

**WYNOLA WATER DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES**
October 13, 2013, 9:00 AM
1634 Oakforest Road, Santa Ysabel, CA 92070

Director Bernard called the meeting to order at 9:18 A.M. Board Members present were: Jo Ann Bernard, President, Ray Mitchell, VP Water Operations, Dean Stowers, VP PRD-16, Tom McDonough, Operations, and Jack Bainbridge. Staff attending were Robert Gans, Treasurer and Joyce Gans, Office Manager.

1. Approval of Agenda: Director Stowers moved to approve the agenda as written. Director Bainbridge seconded the motion. Motion was approved.

2. Approval of Minutes of July 20 , 2013: Director Mitchell moved to approve the minutes and Director Bainbridge seconded. Motion was approved.

3. Old Business:

a. President's Report /Housekeeping

- 1) Board Member Contact List reworked and updated.
- 2) Suggested Board send get well cards to Mr. Franke and Mr. Bild.
- 3) Discussion regarding the SDG&E/Red Cross emergency preparedness flyer mass mailed to all residents.

b. Operations Report

1) Operations Manual

Director Bainbridge gave Board Members an update on the work he has done on the Operations Manual. There have been a lot of changes since April when he began gathering information. He requested that all Board Members review the draft he submitted and make recommendations.

2) Hydrant Flushing

Director McDonough reported that the dates selected for this project are December 27-29. He has completed an inspection of all 19 hydrants and completed documentation regarding what is needed for each hydrant. The most obvious parts missing are chains and caps. Director McDonough tested and checked all moving parts. From this point forward these inspections will be completed twice a year. A log is being kept of all maintenance on the Hydrants. Director Stowers volunteered to assist in the December flushing. Director McDonough has researched diffusers to

use when the water must run down the street in an effort to produce as little erosion as possible. To bring all hydrants back to original standards, Director Bainbridge requested the authorization to purchase \$600 in caps and chains. Also needed are 3", 2 1/2" and 4 "OUT OF SERVICE" markers. A motion was made by Director Stowers to authorize the purchase of caps, chains, out of service markers, and diffusers that fit the hose. Director Bainbridge seconded, the motion passed.

3) Water Operations Report

Director Mitchell reports that the lead and copper tests are ongoing. This testing involves five locations. October 21, at 10:00 a.m. the nitrate testing on wells 5, 7, 9 and 12 will take place. Mr. Mitchell also reported on the need for minor repairs for the back-up air compressor in the pumphouse which is in need of an oil change, also that he had the new leg reinforcements painted.

4. Water Level Usage Report:

- a. Our water levels are close to their historic 10-year low point; however levels are expected to rise following more rain.
- b. For the quarter just ended, usage was 4,511 units. For the same quarter last year usage, was 5,246 units.
- c. Mr. Gans will produce the water usage by property report and will distribute it to the Board.

5. Financial/Office Report:

- a. Quarterly Financial Report .Treasurer Gans reported that the Summary for the Quarter just ended shows Revenue of 9,611, versus a Budget of \$14,000. Revenue is down from last year by \$4,400 due to less water usage. Total Expenses are right on Budget, although Electricity and Maintenance & Repair are over Budget and Capital Replacements are under Budget.
- b. Final Audit for Fiscal Year Ended June 30, 2013. Cash \$224,000, down by approximately \$8,000. There was a Net Loss of \$5,574 compared to the breakeven Budget
- c. Investments as of September 30, 2013 were \$204,614, compared to the June 30 amount of \$204,477.
- d. Mr. Gans presented a three-year projection of Revenue and Expense. Revenues are expected to increase by a small amount, but Expenses are projected to increase significantly. Director Mitchell estimates that the next new well that is constructed is likely to cost about \$100,000.

- e. Office Manager, Ms. Gans reported that while it is still early in the billing cycle, payments are arriving at a good pace. Hopefully no “past-due” phone calls will be necessary at the end of this month.
- f. It was reported that the Wynolaestates.com website was renewed.

6. New Business:

- a. Water Usage and Rates Committee Report. A close look at the possible need for a rate increase. Directors Bernard, Mitchell, Bainbridge and McDonough. Committee Minutes – Treasurer Gans reports on the two committee meetings. There is no recommended change at this time. Mr. Gans will see about having a professional firm perform a Capital Reserve analysis for the District.
- b. LaBounty Safety Award Nominees. Director Mitchell reported the nominees. Refurbished hydrants completed by the Eagle Scout troop. Pressure Tank Supports, completed by Mr. McMahan and Steve DeCreamer. Mr. Mitchell sent recommendation paper work to apply for awards.
- c. Seminar Attendance Reports (Financial Management and Government Grants, Drought Preparedness, Leak Detection, Storage Tank Maintenance, Strategic Planning, Flushing, Disinfection, and Hazard Communication). Attendees submitted write-ups on work shops to be included in manual. Future use of this information will be for Board Member Training, Operations Manual, Rules and Regulations. It was reported that there is almost no Grant Funding now. Assigned areas of reporting: Drought Preparation and Leak Detection, Mr. Bainbridge and Ms. Bernard. Designated Fire Fighting Storage Tanks. Storage tank maintenance. Bolted steel tanks at least 30-60 year life span. Flushing, Disinfection, and Hazard Communication were assigned to Mr. Bainbridge. Mr. Mitchell shared his information from his seminar on disinfection as interesting and technical. He pointed out that our water is classified as “pristine” by San Diego County. Bacteria, protozoa, and coliform are generally not found in ground water, only surface water.

Mr. Gans reported several interesting findings from the financial management seminar he attended. Most Water Districts have Directors and Officers insurance. Many Districts have had to defend themselves against lawsuits from property owners and others. Water leaks are a big problem for many districts. There is almost no Grant Funding now. Many districts have rate increases almost every year. Most Water Districts have paid General Managers.

- d. Board Member personal allowance for expenses traveling to/from and attending professional workshops in San Diego, on behalf of the Water District. Ms. Bernard proposed that Board members receive a \$20 allowance for such expenses. Board members must also provide a written report of their findings at such

meetings. Mr. Stowers made a motion to implement this decision, seconded by Mr. Mitchell. The motion passed.

- e. WWD Rules and Regulations Revision. Ms. Bernard outlined the need for the current Rules and Regulations to be more organized and clarified. Last revision was in April 2005. She stated that there may be logic for having a fee for transfer of service; a mandate for reduction of water usage; and a drought surcharge. Such action would require a 4/5th vote of the Board. Also, Proposition 218 may require a majority vote of the community. Ms. Bernhard will seek legal advice on this. A Special Meeting may be called prior to the next regular meeting, to consider implementing one or more of these changes.

7. Adjourn:

A motion was made by Director Bainbridge and seconded by Director Mitchell to set the date for the next quarterly Board Meeting as January 15 at 6:30 p.m. at the Gans residence at 1634 Oakforest Road, Santa Ysabel. Motion passed. Adjourn at 11:35 A.M. Director Stowers volunteered to bring snacks to January meeting.

Respectfully submitted,

Joyce E. Gans

Joyce E. Gans,
Office Manager