

**WYNOLA WATER DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
January 15, 2014, 5:30 PM  
1634 Oakforest Road, Santa Ysabel, CA 92070**

Director Bernard called the meeting to order at 5:33 PM. Board Members present were: Jo Ann Bernard, President, Ray Mitchell, Water Quality Operations, Dean Stowers, VP PRD-16, Tom McDonough, Operations, and Jack Bainbridge, Operations. Staff attending were Robert Gans, Treasurer and Joyce Gans, Office Manager. Also present were William Stovall, Jack McMahan, Dorothy McMahan and Suzanne McMahan.

**1. Approval of Agenda:** The subject of Water Sales to outside parties was added to the Agenda. Also, 3D statement of no minutes available was deleted. Director Mitchell moved to approve the Agenda as modified. Director Bainbridge seconded. The motion passed.

**2. Approval of Minutes of October 13, 2013:** Director Mitchell moved to approve the minutes as corrected and Director Stowers seconded. Motion was approved.

**3. Old Business:**

a. President's Report

- 1) All Board Members, the Treasurer, and the Office Manager were recognized for their many contributions to the operation of the District. President Bernard distributed \$15 gift certificates to all. A motion to recognize other WWD volunteers with a \$5 to \$10 expenditure per volunteer was unanimously approved.
- 2) H.R. La Bounty Safety Awards were made to residents Ben Beatty (\$75) for painting the fire hydrants and to Jack McMahan (\$50), and Steve DeCreamer (\$50) for work on the pump house facility.

b. Hydrant Flushing

Director McDonough reported that he and Director Stowers completed the flushing of the fire hydrants. A number of problems were encountered. Some hydrants (7) need replacement parts and some others are leaking. \$618 was spent on connectors and diffusers for the fire hydrants to facilitate the hydrant/mainline flushing process. About 50,000 gallons of water were expended. Some hoses and hose adapters were donated by the Julian-Cuyamaca Fire Department. Director Stowers moved, Director Mitchell seconded, and the motion passed, to begin repairing the hydrants one at a time, trying to use aftermarket replacement parts, if possible, rather than

replacing entire hydrants. The hydrants will be checked in mid-year, and flushing will be done annually about this time.

c. Water Operations Report

1) Planned and Unplanned Power Outages

The District experienced two power outages during the quarter. One was planned by SDG&E in conjunction with the replacement of power poles. The other was due to high winds. In both cases, the District's generator was able to maintain supply.

2) Toggle Switch on Generator

The toggle switch is not functioning properly. Ron Placa will be asked if he can repair or replace it.

3) 2013 Mobile Generator Rental

The District spent \$2,500 to rent a generator from Ron Placa for the high fire-risk months of September, October, and November. An additional \$973 was spent on generator-related maintenance.

**4. Summary and Follow-Up of Operations Special Meeting of 11/11/2013:**

- a. It was approved to spend \$300 for transfer pump disconnect.
- b. It was approved to keep the rental generator through November.
- c. Director Mitchell has obtained quote of \$33,785 to have maintenance done on the storage tanks. It was agreed that a second quote should be obtained before a decision is made.
- d. A quote will also be obtained to repair/replace the trash pump.
- e. Repair and maintenance of the pressure tank and electronic controllers was deferred to a future date.
- f. Director Bainbridge has done a thorough review of the District's electricity usage. Electricity rates have increased 7.5% in the past year, but the electric bills have not gone up proportionately because the District is pumping less water. There are five wells that are not being used. Upon motion by Director Stowers, seconded by Director Mitchell, and passed unanimously, it was decided to have the meters shut off on four of these wells (excluding well #6), which will save about \$200 a year.

- g. The need for the District to have a long-term Strategic Plan was discussed, and it was decided to have a special Board Meeting to begin developing such a plan. Director Bernard will, by e-mail, suggest a date for a first meeting on this subject.
- h. Water rates, transfer fees, quarterly maintenance fees, and other means of financing operations and capital replacements will be part of the Strategic Plan.
- i. Director Bernard will seek new volunteers to help paint the pump house. A contractor will be sought to do tree trimming and brush removal in the vicinity of the pump house. This might be done in conjunction with the annual clearing and chipping event in Wynola Estates.

#### **5. Water Level/Usage Report:**

- a. Treasurer Gans distributed the Quarterly Usage Report by property, noting that usage for the quarter was down 10% from the same quarter last year.
- b. The charts showing well depth and related data were not available and will be distributed later.

#### **6. Financial/Office Report:**

- a. Quarterly Financial Report . Treasurer Gans reported that Revenue for the Quarter just ended was \$12,503, versus a Budget of \$14,000. Water Sales for the first half of the Fiscal Year are down \$3,636 from Budget due to less water usage. Water Operation Expense for the Quarter was \$4,043 over Budget due to spending \$3,473 on generator services and \$4,050 on road repair needed because of a water line break under the road. Cash decreased \$2,839 during the Quarter.
- b. Investments as of December 31, 2013 were \$204,630, a \$27 increase from the prior Quarter.
- c. It will cost about \$1,000 to engage a consultant to do a study and recommend what the target Cash Reserve should be for the District. A decision on this was deferred to the next meeting.
- d. Office Manager Joyce Gans reported that there is a collection problem with one property, #56, which has a \$657 balance, including \$410 from September 2013. It was agreed to send the owners a certified letter demanding payment.

#### **7. New Business:**

- a. Director Mitchell reported that the District uses three chemicals that are considered hazardous, and that therefore a Hazard Communication Plan is needed. He will work with JPIA representative Peter Kuchinsky to develop such a plan.

- b. Director Mitchell reported that SDG&E would like to purchase water from the District for use in construction in Santa Ysabel valley. This was approved, subject to it being during the November-April rainy season. The price is \$15 per 748 gallons.

**8. Adjourn:**

A motion was made by Director Bainbridge and seconded by Director Mitchell to set the date for the next quarterly Board Meeting as 9:00 AM, Sunday, April 13, 2014 at the Gans residence at 1634 Oakforest Road, Santa Ysabel. Motion passed. The meeting adjourned at 8:02 p.m.

Respectfully submitted,

*Joyce E. Gans*

Joyce E. Gans  
Office Manager