

Wynola Water District  
Board of Directors  
Special Meeting Minutes  
Wednesday, November 9<sup>th</sup>, 2011 7:00pm  
The Mitchell Residence  
1449 Springview Road, Santa Ysabel, CA 92070

- I. Meeting called to order by Director Dyos at 7:10pm.
- II. Roll call – Directors present: Malcolm Dyos, Troy Beatty, Ray Mitchell and Jo Ann Bernard. Director Pete Miller was absent. Guests present: Marie Beatty, Office Manager and Bob Gans, Past WWD Treasurer.
- III. Special Meeting Agenda was amended by adding JPIA report by Director Mitchell. Director Beatty approved the amended agenda and Director Mitchell seconded.
- IV. Marie Beatty, Office Manager, was recognized by the Board for her contributions to management of the WWD finances.
- V. A discussion was held regarding the WWD Treasurer's position. The By-Laws state that the WWD should have a Treasurer position on the Board. Bob Gans and Malcolm Dyos presented information about the Treasurer position. A past job description was reviewed which listed the functions of the Treasurer as: Board member, supervision of Office Manager, Training for Office Manager and Supervision of Audit. The Treasurer provides the financial oversight for the Board and manages its' exposure to risk. This ensures accountability to the Board.
- VI. A proposal was made by Bob Gans for Director Malcolm Dyos to assume the Treasurer position on the Board with Bob Gans acting as Assistant Treasurer. Bob Gans volunteered to work with Marie Beatty, Office Manager, to train her in QuickBooks. A motion was made by Director Mitchell to accept the nomination of Director Dyos as the Board Treasurer and to accept the nomination of Bob Gans as Assistant Treasurer. The motion was seconded by Director Bernard.
- VII. Director Bernard opened a discussion on including the HOA meetings on the same day as the WWD Board meetings as Bob Gans also serves as the President of the HOA. A discussion took place with the following recommendation: Individual members of the WWD Board agreed to support the HOA Board by assuming dual roles as members of the HOA Board. The motion was made

by Director Bernard to integrate the HOA and WWD Boards with individual members assuming dual roles on both Boards. A second was provided by Director Mitchell.

- VIII. The JPIA Inspection report was reviewed by Director Mitchell. Two action items need to be completed by the next Board meeting.
  - A. Director Mitchell has secured one bid from Manson Construction Engineering for the fire hydrant shut off locations and markings. Two more bids will be completed by Director Beatty before the next Board meeting on 1/21/12.
  - B. The securing of the pressure tank at the pump house still needs to be completed. Director Beatty has purchased the bolts and plans to complete the securing by the next Board meeting.
- IX. The next regular meeting is on 1/21/12 at 9:00 am at the Beatty residence. The Special Meeting was adjourned at 8:35pm.

Respectively submitted,

Jo Ann Bernard, Director