shut down any wells.***

7. **New Business:**

- a. California Special Districts Association Membership. Discussion concerning this organization followed. Director Woods was very familiar with them. He expressed the opinion that there were no benefits to joining and the cost would be useless. Vice President Mitchell agreed. A motion was made to not join this association by Vice President Mitchell and was seconded by Director Woods. The motion passed.

- b. Recovery of Costs for broken lines, meters, etc. from the party causing the destruction. President Huffman proposed this idea since there are many occasions where this has happened. Since the lot/homeowners are aware of the location of their meters it was suggested that a fee of \$65 per hour/per person for labor be assessed as well as the cost of parts, and loss of water during the break. A motion was made by Director Woods and seconded by Vice President Mitchell to install this system as soon as possible. The motion passed.
- c. Signature of Board Members on Registrar of Voters oath of Affirmation Cards. Completed.
- d. Signature of Board Members on Form 700, Conflict of Interest Forms. Completed.
- e. Appointment of New Officers. Due to the absence of one member, this will be ***deferred to the April 2005 meeting.***
- f. Long-distance service carrier. It was agreed that this expense was unnecessary and should be discontinued. ***Ms. Gans to phone ATT and discontinue service.***
- g. Request from resident that the Water District give residents at least 48 hours notice of any discontinuation of water service whenever possible. Emergencies will be exempt from this request.
- i. Discussion followed concerning the need for a new District printer with a fax capability. A motion was made by Vice President Mitchell and seconded by Director Woods to purchase such a printer with the cost not to exceed \$400. The motion passed.

8. **Adjourn:** There being no more New Business the meeting was adjourned at 12:17 p.m.

Respectfully Submitted,

Joyce Gans
Office Manager

PRD – 16 ADVISORY BOARD
MEETING MINUTES
THIRD FISCAL QUARTERLY MEETING FY 2004-2005
Saturday, January 15, 2005
Immediately Following Water District Meeting
The Mitchell Residence
1449 Springview Road, Santa Ysabel, CA 92070

1. **Attendance:** President Huffman called the meeting to order at 12:19 p.m. Attending were President Huffman, Vice President Mitchell, Directors Woods and Miller, and Joyce Gans, Office Manager. Director Shutler was absent. Robert Gans was a guest.
2. **Approval of Agenda:** A motion was made by Director Woods and seconded by Vice President Mitchell to accept the Agenda as written. The motion passed.
3. **Approval of Minutes:** A motion was made by Director Woods and seconded by Vice President Mitchell to accept the minutes as written. The motion passed.
4. **County Road Department:** President Huffman reported that the road patch and chipping maintenance has been completed.
5. **2005-2006 Proposed Budget:** The County's recommendation for our road budget this year is \$8,756.00 for routine maintenance. Vice President Mitchell made a motion to accept this budget, Director Woods seconded the motion. The motion passed.
6. **Adjourn:** President Huffman adjourned the meeting at 12:40

Respectfully submitted,

Joyce Gans
Office Manager