

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

**July 27, 2010**

**PRESENT**

C.W. Colladay  
P. Rodriguez  
G. Destache  
O. Garrett

**ABSENT**

J. Deleo

**GUESTS**

**STAFF**

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

**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.**

**3. Public Comment.**

**BOARD ITEMS:**

**4. Minutes of the June 22, 2010 Regular Meeting.**

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

**5. Payment Authorization Report.**

**ACTION:** Director Garrett moved to approve the financial report and to authorize payment of the June 22 – July 27, 2010 invoices. Director Destache seconded. Motion carried unanimously.

The Board inquired as to the noted increase in management liability insurance from Edgewood.

**6. Revenue & Expenditure Reports (Unaudited).**

a. Revenue & Expenditure Report.

**ACTION:** Note and file.

The Board directed staff to add a percentage complete column to the revenue & expenditure report.

b. Bad Debt Write-off.

**ACTION:** Director Garrett moved to authorize the write-off of \$7,800.22 in delinquent accounts. Director Destache seconded. Motion carried unanimously.

c. Lien update.

**ACTION:** Note and file.

**7. Biennial Review of District Conflict of Interest Code Reviewing Designation of Employees Required to File Annual Disclosure Statements.**

**ACTION:** This item was tabled until the August Board Meeting.

**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 9:43 am.

II. Report on Status of projects – None.

III. Approval of prior meeting Minutes.

**ACTION:** Director Rodriguez moved to approve the July 28, 2009 meeting minutes. Director Garrett seconded. Motion carried unanimously.

IV. Appointment of new officers.

**ACTION:** Director Rodriguez moved to keep the officers the same. Director Garrett 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 9:45 a.m.

**9. Public Hearing on FY 2010/2011 Budget for CFD's 1, 2 & 3 and Fees & Charges to be collected on the General Tax Roll.**

a. President Colladay opened the Public Hearing at 9:45 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 9:46 a.m.

- e. Resolution No. R-10-02 Adopting the Report Regarding Water and Sewer Service Standby Charges for FY 2010/2011 to be collected on the tax roll.  
**ACTION:** Director Rodriguez moved to adopt Resolution No. R-10-02. Director Destache seconded. Motion carried unanimously.
- f. Resolution No. R-10-03 Adopting Current Standby Rate Schedule for Fiscal Year 2010/2011.  
**ACTION:** Director Rodriguez moved to adopt Resolution No. R-10-03. Director Destache seconded. Motion carried unanimously.
- g. Resolution No. R-10-04 Adopting the FY 2010/2011 budgets as presented for CFD's 1, 2 & 3.  
**ACTION:** Director Rodriguez moved to adopt Resolution No. R-10-04. Director Garrett seconded. Motion carried unanimously.
- h. Resolution No. R-10-05 Levying a Charge for the Payment of Maintenance and Operation Expenses for Sewer Treatment Plant Serving Sewer Improvement District No. 1 for FY 2010/2011.  
**ACTION:** Director Destache moved to adopt Resolution No. R-10-05. Director Rodriguez seconded. Motion carried unanimously.
- i. Resolution No. R-10-06 Levying a Charge for the Payment of Maintenance and Operation Expenses for Sewer Treatment Plant Serving Sewer Improvement District No. 2 for FY 2010/2011.  
**ACTION:** Director Destache moved to adopt Resolution No. R-10-06. Director Garrett seconded. Motion carried unanimously.
- j. Resolution No. R-10-07 Authorizing the Levy of Special Taxes for CFD No. 1, Sycamore Creek, for Fiscal Year 2010/2011.  
**ACTION:** Director Garrett moved to adopt Resolution No. R-10-07. Director Destache seconded. Motion carried unanimously.
- k. Resolution No. R-10-08 Authorizing the Levy of Special Taxes for CFD No. 2, Montecito Ranch, for Fiscal Year 2010/2011.  
**ACTION:** Director Garrett moved to adopt Resolution No. R-10-08. Director Destache seconded. Motion carried unanimously.
- l. Resolution No. R-10-09 Authorizing the Levy of Special Taxes for CFD No. 3, The Retreat, for Fiscal Year 2010/2011.  
**ACTION:** Director Destache moved to adopt Resolution No. R-10-09. Director Rodriguez seconded. Motion carried unanimously.

## 10. Sycamore Creek Development.

- a. Project Update – The General Manager reported that a density change was submitted for Tract 31907.
  - b. 1748 houses to be built. 1069 houses occupied to date. 61% complete.
- 11. CFD No. 1 Sycamore Creek Recycled Water System.**
- a. Update on progress – The General Manager reported that KIP is progressing at about 260 ft. a day and paving daily. The will grind and cap at project completion.
  - b. Non-potable water Pipeline Construction Payment Request No. 1.  
**ACTION:** Director Garrett moved to approve Payment Request No.1 for \$132,111.00. Director Rodriguez seconded. Motion carried unanimously.
- 12. Retreat Development – Ryland Homes.**
- a. Project Update – The General Manager reported that Ryland has opened their model homes and have begun building houses. They are also completing all improvements.
  - b. 517 houses to be built. 424 houses occupied to date. 82% complete.
- 13. Ranpac “Toscana” Project.**
- a. Project Update – The General Manager reported that Ranpac has hired Dexter Wilson to design the project infrastructure.
  - b. 1443 estimated houses to be built.
- 14. Re-alignment of Temescal Canyon Road.**
- a. Project Update – The General Manager reported that he has negotiated the design fee for the recycled water extension to Dawson Canyon Road.
- 15. Ridge Properties “Wildrose East Business Park” Project (Jeff Cornett).**
- a. Project Update – None.
- 16. Mission Clay “Serano Specific Plan” Project (Blair Dahl).**
- a. Project Update – None.
- 17. Water Utilization Reports.**  
**ACTION:** Note and file.
- 18. Committee Reports.**

- a. Finance (Director Garrett) – None.
- b. Engineering (Director Rodriguez) – Director Rodriguez reported on the July 15, 2010 meeting.
- c. Public Relations (Director Deleo) – None.

**19. General Manager's Report.**

- a. General Manager's Report

**ACTION:** Note and file.

1. Kennedy/Jenks Consultants Proposal for Asset Information Management System (AIMS) Phase 1.

**ACTION:** Director Garrett moved to approve the proposal in the amount of \$63,727.00. Director Destache seconded. Motion carried unanimously.

Director Destache left the meeting at this time due to a conflict of interest.

2. Wild Rose Business Park and Leroy Road Sewer Lift Station.

**ACTION:** Director Rodriguez moved to approve the completion of the sewer lift station by Slater Construction for a not-to-exceed amount of \$86,000 that will eventually be reimbursed to the District through reimbursement agreements as future connections to the system are made. Director Garrett seconded. Motion carried.

Director Destache re-joined the meeting at this time.

- b. Operations Report

**ACTION:** Note and file.

**20. Office Manager's Report.**

- a. Modifications to Employee Handbook

**ACTION:** Director Garrett moved to approve the handbook with a modification to page 41, stating that LLWD requires regular full-time employees to take 40 hours vacation annually. Director Rodriguez seconded. Motion carried unanimously.

**21. District Engineer's Report.**

- a. Status of Projects

**ACTION:** Note and file.

**22. District Counsel's Report – None.**

**23. Seminars/Workshops.**

**24. 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.

**25. Adjournment.**

There being no further business, the July 27, 2010 Regular Meeting of the Lee Lake Water District Board of Directors was adjourned at 11:27 a.m. by President Colladay.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Owen Garrett, Secretary

\_\_\_\_\_  
Charles Colladay, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_