

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

April 23, 2013

PRESENT

C. Colladay
P. Rodriguez
G. Destache
D. De Frates
J. Butler

ABSENT

GUESTS

STAFF

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

3. Public Comment.

BOARD ITEMS:

4. Minutes of the March 26, 2013 Regular Meeting.

ACTION: Director Destache moved to approve the Minutes with correction on item 14 A1 to include progress of motion. Director Rodriguez seconded. Motion carried unanimously.

5. Payment Authorization Report.

ACTION: Director Rodriguez moved to approve the financial report and to authorize payment of the March 26-April 23, 2013 invoices. Director Butler seconded. Motion carried unanimously.

6. Revenue & Expenditure Reports (Unaudited).

a. Revenue & Expenditure Report.

ACTION: Note and file.

The Board directed staff to check on stand-by time for operators.

b. Lien update.

ACTION: Note and file.

The Board directed staff to split out the write-offs from the active liens.

7. Resolution No. R-13-05 of the Board of Directors of the Lee Lake Water District Authorizing the Execution of a Joint Exercise of Powers Agreement with Community Facilities District No. 1 (Sycamore Creek) of the Lee Lake Water District for the Purpose of Establishing the Lee Lake Public Financing Authority.

ACTION: Director Rodriguez moved to approve Resolution No. R-13-05. Director Butler seconded. Motion carried unanimously.

8. Adjourn to Meeting of the CFD No. 1 (Sycamore Creek).

ACTION: Director Rodriguez moved to adjourn to Meeting of the CFD No. 1 (Sycamore Creek). Director De Frates seconded. Motion carried unanimously.

I. Call to order – President Colladay called the meeting to order at 9:28 a.m.

II. Report on Status of Projects – None.

III. Resolution No. R-13-01 CFD No. 1 (Sycamore Creek) of the Lee Lake Water District.

ACTION: Director Rodriguez moved to approve Resolution No. R-13-01 of Community Facilities District No. 1 (Sycamore Creek) of the Lee Lake Water District authorizing the execution of a Joint Exercise of Powers Agreement with the Lee Lake Water District for the purpose of establishing the Lee Lake Public Financing Authority. Director Destache seconded. Motion carried unanimously.

IV. Public Comments – None.

V. Other Business – None.

VI. Adjournment – President Colladay adjourned the meeting at 9:29 a.m.

President Colladay reconvened the Lee Lake Water District regular board meeting at 9:29 a.m.

9. Trilogy Development.

a. Homeowners Association update.

b. Golf Course update.

10. Sycamore Creek Development.

a. Project Update.

- b. 1738 homes to be built. 1136 houses occupied to date. 65% complete.

11. Retreat Development – Ryland Homes.

- a. Project Update.
- b. 517 homes to be built. 496 houses occupied to date. 96% complete.

12. Ranpac “Toscana” Project.

- a. Project Update.
- b. 1443 estimated houses to be built.

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

- a. Project Update – None.

14. Water Utilization Reports.

ACTION: Note and file.

The board directed staff to adjust Canyon Oaks occupancy numbers.

15. Committee Reports.

- a. Finance (Director Rodriguez).
 - 1. CFD Refunding Consultant Service Agreements.
ACTION: Director Rodriguez moved to authorize General Manger to execute service agreements with Wildan, PiperJaffray and Jones Hall. Director De Frates seconded. Motion carried unanimously.
- b. Engineering (Director Destache). Director Destache reported on on-going projects.
- c. Public Relations (Allison Harnden). Allison Harnden reported on bottled water donations within the District.

16. General Manager’s Report.

- a. General Manager’s Report
ACTION: Note and file.
 - 1. Retreat RW Conversion Disbursement.
ACTION: Director Rodriguez moved to authorize the General Manager to fund \$34,152.59 for RW Conversion Project. Director Destache seconded. Motion carried unanimously.

2. SSC Construction Inc. Percolation & Storage Project Payment Request No. 9.

ACTION: Director Destache moved to approve payment request No. 9. Director Butler seconded. Motion carried unanimously.

b. Operations Report.

ACTION: Note and file.

The Board directed staff to maintain control over weeds around facility.

17. Office Manager's Report.

a. Modifications to Employee Handbook – Fraud Policy.

ACTION: Director Rodriguez moved to approve Fraud Policy with additional language from District Counsel. Director De Frates seconded. Motion carried unanimously.

b. Policy for Records Retention and Destruction of Public Utility Records.

ACTION: The Board directed staff to compare with State guidelines as provided by District Counsel and to bring back to the Board.

18. District Engineer's Report.

a. Status of Projects.

ACTION: Note and file.

19. District Counsel's Report.

20. Seminars/Workshops – Director Butler reported that he attended the Western Roundtable meeting.

21. Consideration of Correspondence.

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

22. Adjournment.

There being no further business, the April 23, 2013 Regular Meeting of the Lee Lake Water District Board of Directors was adjourned at 10:37 a.m. by President Colladay.

ATTEST:

APPROVED:

Paul Rodriguez, Secretary

Charles Colladay, President

Date: _____

Date: _____