

**Wynola Water District
SPECIAL BOARD WORKSHOP October
23, 2021 – 9:00 a.m.
Santa Ysabel Nature Center
22135 CA – 79 Santa Ysabel, CA 92070**

- 1. Call to order at 9:00 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 Agenda:**
 - **Bonni Cogan asked to have a Bylaws update, SDG&E generator update, and grants update added to this agenda. President Madaffer wants to have these updates deferred to the regular November board meeting due to time restraints.**
- 4. Approval of meeting minutes of October 2, 2021. Minutes have been deferred for approval until the November 13, 2021, meeting.**
- 5. Public Comment:**
 - **Received an email at 9:45 p.m. Friday October 22, 2021, from Elizabeth Wisenor.**
 - **President Madaffer responded to Ms. Wisenor with a handout during the meeting (attached as part of the minutes)**
- 6. Office Manager's Report:**
 - a.) Wells Fargo Checking \$221,182.88/Chase ck \$33,489.50/Chase Savings \$90,001.56=\$344,673.94**
 - b.) QuickBooks Online is in process with the assistance of Christine Catalina. Bonni Cogan brought up that QB Online does payroll and we should look into the additional cost to see which one is more cost effective. Office manager will report the cost of adding payroll onto QB Online at the November meeting. Bonni Cogan handed over the flash drive for her updates on QuickBooks. This information will be added to the updates already in progress, with the goal of November or December at the latest, having all areas of QB Online updated.**
 - c.) ADP payroll in process of set-up. Before moving forward, it was suggested to check QB Online payroll cost and what services they include.**
- 7. Old Business:**
 - a.) Approval of Audited Financial Statements for FY 2020-2021 and Management Representation Letter will be deferred to the November 13, 2021 meeting.**
- 8. New Business:**
 - a.) Resolution naming key executives for Wells Fargo Bank and Chase Bank**
 - **Federal Banking Law requires WWD to name key executives of the organization in addition to naming authorized signers to its bank accounts**

- WWD wishes to move its current bank account from Wells Fargo Bank in Ramona to Community Valley Bank in Julian
- Community Valley Bank is compatible with QuickBooks Online
- WWD names the following as key executives for the purposes of Federal Banking Law: James V. Madaffer, Jr., as President, Ronald Placa as Vice President and Bonni Cogan as Treasurer and directs the above named as authorized signers for all bank accounts
- WWD resolves to move all its bank accounts from Wells Fargo Bank to Community Valley Bank of Julian, CA.
- Motion by Jim Madaffer and seconded by Ron Placa to accept the terms of this resolution. Ayes 5, Noes 0. Resolution passed unanimously

9. Board Workshop:

Presentations and discussions with various Water Districts in the Julian area.

Harry Seifert-General Manager/Water Operator, Julian Community Services.

- Harry has been with JCS since 1987
- JCS has the most pristine water as stated by the United States Geological Survey in its Volcan Mountain well
- JCS chlorinates their water with calcium hydrochloride tablets
- The average single-family dwelling consumes 160 gallons per day
- If customer uses more than 240 gallons per day, they pay a one-time extra charge if their higher usage is over a four-month period
- JCS has a four-tiered water rate, and they bill monthly
- JCS has sand filtration systems on two wells. They have 38 fire hydrants
- PH is 7.3 and hardness is 40g
- JCS has separate exit and entrance pipes for water intake/outtake. Harry suggests we raise our tank outlet 2 feet
- JCS flushes 1-2 hydrants per month using 5,000-6,000 gallons
- 440,000-gallon tank storage
- They flush in sequence beginning closest to the pump house
- Cleans tanks every 5 years at a cost of \$5,000
- Every 5-10 years they send divers into the water tank to vacuum sediment out, which makes the water clarity improve
- They do their own billings monthly with 218 meters
- Replacing main water lines costs \$208 to \$250 per foot
- Cameras in lines are only useful when drilling wells. They are too expensive to use in main water lines because the lines are under pressure.
- Our lines have to contend with the Elsinore Fault which causes earth movements that affect water mobility and supply. We also have large slabs of granite to contend with.
- Not economically feasible to line our pipes
- State revolving fund is a resource for financing and grants

Ron Brown, General Manager, Majestic Pines Water District (Cuyamaca)

- Ron has been with the Majestic Pines Water District (Cuyamaca) since formation in 1981
- No filtration needed
- Chlorinates since 1981, grandfathered in so must continue this program
- 4 wells at a depth of 500-feet each
- 199 customers with 2 part time employees; residential bills \$37.50 month and commercial up to \$240.00 month
- They do their own billing, no meters
- They flush the entire firefighting system every spring
- They have \$200,000 in reserves; should be 25-30% of replacement value
- Clean tanks every 5 years. Hires divers from Inland Potable Services which is most efficient. They don't have to drain the tank to clean. He suggests we get a service contract for our tanks
- 400,000 gallons in storage

Steve Kincaid updated the board on the flushing that is planned on Tuesday, October 26th

- Because it is fire season, preferred to do flushing after the rain on Monday as the flushing will deplete some water reserves
- All 18 hydrants have been prepared: debris taken away from the immediate area of the hydrants for good access.
- We have ordered replacement parts, have talked to the backhoe company to respond if a pipe breaks. For replacement pipes and hydrant parts, we have Pacific Pipeline in Escondido, which is available 24/7 for emergency parts.
- We will email day before flushing in each area, as it is done in phases.
- It was suggested that a phone tree be implemented for future flushing announcements.
- We do not have any 6" pipe for emergency use.
- Consumers should be prepared with extra water in case of any unforeseen emergency during flushing.
- Harry Seifert says that all the water districts have pooled their resources and help each other if repair parts are needed. His district has over \$100,000 in inventory parts on hand

President Madaffer suggested that all the water district managers get together once a quarter to communicate and help each other if an emergency occurs. This would be mutual aid between all the districts

President Madaffer has reached out to County Counsel to see if we can defer the rate increase in January 2022. We will know more at the November or December meetings.

President Madaffer is looking into a possible home filtration system or other filtration methods, and the feasibility of offering to subsidize WWD ratepayers.

Albert Simonson commented that Harry's suggestion could not be implemented because the wells produce up to 60 gpm, which would be difficult to filter at source. Albert also stated that the pumphouse tanks were clear of sediment. Harry suggested filtering

(temporarily only), wells 9, 10, and 11 and see if the brown water disappears. Before those wells were used as water sources the district did not have brown water.

Meeting Adjourned at 10:48

From: Elizabeth Wisenor <liz_wisenor@hotmail.com>

Sent: Friday, October 22, 2021 9:21 PM

To: Jim Madaffer <jim@madaffer.com>; Ron & Maureen Placa <ronplaca@gmail.com>; Steve & Karen Kincaid <kincaidsk9@gmail.com>; Bonni S. Cogan <cogan_cpa@hotmail.com>; Sandie McCann <sandiemccann7@gmail.com>

Subject: Special Board Workshop October 23, 21

Unfortunately a family commitment has made it impossible for me to attend tomorrow's Special Board Workshop.

A workshop I did not want to miss! I will be dependent on good minutes taken and was wondering if any prior meetings are taped and if so, I wanted to request the meeting tapes.

WWD DOES NOT RECORD OUR MEETINGS. AS A MEMBER OF THE PUBLIC, YOU ARE WELCOME TO RECORD THE MEETINGS, AS ALLOWED, PER CALIFORNIA LAW.

I was also interested to know if the visual charts from the last meeting, held October 2, are accessible anywhere? Are they online, I have not found them. They were only on display briefly and I would like to review this information also.

WE CAN PROVIDE A COPY OF THE POWERPOINT USED AT THE LAST MEETING AND WILL POST THESE ON THE WEBSITE

I then opened up tomorrow's agenda and now realize that this meeting is more like the November 13 WWD meeting, with added guest speakers.

I see that Christine Catalina is currently working on setting up Quick Books but now also adding ADP payroll. How many employees does this water district have that would merit adding this? At what cost? From what I have heard at meetings, the total amount of checks written is nominal per year, so my question would be with regard to cost effectiveness to add this.

WWD DOES NOT HAVE ANY EMPLOYEES AT THIS TIME, NOR DOES IT ANTICIPATE ANY FULLTIME EMPLOYEES, ONLY PART TIME AS NEEDED ON AN HOURLY BASIS. TO REMAIN IN COMPLIANCE WITH OUR INSURANCE REQUIREMENTS AND AB5, WE ARE LIMITING THE USE OF OUTSIDE CONTRACTORS TO STRICTLY LICENSED, BONDED AND FULLY INSURED CONTRACTORS, AS REQUIRED BY WWD INSURANCE. ADP IS A NOMINAL COST TO PROCESS PAYROLL AND REQUIRED PAYROLL TAXES. FURTHER, EMPLOYEES OF WWD, WHETHER FULL OR PART TIME ARE COVERED BY OUR JPIA INSURANCE AND WILL BE IN COMPLIANCE WITH AB5.

I then reviewed October 2 minutes and am hopeful the few errors/omissions will be corrected by the board before approval.

Item #6 on the Draft Oct 2 minutes – The Treasurers report was missing a Savings account balance and the statement below it reads incorrectly. It sounds as if the treasurer will have full access to information on both checking/savings accounts only on the day of the meetings. That would need to be reworded and clarified.

THE TREASURER HAS BEEN OUT OF TOWN AND NEEDS TO VISIT BANKS IN PERSON TO SIGN SIGNATURE CARDS IN ORDER TO RECEIVE FULL ACCESS AT ALL TIMES.

Item 8 b)

Does not clearly define who the signers on the bank accounts are. It reads about recommendations and suggestions, but does not clarify the 3 individuals who are now authorized to sign on the bank accounts.

THIS WILL BE CLARIFIED AT TODAY'S MEETING AS PART OF AGENDA ITEM 8A

Item 8 f). Resolution to appoint Christine Catalina as outside bookkeeper, does not include the fee payable to her for her services of \$150.00 per month.

SEE RESOLUTION 8F FROM THE OCTOBER 2 2021 BOARD MEETING ATTACHED.

Regarding new business, # 8 a) I'm anxious to understand the resolution to add key executives for the bank accounts. What is this new position and why is it needed?

THIS IS REQUIRED UNDER FEDERAL BANKING LAW

Thanks for helping to keep me in the loop. Coming from a prior community, that let things slip through the cracks, then we paid deeply for the consequences, I'm trying hard to keep on top of what is happening here. We can do this right!

Have a great meeting! I look forward to hearing from you.
Elizabeth Wisenor

Sent from [Mail](#) for Windows