

**Wynola Water District
Board of Directors Meeting
November 13, 2021
Held at Santa Ysabel Nature Center
22135 CA – 79 Santa Ysabel, CA 92070**

1. **Call to Order 9:04**
2. **Roll Call of Board of Directors Present:**
 - **Jim Madaffer-President**
 - **Ron Placa-Vice President**
 - **Bonni Cogan-Treasurer**
 - **Steve Kincaid-Board Member**
 - **Sandie McCann-Board Member**
3. **Additions to Agenda:**
 - **Update from Office Manager on Quickbooks and Payroll-added to agenda under “New Business”**
 - **Update on RFP for licensed Water Operator-added to agenda under “New Business”**
4. **Approval of meeting minutes October 2, 2021, and Special Board Workshop October 23, 2021.**

Bonni Cogan stated she had more corrections to October 23rd. She will submit her complete set of notes of items that she wants corrected for October 23. Those notes will be made a part of the administrative record. A motion was made to accept both meeting minutes and the additional suggestions that Bonni Cogan has made. The motion was seconded by Ron Placa. Motion was passed. Ayes 4, Noes 1 (Cogan opposed).
5. **Public Comment: There were no public comments**
6. **Treasurer’s Report – Bonni Cogan**
 - **Final Audit Report is posted on the website wynolawaterdistrict.com**
 - **We increased our reserves by about \$111,000**
 - **Very few expenses**
 - **Part of the report consisted of internal control**
 - **Capital Assets-we need to maintain a depreciation schedule on a monthly basis**
 - **We needed to improve our check signing process, that checks should not be signed by the preparer. This recommendation has been amended as the process has changed**
 - **AB 5 came into law in January 2020. We need to determine who is an employee and who is an independent contractor. Sever penalties if not done correctly**
 - **Audit recommended that we have a formal investment policy because of the amount of cash we have on hand**
 - **Board of Director meetings should be held regularly (we have fixed that recommendation)**
 - **We should retain copies of 1096 and 1099 when we file. This was not done in the past**
 - **The auditors gave the WWD a Client Internal Control Questionnaire to be filled out. This will help us segregate the duties to make sure we have good internal control**
 - **President Madaffer agreed that he will be sure that internal control suggestions will be implemented including clear roles and responsibilities of the board members**

- President Madaffer stated that almost all the suggestions that the audit contained have been implemented. We are in the process of signing up with ADP (to fulfill AB 5). All people working for the WWD will be part time hourly employees. Using ADP will also help with complying with our JPIA insurance regulations.
- Pres. Madaffer has asked Bonni Cogan to look into potential investment programs for WWD and bring that information back to our December meeting. She will also look into FDIC regulations that government entities are 100% covered in all monetary amounts in our bank accounts
- Pres. Madaffer is considering a recommendation that we defer our January 2022 rate increase if our expenses stay low and continue to build on our reserves. This will be discussed and decided at the December board meeting, pending consultation with County Counsel

7. Well Operations Report – Albert Simonson

- All our working wells are doing fine.
- The wells are pumping 9500 gallons an hour, with one well resting
- The well levels this time of the year are doing fine and have stabilized
- JPIA (who insures the WWD) has recommended that we trim/thin out more trees. Cost would be approximately \$1500. Board authorized Albert to go ahead and hire the tree company that has done work previously for Wynola Estates. They are a licensed and bonded contractor
- Remove any flammables
- JPIA also recommended fire hoses to wet the outside of the pumphouse property
- Albert suggested that we purchase a 1½” 50-foot hose and another nozzle. Less than \$150. Board authorized Albert to send hose information to the Office Manager, who will complete the purchase
- Possibly put metal siding on the lower outside walls of the pumphouse
- Sandie McCann recommended buying mylar to wrap around the pumphouse if we didn’t have metal or Hardy Board up on the pumphouse and a fire came through. Mylar is not expensive and deflects the heat. Albert also mentioned fire gel to spray on the pumphouse in an emergency

8. Old Business:

President Madaffer will report under grant update

a) Bylaw’s update – Sandie McCann

- i. The Bylaw’s committee has prepared drafts that will go to the county, ACWA and Special Districts Association to get ideas of model bylaws that would fit within the state water code that is the underlying statute that the Wynola Water District was created under. Jim, Bryan, and Sandie are in the process of going through various versions.
- ii. Hopefully January 2022 the committee will have something for the board to consider

b) SDG&E generator update – Albert Simonson

- i. Well #9 has been selected to have a free Generac SG 045 fixed generator installed. It is a 45 kilowatt with a retail price of \$15,000. We are still waiting

for the final approval from EPX. A standard release has already been sent to the landowner on Glenside Rd where Well #9 is located

- ii. It is estimated to consume about 10 gallons of propane a day if residents conserved water use.
- iii. It was suggested that we go with a 375–500-gallon propane tank.
- iv. We need to improve the access road to the well so that the propane truck can easily fill the tank. A new culvert needs to be built, similar to the one that Jack Bainbridge just built on his property on Springview.
- v. Pres. Madaffer suggested that we hire a civil engineer to draw up a specific easement, to have access in perpetuity to the property on either side of the generator. District would have to pay property owners a nominal amount for the easement. It will be decided before the generator is installed if an easement should be a revocable easement or permanent easement.
- vi. It is also suggested that in order to properly service the propane tank, roadbed be installed along with a culvert of 14 feet with concrete headers installed at each end

c) AT&T Service update – Albert Simonson

- i. After December 1, 2021, AT&T will no longer be renewing our service lease contract.
- ii. A wireless system is being proposed. Albert mention Southland, who is doing Majestic Pines wireless system.
- iii. We will get a new proposal, but 3 years ago the cost was approximately \$39,000. Jim and Albert are going to meet Monday, November 15th to get a new proposal for a wireless system
- iv. It is possible that we can apply for a grant to pay for this new system once we have the proposal. Jim will talk to ACWA and California Special Districts Association

d) Grants update – Jim Madaffer:

- i. WWD submitted a grant to purchase a 75-kilowatt portable generator through the State Water Resources Control Board. This is in addition to the generator from SDG&E at Well #9. The portable generator can be used at any of our wells in the event of an extended power failure. President Madaffer had Tim Taschler produce the application because he knows more about the district than any of the board members. The State office said the application looked fantastic and felt confident that the WWD would get the grant. The generator would cost about \$150,000

9. New Business:

a) Credit Card Services for our water ratepayers – Karen Kincaid

- i. We have had ratepayers asking about the availability of using credit cards to pay for their water bills.
- ii. QB Online offers a service that enables, when you email the invoice through QB, accessibility to input the ratepayers credit card number to pay the invoice. The ratepayer deals with QB servers, WWD doesn't handle the transaction

- iii. QB Online handles all processing and enters the payment into QB and updates the register. They carry all the responsibility and security of the transactions. We receive the money the next day
 - iv. The fee would be 3%, with no monthly payments. Maximum fee would be \$10
 - v. QB will also do ACH transfers
 - vi. Chase was \$50.00 per month and 3.9% fee 25 cents per transaction
 - vii. We will also look into California Rural Water. They also have a credit card program that services small water districts like WWD
- b) Resolution regarding Board member access to Quickbooks Online – Jim Madaffer
- i. Board Members to the WWD are policy makers for the district and are not to serve in a day-to-day operational capacity
 - ii. This resolution sets in place a policy that no Board member is authorized to make any changes to the district's online accounting system QuickBooks and further resolves that the only person authorized to make entry, make changes or updates to the District's accounting system are reserved strictly to its outside Bookkeeper, Auditor or Office Manager
 - iii. A motion was made by Steve Kincaid to adopt Resolution 8b and seconded by Ron Placa.
 - iv. Resolution passed Ayes 4, Noes 0, Abstain 1 (Bonni Cogan)
- c) Appropriation of funds necessary to officially kill Well #2. Approximate cost is between \$7500 & \$15,000 – Ron Placa
- i. Resolution 9c to officially kill Well #2
 - ii. Well #2 no longer performs and should be killed pursuant to State Law
 - iii. Terminating a ground water well requires a specific process consistent with State Law and should only be completed by a licensed expert
 - iv. Wynola Water District Board of Directors hereby appropriates up to \$15,000 to officially kill Well #2 within the district, pursuant to the requirements of the State of California
 - v. We must get a permit from the county that costs \$450.
 - vi. A motion was made by Ron Placa to accept Resolution 9c to kill Well #2 and it was seconded by Sandie McCann
 - vii. Motion passed unanimously Ayes 5, Noes 0
- d) Update on payroll company – Karen Kincaid
- i. A cost comparison was looked at between QB Online and ADP.
 - ii. QB Online was \$75.00 per month plus \$8.00 per employee
 - iii. ADP was \$75.00 for 4 employees. It was decided that the WWD would go with ADP, as we do not anticipate hiring more than 4 employees
 - iv. We have applied to EDD for an employer number. We cannot move forward with ADP without an employer number
- e) Update on QB Online – Karen Kincaid
- i. Christine Catalina has cleaned up unapplied deposits that were not showing on the ratepayer's account
 - ii. These errors went back to 2018 through July 2021

- iii. Bonni Cogan has been given the contact information for Christine Catalina so that she can directly communicate with her concerning transactions or discrepancies she may see.

10. Report from Harry Seifert on the flushing the took place on October 27, 2021

- i. Hydrants 5,6, & 7 were flushed. Tank level at start was 15 ft. 103,600 gallons
- ii. It took 8 minutes to flush hydrant 5. Initially water very dark (color of hot chocolate). Changed to very light brown and stayed that way until the hydrant was shut down. Estimated flow 2,000 gallons
- iii. Hydrant 6 took 25 minutes. Initial water very dark, the color of a 97% dark chocolate bar. Color lightened to a clear, very light brown at 19 minutes and stayed consistent until hydrant shut down. Estimated flow 6,250 gallons.
- iv. Hydrant 7 took 26 minutes (shut down hydrant for 8 minutes to re-direct the flow off Bud Segni's driveway). Outflow drained down drainage between adjacent properties/driveways. Initial water very dark, similar to hydrant 5. Gopher holes in drainage diverting water down resident's driveway. Continued flushing until water lightened to a clear, very light brown. Estimated flow 4,500 gallons.
- v. Harry brought a sample of our well water. It was cloudy with sediment at the bottom of the sample jar. The well water supply to the tanks is unfiltered and untreated as it comes from the wells. The storage tanks act as a settling pond and much of the sediment and minerals settle to the bottom of the tanks. When water of any velocity is drawn from the tanks, the sediment layer is stirred up and enters the distribution system.
- vi. At the end of the flushing, the water tank level was 12.2' 83,200 gallons
- vii. Harry recommends a tank cleaning contractor should be contacted and engaged to clean the interior of both storage tanks. This can be accomplished with no interruption of service to the community. Superior Tank Company offers a yearly tank servicing/inspection contract which should cover this. The State requires water tanks to be inspected every 5 years.
- viii. An Operation Manual is being updated to cover the operation of the wells, flushing of the mains and testing/operation of the emergency generating system.
- ix. Also, at the next flushing, sandbags will be used to direct the flow of water better.
- x. Next hydrant flushing will be with the hydrants along Meadowridge Road. This section will be isolated by closing the distribution valve on Meadowridge Road at Oak Forest and the distribution valve on Springview Road, just north of Meadowridge Road. The residences on Meadowridge Road may experience low water pressure during the flushing event. All other residences should not be affected.
- xi. Next flushing is tentatively scheduled for after Thanksgiving.

xii. Sand filtration was discussed to filtrate the water, but we do not have enough property at the pumphouse to accommodate the size of the sand beds needed.

11. Update on RFP Licensed Water Operator - Bonni Cogan asked about update on the RFP for a Licensed Water Operator. Jim stated that Harry Seifert would be our contractor since he is doing an excellent job.
12. Motion to adjourn was made by Steve Kincaid and seconded by Jim Madaffer. Meeting adjourned at 10:22 a.m.