

WYNOLA WATER DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
January 19, 2013, 9:00 AM
1634 Oakforest Road, Santa Ysabel, CA 92070

President Bernard called the meeting to order at 9:03 a.m. Board Members present were: Jo Ann Bernard, President, Ray Mitchell, Water Distribution Operator, Dean Stowers, VP PRD-16, and Jack Bainbridge, Operations. Staff attending were Robert Gans, Treasurer and Joyce Gans, Office Manager. Guests attending were Bob Franke, Jerry Jordon, Charlie Woods, and Gene Myers. Tom McDonough, Operations, was absent due to illness.

1) Approval of Agenda: Director Stowers moved to approve the agenda with corrections and Director Mitchell seconded the motion. Motion was approved.

2) Approval of Minutes of October 20 , 2012: Director Mitchell moved to approve the minutes with corrections and Director Stowers seconded. Motion was approved.

3) Old Business:

A. PRESIDENT'S REPORT /Housekeeping

1. Board Member Contact List reworked and updated. Asked members for any changes.
2. Asked for Board input on having Business Cards printed for all Board Members. Following discussion it was decided that Director Bernard and Director Mitchell were the only Board Members frequently interacting with the public and needing business cards.
3. Regarding mail received for Board Members, Director Bernard asked for each Board Member to designate a location at their home where the Office Manager could safely deliver their mail.
4. HOA President/Treasurer Gans distributed copies of the updated property owners' phone list for use in contacting people in case of emergency . Margin notations indicated which residents each Board Member would be responsible to call.

B. OPERATIONS REPORT –

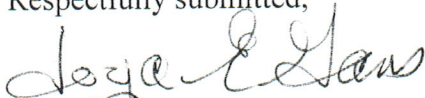
1. Director Mitchell reported that the pre-filter screen on the pumphouse main waterflow meter was completely blocked and was probably the cause of the failure of that meter. He displayed a piece of the old filter.
2. A fire hydrant flushing protocol is needed: Notifying residents, technique, timing, direction of water flow and how to avoid zero pressure in the system. Director Stowers pointed out that the hydrants on Lakedale are still in need of flushing. It was agreed that Director McDonough would head this project.

3. Home water filter test results. Director Mitchell reported that, although the District is delivering water that is in compliance with all applicable requirements except iron, manganese and turbidity, the home filters being used by some residents appear to be useful in further processing the water to remove these three contaminants to below MCL's (Maximum Contaminant Levels). A motion was made that the Board take an official position to recommend for all homes to obtain water filters; however, the motion failed due to the lack of a second.
 4. It was brought to the Board's attention that during the winter storm on New Year's Eve, the Board needed to find a plumber who could help with an emergency. It was agreed that it would be good to have a plumber who could be available for future emergencies. Director McDonough is managing the search and will report at the next quarterly meeting
 5. Annual Nitrate Test Results: This tests for industrial runoff and runoff from non-organic fertilizer. No nitrates have been found in the District's water supply.
 6. Eagle Scout Project to paint the fire hydrants.. Ben Beatty met with Director Mitchell to bring him up to date on the progress of his project. He has acquired all signatures required for him to proceed and even found a donor to supply all the primer and paint for the hydrants. He did request that the Board be willing to pay the expense for the brushes. This was approved.
- C. The Water Level/Usage Report was presented by Mr. Franke. As suggested at the last quarterly meeting, the chart titled WWD HCF METER USAGE BY QUARTER has been reduced to showing two years of information instead of the usual four years. Office Manager Gans will take over the production of this information. Mr. Franke will continue the production of the color graphs. Director Stowers volunteered his son to write a computer program to assist the meter readers in their efforts to obtain correct readings for the billing. It will be presented at next quarterly meeting.
- D. FINANCIAL REPORT – Robert Gans, Treasurer, presented the financial report package for all directors to review, including bank statements, reconciliation reports and Morgan Stanley statements of our investments. Treasurer Gans suggested a Proposed Records Management Policy. Due to the vast amount of papers and reports generated by this Board he developed a list of the items that should be destroyed every five years, ten years, and ones to kept forever. Mr. Franke suggested that all the reports on water levels be kept forever so that future Boards will have the information we lacked when we started measuring water levels. It was agreed that, when implementing this policy, the records being discarded should be shredded. A motion to accept the Financial Report as presented was made by Director Stowers and seconded by Director Bainbridge. The motion passed.

4) NEW BUSINESS –

- A. WWD Legal Representation. Director Bernard requested Board input on this issue. Treasurer Gans stated that if we had such representation the Auditors would be required to ask the attorney for a letter concerning any litigation the Board was involved in. He recommended we continue using County Counsel for opinions, and that we engage other attorneys as needed.
- B. Review and Update of District Bylaws. Director Bernard pointed out that the Bylaws were last revised in 1969. She pointed out that at the AB-54 training held at the library, the moderators said that every District should have indemnification protection of Board Members and a policy of placing liens on properties for unpaid charges. Director Stowers, Treasurer Gans, and Mr. Myers will comprise a committee to review and update of Bylaws. Director Stowers volunteered to go through old Minutes and list all policy and procedure decisions that should be included in a manual of Rules and Regulations.
- C. Review and Update of Operations Manual. Director Bainbridge has made a first draft on this project. He has scanned copies of existing District manuals and records and has collected all the information on operations procedures and placed them in a Notebook. The yellow highlighted items are the ones Director Bainbridge needs more input on from current Board Members. Mr. Franke noted that he has an old file of some of these documents that he will send to Director Bainbridge.
- D. Director Bernard noted a letter received from LAFCO including a map and a description of our District's Sphere of Influence. There will be a meeting at the County Administration Center on Pacific Coast Highway on February 4 at 9:00 AM to approve our sphere of influence boundaries. Director Stowers volunteered to drive anyone who wishes to attend. Director Bernard, Director Stowers, and Gene Myers indicated that they will attend.
- E. A motion to adjourn the meeting at 11:35 AM was made by Director Mitchell and seconded by Director Bainbridge, the motion passed. The next meeting will be Saturday, April 20, 2013 at 9:00 AM at the Gans residence at 1634 Oakforest Road, Santa Ysabel.

Respectfully submitted,


Joyce E. Gans
Office Manager