

**MINUTES OF THE
REGULAR MEETING OF THE
LEE LAKE WATER DISTRICT**

July 26, 2011

PRESENT

C.W. Colladay
G. Destache
O. Garrett

ABSENT

J. Deleo
P. Rodriguez

GUESTS

STAFF

J. Pape
M. McCullough
A. Harnden
N. Harper
K. Caldwell
D. Saunders

1. Roll Call and Call to Order.

The regular meeting of the Lee Lake Water District was called to order by President Colladay at 8:30 a.m.

2. Presentations and Acknowledgments.

- a. County of Riverside, August 30, 2011 Consolidated UDEL Election
- b. Best, Best & Krieger, August 30, 2011 9 a.m. – noon Ethics Training

3. Public Comment.

BOARD ITEMS:

4. Minutes of the June 28, 2011 Regular Meeting.

ACTION: Director Destache moved to approve the Minutes as presented. Director Garrett seconded. Motion carried unanimously.

5. Payment Authorization Report.

ACTION: Director Garrett moved to approve the financial report and to authorize payment of the June 28 – July 26, 2011 invoices. Director Destache seconded. Motion carried unanimously.

6. Revenue & Expenditure Reports (Unaudited).

- a. Revenue & Expenditure Report.
- ACTION:** Note and file.

b. Chase Bank Savings Account.

ACTION: Director Destache moved to approve the Contract for Deposit of Local Agency Funds and Waiver of Security & elect not to sign the Waiver of Security Exhibit A. Director Garrett seconded. Motion carried unanimously.

c. Bad Debt Write-off.

ACTION: Director Garrett moved to approve the write-off of \$4,491.05 in bad debt. Director Destache seconded. Motion carried unanimously.

d. Lien update.

ACTION: Note and file.

7. Resolution No. R-11-05 Authorizing Delegates to Vote on Behalf of the District, at the LAFCO Special Districts Election.

ACTION: Director Garrett moved to approve Resolution No. R-11-05 Authorizing Delegates to Vote on Behalf of the District, at the LAFCO Special Districts Election. Director Destache seconded. Motion carried unanimously.

8. Annual Meeting of the Lee Lake Water District Financing Corporation.

ACTION:

I. President Colladay opened the Annual Meeting of the Lee Lake Water District Financing Corporation at 9:20 am.

II. Report on Status of projects – None.

III. Approval of prior meeting Minutes.

ACTION: Director Destache moved to approve the July 27, 2010 meeting minutes. Director Garrett seconded. Motion carried unanimously.

IV. Appointment of new officers.

ACTION: Director Garrett moved to keep the officers the same. Director Destache seconded. Motion carried unanimously.

V. Public Comment - None.

VI. Other Business – None.

VII. President Colladay adjourned the Annual Meeting of the Lee Lake Water District Financing Corporation at 9:21 a.m.

9. Public Hearing on FY 2011/2012 Budget for CFDS's 1, 2 & 3 and Fees & Charges to

be collected on the General Tax Roll.**ACTION:**

- a. President Colladay opened the Public Hearing at 9:22 a.m.
- b. President Colladay called for Public Comment, no public present.
- c. Discussion on budgets, fees and charges.
- d. President Colladay closed the Public Hearing at 9:26 a.m.
- e. Resolution No. R-11-06 Adopting the Report Regarding Water and Sewer Service Standby Charges for FY 2011/2012 to be collected on the tax roll.

ACTION: Director Garrett moved to adopt Resolution No. R-11-06. Director Destache seconded. Motion carried unanimously.

- f. Resolution No. R-11-07 Adopting Current Standby Rate Schedule for Fiscal Year 2011/2012.

ACTION: Director Garrett moved to adopt Resolution No. R-11-07. Director Destache seconded. Motion carried unanimously.

- g. Resolution No. R-11-08 Adopting the FY 2011/2012 budgets as presented for CFD's 1, 2 & 3.

ACTION: Director Garrett moved to adopt Resolution No. R-11-08. Director Destache seconded. Motion carried unanimously.

- h. Resolution No. R-11-09 Levying a Charge for the Payment of Maintenance and Operation Expenses for Sewer Treatment Plant Serving Sewer Improvement District No. 1 for FY 2011/2012.

ACTION: Director Garrett moved to adopt Resolution No. R-11-09. Director Destache seconded. Motion carried unanimously.

- i. Resolution No. R-11-10 Levying a Charge for the Payment of Maintenance and Operation Expenses for Sewer Treatment Plant Serving Sewer Improvement District No. 2 for FY 2011/2012.

ACTION: Director Garrett moved to adopt Resolution No. R-11-10. Director Destache seconded. Motion carried unanimously.

- j. Resolution No. R-11-11 Authorizing the Levy of Special Taxes for CFD No. 1, Sycamore Creek, for Fiscal Year 2011/2012.

ACTION: Director Garrett moved to adopt Resolution No. R-11-11. Director Destache seconded. Motion carried unanimously.

- k. Resolution No. R-11-12 Authorizing the Levy of Special Taxes for CFD No. 2, Montecito Ranch, for Fiscal Year 2011/2012.

ACTION: Director Garrett moved to adopt Resolution No. R-11-12. Director Destache seconded. Motion carried unanimously.

- l. Resolution No. R-11-13 Authorizing the Levy of Special Taxes for CFD No. 3, The Retreat, for Fiscal Year 2011/2012.

ACTION: Director Garrett moved to adopt Resolution No. R-11-13. Director Destache seconded. Motion carried unanimously.

10. Trilogy Development.

- a. Homeowners Association update.
- b. Golf Course update.

11. Sycamore Creek Development.

- a. Project Update – The General Manager reported that a portion of Tract 31908 was sold to Meritage.
- b. 1748 houses to be built. 1115 houses occupied to date. 64% complete.
- c. Richmond America update.
- d. Meritage Homes update.

12. CFD No. 1 Sycamore Creek Recycled Water System.

- a. Update on progress.
- b. Non-potable water project 1.5 MG Storage Tank Construction Payment Request No. 6.

ACTION: Director Destache moved to approve payment request No. 6. Director Garrett seconded. Motion carried unanimously.

- c. Non-potable booster pump station construction Payment Request No. 1

ACTION: Director Garrett moved to approve payment request No. 1. Director Destache seconded. Motion carried unanimously.

13. Retreat Development – Ryland Homes.

- a. Retreat recycled water conversion update – The General Manager reported work is currently being done to convert the Clubhouse and a cross connection test is being scheduled.
- b. 517 houses to be built. 453 houses occupied to date. 88% complete.
- c. Ryland Homes update.

14. Ranpac “Toscana” Project.

- a. Project Update – None.
- b. 1443 estimated houses to be built.

15. Re-alignment of Temescal Canyon Road.

- a. Project Update – Sam Yoo reported via email that the environmental document has been circulated and they expect to start construction on the roadway sometime in early October. He also reported they are at the 100% plan approval for the street improvement plans.

16. Ridge Properties “Wildrose East Business Park” Project (Tracy Hodge).

- a. Project Update – None.

17. Mission Clay “Serano Specific Plan” Project (Blair Dahl).

- a. Project Update – Director Garrett reported that they were discussing marketing a portion of the project to facilitate the grading and backbone infrastructure construction.

18. Water Utilization Reports.

ACTION: Note and file.

19. Committee Reports.

- a. Finance (Director Garrett) – None.
- b. Engineering (Director Rodriguez) – The General Manager reported on the July 19, 2011 Engineering Committee Meeting.
- c. Public Relations (Director Deleo) – None.

20. General Manager’s Report.

- a. General Manager’s Report

ACTION: Note and file.

- b. Operations Report.

ACTION: Note and file.

21. Office Manager’s Report.

- a. Prop 218 Notice and upcoming Public Hearing.

ACTION: Note and file.

b. Modifications to Employee Handbook.

ACTION: Director Garrett moved to approve the modifications to the Employee Handbook with a change of the word accredited to approved under the Qualified Education section of the Educational Assistance policy. Director Destache seconded. Motion carried unanimously.

22. District Engineer’s Report.

a. Status of Projects

ACTION: Note and file.

23. District Counsel’s Report – None.

24. Seminars/Workshops.

25. Consideration of Correspondence.

An informational package containing copies of all pertinent correspondence for the Month of June was distributed to each Director along with the Agenda.

26. Adjournment.

There being no further business, the July 26, 2011 Regular Meeting of the Lee Lake Water District Board of Directors was adjourned at 10:50 a.m. by President Colladay.

ATTEST:

APPROVED:

Owen Garrett, Secretary

Charles Colladay, President

Date: _____

Date: _____