

**AGENDA FOR THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE LEE LAKE WATER DISTRICT
JULY 23, 2013, 8:30 A.M. AT
THE DISTRICT'S ADMINISTRATIVE OFFICE
22646 TEMESCAL CANYON ROAD, CORONA, CALIFORNIA 92883-5015**

The following is a summary of the rules of order governing meetings of the Lee Lake Water District Board of Directors:

AGENDA ITEMS

In case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. An emergency is defined as a work stoppage; a crippling disaster; or other activity, which severely imperils public health, safety or both. Also, items, which arise after the posting of Agenda, may be added by a two-thirds vote of the Board of Directors.

PUBLIC COMMENT

Persons wishing to address a matter not on the Agenda may be heard at this time; however, no action will be taken until placed on a future agenda in accordance with Board policy.

NOTICE TO PUBLIC

All matters listed under the Consent Calendar will be voted upon by one motion. There will be no separate discussion of these items, unless a Board Member or member of the public requests that a particular item(s) be removed from the Consent Calendar, in which case, they will be considered separately under New Business.

**IF ANYONE WISHES TO SPEAK WITH THE BOARD
ABOUT ANY CONSENT CALENDAR MATTER(S),
PLEASE STATE YOUR NAME, ADDRESS,
AND APPROPRIATE ITEM NUMBER(S).**

AFFIDAVIT OF POSTING

I, Allison Harnden, Office Manager of the Lee Lake Water District, hereby certify that I caused the posting of the Agenda at the District office at 22646 Temescal Canyon Road, Corona, California 92883-5015 prior to July 20, 2013.

Allison Harnden, Office Manager

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July 23, 2013

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1. **Roll Call and Call to Order.**
2. **Presentations and Acknowledgments.**
3. **Public Comment.**

BOARD ITEMS:

4. **Minutes of the June 25, 2013 Regular Meeting.** **7-10**
RECOMMENDATION: Approve Minutes as written.
5. **Payment Authorization Report.** **11-14**
RECOMMENDATION: Approve Report and authorize payment of the June 25-July 23, 2013 invoices.
6. **Revenue & Expenditure Reports. (Unaudited).**
 - a. **Revenue & Expenditure Report.** **15-34**
RECOMMENDATION: Note and file.
 - b. **Bad Debt Write-off.** **35-36**
RECOMMENDATION: Authorize the write-off of \$5,559.93 in delinquent accounts.
 - c. **Lien update.** **37**
RECOMMENDATION: Note and file.
7. **Biennial Review of District Conflict of Interest Code Reviewing Designation of Employees Require to File Annual Disclosure Statements.** **38-52**
RECOMMENDATION: To be made by the Board.
8. **Annual Meeting of the Lee Lake Water District Financing Corporation.** **53-55**
 - I. **Call to order.**
 - II. **Report on Status of projects.**

- III. Approval of prior meeting Minutes.
- IV. Appointment of new officers.
- V. Public Comment.
- VI. Other Business.
- VII. Adjournment.

9. Public Hearing on FY 2013/2014 Budget for CFD's 1, 2 & 3 and Fees & Charges to be collected on the General Tax Roll.

- a. Open Public Hearing.
- b. Public Comment.
- c. Discussion on budgets, fees and charges.
- d. Discussion on CFD Refunding and effect on Special Taxes for FY 13/14. **56-131**
- e. Close Public Hearing. **(-)**
- f. Resolution No. R-13-06 Adopting the Report Regarding **132-133**
Water and Sewer Service Standby Charges for FY 2013/2014 to be
collected on the tax roll.
RECOMMENDATION: Adopt Resolution No. R-13-06.
- g. Resolution No. R-13-07 Adopting Current Standby Rate **134-136**
Schedule for Fiscal Year 2013/2014.
RECOMMENDATION: Adopt Resolution No. R-13-07.
- h. Resolution No. R-13-08 Adopting the FY 2013/2014 budgets **137-152**
as presented for CFD's 1, 2 & 3.
RECOMMENDATION: Adopt Resolution No. R-13-08.
- i. Resolution No. R-13-09 Levying a Charge for the Payment **153-154**
of Maintenance and Operation Expenses for Sewer Treatment Plant
Serving Sewer Improvement District No. 1 for FY 2013/2014.
RECOMMENDATION: Adopt Resolution No. R-13-09.
- j. Resolution No. R-13-10 Levying a Charge for the Payment **155-156**
of Maintenance and Operation Expenses for Sewer Treatment Plant
Serving Sewer Improvement District No. 2 for FY 2013/2014.
RECOMMENDATION: Adopt Resolution No. R-13-10.
- k. Resolution No. R-13-11 Authorizing the Levy of Special Taxes **157-167**
for CFD No. 1, Sycamore Creek, for Fiscal Year 2013/2014.
RECOMMENDATION: Adopt Resolution No. R-13-11.

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l. Resolution No. R-13-12 Authorizing the Levy of Special Taxes for CFD No. 2, Montecito Ranch, for Fiscal Year 2013/2014. RECOMMENDATION: Adopt Resolution No. R-13-12.	168-174
m. Resolution No. R-13-13 Authorizing the Levy of Special Taxes for CFD No. 3, The Retreat, for Fiscal Year 2013/2014. RECOMMENDATION: Adopt Resolution No. R-13-13.	175-181
10. Trilogy Development.	
a. Homeowners Association update.	(-)
b. Golf Course update.	(-)
11. Sycamore Creek Development.	
a. Project Update.	(-)
b. 1738 homes to be built. 1148 houses occupied to date. 65% complete.	
12. Retreat Development – Ryland Homes.	
a. Project Update.	(-)
b. 517 homes to be built. 504 houses occupied to date. 97% complete.	
13. Toscana Development.	
a. Project Update.	(-)
b. 1443 estimated houses to be built.	
14. Water Utilization Reports.	182-194
RECOMMENDATION: Note and file.	
15. Committee Reports.	
a. Finance (Director Rodriguez).	(-)
b. Engineering (Director Destache).	(-)
c. Public Relations (Allison Harnden).	(-)

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16. General Manager's Report.	
a. General Manager's Report.	195
1. SSC Construction Inc. Design Build EQ Construction Payment Request No. 3.	196-199
RECOMMENDATION: Approve Payment Request No. 3.	
b. Operations Report.	200-201
17. Office Manager's Report.	
a. Resolution No. R-13-14 Records Retention Schedule and Procedures for Public Utility Records.	202-277
RECOMMENDATION: Adopt Resolution No. R-13-14.	
18. District Engineer's Report.	278
a. Status of Projects.	
19. District Counsel's Report.	(-)
20. Seminars/Workshops.	(-)
21. Consideration of Correspondence.	279-
An informational package containing copies of all pertinent correspondence for the Month of June will be distributed to each Director along with the Agenda.	
22. Adjournment.	