

Wynola Water District
Board of Directors Minutes of the Meeting
October 2, 2021 - 9:00 a.m.
Held at Santa Ysabel Nature Center
22135 CA – 79 Santa Ysabel, CA 92070

1. Call to order at 9:03 a.m.
2. Roll Call of Board of Directors present:
 - Jim Madaffer-President
 - Ron Placa-Vice President
 - Bonni Cogan-Treasurer
 - Steve Kincaid-Board Member
 - Sandra McCann-Board Member
3. Additions to the Agenda:
 - It was requested by Bonni Cogan to add additional items to Old Business. Jim Madaffer said due to the numerous agenda items, any additions would be discussed at the October 23rd Workshop to be held at the Santa Ysabel Nature Center.
4. Minutes of Meeting August 14, 2021, approved with corrections.
Minutes of the Emergency Board Meeting August 26, 2021, approved.
Motion to approve both minutes by Placa and seconded by McCann. 5 Ayes, 0 Noes
5. Public Comment:
 - Concerns on rate hikes
 - Bylaw's revision
 - Concerns of appointing new position of Office Manager
 - Concerns of resolution of outside bookkeeper (in response, instituting board policies)
 - Concerns on including plans for Unit 3 area in the Bylaw's
6. Treasurer's Report: Wells Fargo \$224,605.16 / Chase Checking \$50,000 / Savings \$50,000.
Moving forward, Cogan will have full access to the information in both checking accounts so she can produce detailed financial reports at the meetings.
7. Old Business:
Report by Board President Jim Madaffer on actions taken since last board meeting on August 26, 2021. Goals of this President is to insure:
 - The Board will follow all parts of the law, including the Brown Act and put policies in place that the Board will follow.
 - The Board is in a period of transition, and it takes time to implement some of the concerns expressed during public comment.
 - The Board can only make decisions at a public board meeting.
 - Make sure we have adequate reserves in place in case repairs are needed on the infrastructure. Pipes are 50+ years old.
 - Board will decide if rate increases are warranted.
 - Improve on water quality by flushing the system. October 23rd workshop will give us a start on how to improve the water lines, etc., with listening to various professionals in the water industry to help give us ideas on how to go forward with better quality water.

- The final goal is to make sure we have a quality water system in WWD.

8. New Business:

- a) Resolution regarding outstanding amounts due to Tim Taschler-report from Karen Kincaid.
 - ◆ Discussion ensued with Bonni Cogan stating she didn't agree with WWD not paying the \$180.92, because this is what is owed to him.
 - ◆ Motion to approve by Steve Kincaid, seconded by Ron Placa
 - ◆ Vote was taken Ayes 4, Noes 1 (Cogan)
 - ◆ Resolution passed
- b) Resolution on banking: removing Steve Kincaid from banking accounts and adding another signer.
 - ◆ Recommended by outside auditor that husband/wife who are on Board or working for Board not be a signer. Motion to remove Steve as a signer.
 - ◆ Recommended to add Board President on both Wells Fargo and Chase bank accounts
 - ◆ Recommended that Ron Placa be added to both Wells Fargo and Chase bank accounts
 - ◆ Suggested that Bonni Cogan, Treasurer, be added as a signer on Wells Fargo and Chase banking accounts
 - ◆ If check is below \$300, one signer is acceptable
 - ◆ Checks of \$300 or more must have two signers on the check
 - ◆ Checks ordered should have two signature lines
 - ◆ Motion was made by Bonni Cogan to accept the changes on this resolution and adding Cogan as a signer. Motion seconded by Sandra McCann.
 - ◆ All motions were passed unanimously
 - ◆ Vote Ayes 5, Noes 0
 - ◆ Resolution passed.
- c) Adoption of FY 2021-2022 Annual Budget: Report from Bonni Cogan
 - ◆ Bonni filed the FY 2021-2022 Annual Budget with the County of San Diego
 - ◆ Budget information will be published on the website
 - ◆ Motion was made by Ron Placa to approve the budget and seconded by Sandra McCann
 - ◆ Vote Ayes 5, Noes 0
 - ◆ Resolution passed
- d) Approval of Audited Financial Statements for FY 2020-2021 and Management Representation Letter: report from Bonni Cogan
 - ◆ Bonni found some problems with the audit and will work with the outside auditor to discuss the discrepancies
 - ◆ The Board will defer approval to the November 13, 2021, meeting
- e) Resolution regarding Office Manager: appointing Karen Kincaid as Office Manager

- ◆ Bonni Cogan is displeased with the acting Office Manager, saying her work lacks attention to detail.
 - ◆ Board will pay \$500 per quarter for one year beginning October 1, 2021
 - ◆ Checks and balances will be in place to ensure accuracy
 - ◆ Motion made by Ron Placa to appoint Karen Kincaid as Office Manager and seconded by Sandra McCann
 - ◆ Vote was taken Ayes 4, Noes 1 (Cogan)
 - ◆ Resolution passed
- f) Resolution appointing Christine Catalina as outside bookkeeper for the Wynola Water District: report from Karen Kincaid
- ◆ This bookkeeping firm will set up QuickBooks online for the WWD. QB Online will give Treasurer and other Board members ability to monitor the books
 - ◆ Per Jim's statement, it is important to use an outside bookkeeping firm instead of a board member.
 - ◆ Christine Catalina to be paid \$150/month for a year beginning September 29, 2021
 - ◆ Motion made by Jim Madaffer to appoint Christine Catalina as the outside bookkeeper for Wynola Water District and seconded by Ron Placa
 - ◆ Ayes 4, Noes 1 (Cogan)
 - ◆ Resolution passed
- g) Resolution adopting meter reading policy for the Wynola Water District: report from Karen Kincaid
- ◆ Items were added to the resolution regarding escrow final readings, meter changes, taking photo documenting the ending and starting meter number reading for the departing and new resident and having the outside bookkeeper compare overall water usage per quarter to what was billed.
 - ◆ When meter is replaced, the serial number of the old meter and a final reading will be recorded, along with the serial number and beginning
 - ◆ reading of the new meter
 - ◆ Motion was made by Sandra McCann and seconded by Ron Placa to accept the new meter policy with the added items to be written in the policy
 - ◆ Vote was taken Ayes 5, Noes 0
 - ◆ Resolution passed
- h) Resolution to replace community bulletin board at Springview and remove lock from bulletin board at Riverwood
- ◆ The resolution has been amended to appropriate \$750 to the Wynola Estates HOA for the repair or replacement of two new lockable bulletin boards for Riverwood and Springview
 - ◆ Motion made by Ron Placa
 - ◆ Vote was taken Ayes 5, Noes 0
 - ◆ Resolution passed
- i) Resolution to issue an RFP (request for proposal) for a WWD Licensed Water

Operator

- ◆ **Motion by Jim Madaffer to send out RFP for a Licensed Water Operator Motion seconded by Ron Placa**
- ◆ **Vote was taken Ayes 5, Noes 0**
- ◆ **Resolution passed**

9. Future agenda items:

- **Board Workshop October 23, 2021, at Santa Ysabel Nature Center**
 - ◆ **Presentation from various water operators in the Julian area**
 - ◆ **Review Internal Controls Matters as recommended by Independent Auditor-deferred to November meeting**
 - ◆ **Review RFP for License Water Operator**
 - ◆ **Review water system flushing project**
 - ◆ **Motion was made by Jim Madaffer that the Board establish the second Saturday of every month at 9:00 a.m. for Board meetings. It was seconded by Ron Placa**
 - ◆ **Vote was taken Ayes 5, Noes 0**
 - ◆ **Motion approved**

10. Motion to adjourn meeting 10:13 a.m.