

**WYNOLA WATER DISTRICT**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**  
July 20, 2013, 9:00 AM  
1634 Oakforest Road, Santa Ysabel, CA 92070

President Bernard called the meeting to order at 9:02 a.m. Board Members present were: Jo Ann Bernard, President, Ray Mitchell, Water Distribution Operator, Dean Stowers, VP PRD-16, Jack Bainbridge, Operations, and Tom McDonough, Operations. Also in attendance were Robert Gans, Treasurer, Joyce Gans, Office Manager, and Tim Taschler, attending guest.

**1. Approval of Agenda:** Director Stowers moved to approve the agenda. Director Mitchell seconded the motion. The motion was approved.

**2. Approval of Minutes of January 19 , 2013:** Director Stowers moved to approve the minutes, and Director Mc Donough seconded. The Motion was approved.

**3. Old Business:**

a. **PRESIDENT'S REPORT**

Regarding Form470, President Bernard stated that she would reply to the inquiry concerning compensation of Water Board members. There are no paid Board Members.

b. **OPERATIONS MANUAL**

Director Bainbridge gave an update on his work on the development of a new Operations Manual. He has created several useful maps of the Wynola Estates, with information about fire hydrant location and shut off valve locations. A suggestion was made to add the physical numerical address to each lot on the map. Director Bainbridge asked the Board Members for any other suggestions of additional items they would like to see included on the map.

c. **HYDRANT FLUSHING PROTOCOL**

Director McDonough is compiling Facts and History of our district fire hydrants. He stated that he would only include information about this subject that has been physically documented. He currently has 13 pages of information. Unfortunately, the Hydrant Flushing written history is sparse. He has found no written procedure for the flushing of main valves. Some of the tasks are creating a regular schedule and a proper protocol, establishing hydrant flow test programs, and record keeping, including logs to be updated whenever inspections, testing, or maintenance is performed. The District also needs to consider discharge direction, being mindful of exactly where the water runoff from flushing should be directed. Hopefully, volunteers can be found to perform all the required functions on the 19 hydrants. On page three

of his report, Tom addresses AWWA suggestions for an inspection and maintenance list for each hydrant. Pages four and five show an Inspection List for maintenance and flushing as well as a Master Record file for inspection of each hydrant. The bottom of page five has a list of needed items to purchase to go forward with this maintenance. AWWA suggested flushing once a year. Currently there are no backflow protectors on the meters. The Board agreed to flush the hydrants once a year, in April or May.

A side discussion suggested the creation of a Master Calendar for the Water District. Each Board Member will send the Office Manager their recommendations for tasks and events to be included in the Calendar, and the Office Manager will consolidate these recommendations and present a draft of the Calendar at the next Board Meeting.

It was noted that Static and Residual pressure readings require a PITOT meter. A motion was made by Director Stowers that prior to the next quarterly meeting each Board member should also create a list of work items that are recommended for every 10 years. The motion was seconded by Director Bainbridge, the motion passed. Director Stowers recommended that Director McDonough create a list of items needed for all these calendar items for the October meeting. The need for a "Hydrant Committee" was discussed. Director McDonough will continue working on the Hydrant project and will report again at the next Board Meeting.

#### d. WATER OPERATIONS REPORT

Director Mitchell reported on the visit from the representative of ACWA/JPIA on July 10. The report on the District is very favorable. Consultant Kuchinsky suggested we may apply for several safety awards for much of the work that has been completed. Director Mitchell will take the lead on submitting the paperwork for award consideration. Also, Director Mitchell's report mentioned that the welding of the Pressure Tank Leg Supports to the foundation has been completed.

The Consumer Confidence Report has been completed and sent to all property owners. The District's water is below the Maximum Contaminant Level (MCL) for all primary contaminants.

There are four Secondary Contaminates that have historically tested above the MCLs and these are Iron, Manganese, Color and Turbidity. Of these, only Manganese has a health warning if present in "excessive" amounts and "excessive" is not defined. Iron, Color and Turbidity are aesthetic contaminants in all well water and have no associated health warnings with levels above the MCL. It was also noted that the 5 micron home filter systems, that many Wynola neighbors have installed, mitigates all of these contaminants to levels well below the MCLs.

Board member responsibility for monitoring Emergency Gen-Set. A schedule to be established and added to the Master Calendar for changing all filters, oil, coolant and keeping the oil tank filled for emergencies. Also, there is a need for a list of all volunteers in the community and their contact information. Director Stowers recommended we ask resident Ron Placa to be our lead on our generator maintenance. Director Mitchell volunteered to contact Mr. Placa. Director Stowers has researched back-up diesel storage. There doesn't appear to be a safe way to store this commodity. Director Mitchell suggests that the District once again engage the rental of a backup generator from Mr. Placa. Last year's monthly expense for this was \$12,000. Director Mitchell suggested a smaller generator still capable of moving the necessary amounts of water but not so costly. Mr. Placa's company, RP Electric, has quoted \$816.40 per month for a total of \$2,499.20 for the months of September, October, and November for such a generator. Director Bainbridge made a motion to initiate a contract with RP Electric to provide an on-site generator. The motion was seconded by Director Stowers. The motion passed. It was requested that the new Master Calendar include discussion of a generator rental at every July meeting. Noted by the Office Manager.

*[At this point, Ron Placa arrived to attend the remainder of the meeting.]*

**4. Water Level/Usage Report** – Tim Taschler, Bob Franke: Mr. Taschler recommended the addition of 2 or 3 different billing cycles as water availability changes. Mr. Gans suggested that the Board have an established policy now that can then go into effect if there is a water shortage. It was recommended to have a committee to discuss all issues of pricing to present recommendations at the next Board Meeting. The following people volunteered to be on this committee: Mr. Taschler, Director Stowers, Mr. Gans, Director Bainbridge, Director Bernard, and Director Mitchell. Director Bernard will e-mail this group with a suggested time and place to meet. Mr. Placa asked the Board what the plan was for supplying water if the water table goes below our pumping ability. Director Mitchell stated that wells #1, 6, & 8 are all available choices although they do not produce the volume we currently need. Also, there would be about a six week lag time to get these wells on line due to the need for various water tests.

**5. Financial/Office Report:** Joyce Gans, Office Manager, Bob Gans, Treasurer.

- a. Quarterly and Annual Financial Reports. No major expenses last quarter. The Fiscal Year 2013 produced a net addition to our cash reserves of about \$8,000. Mr. Gans gave a report on the Districts CD's and their value. He noted that next Friday is the Annual Audit.
- b. The Operating Budget for Fiscal 2014 was approved. It is a breakeven Budget, with \$55,000 of revenue and expenses, including an allowance of \$11,700 for capital expenditures.
- c. An updated Capital Budget was presented. After discussion, the estimated cost to develop new wells was increased to \$80,000 for a "most feasible" and

\$100,000 for a “least feasible” new well. Total replacement cost of the District’s infrastructure is now about \$425,000. A target capital reserve of \$250,000 is recommended. The district’s current reserves total \$234,560.

- d. Office Manager Report. Mrs. Gans reported that office operations for the Quarter were normal, with no unusual problems. Payments are being received regularly and deposits are being made promptly. There are no large past due amounts.

**6. Community Picnic Report:** President Bernard reported that she received some complaints from community members that they were unaware of the Community Picnic. Mr. Gans stated that there were notices posted at both bulletin boards, announcements went out to everyone for whom we have e-mail addresses for, as well as by U.S. mail to all others. All in all it was a successful picnic and a HUGE thank you to the many folks who helped.

**7. New Business:**

- a. Chipping Day was a success. Mountains of brush were ground up. The total cost was about \$1,200, a bit more than anticipated. Mr. Gans and Mr. Taschler will do another tour of the neighborhood and will ask Cal Fire for help getting the remaining properties to comply.
- b. Relationship between PRD 16 and the Water Board. Budget issues. Director Bernard and Director Stowers. There is no legal relationship between the WWB and PRD16. The same individuals are volunteer members of both boards, but there is no requirement that this be the case. It was noted that the PRD 16 Board is advisory only.

**8. Next Meeting:**

The next regular quarterly meeting of the WWD was set for 9:00 AM, Saturday, October 26, 2013 at the Gans residence.

**9. Adjourn:**

A motion was made by Director Stowers and seconded by Director Bainbridge, and passed unanimously, the meeting adjourned at 12:07 P.M.

Respectfully submitted,

Joyce Gans  
Office Manager