

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

July 23, 2013

PRESENT

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

ABSENT

G. Destache

GUESTS

J. Sincich
D. McNeil
R. Mucha
J. Watson

STAFF

J. Pape
M. McCullough
A. Harnden
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 8:32 a.m.

2. Presentations and Acknowledgments.

3. Public Comment.

David McNeil with Epic Insurance reviewed the District's insurance policy and coverage with the Board.

BOARD ITEMS:

4. Minutes of the June 25, 2013 Regular Meeting.

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

5. Payment Authorization Report.

ACTION: Director Rodriguez moved to approve the financial report and to authorize payment of the June 25-July 23, 2013 invoices. Director De Frates seconded. Motion carried unanimously.

6. Revenue & Expenditure Reports (Unaudited).

a. Revenue & Expenditure Report.

ACTION: Note and file.

b. Bad Debt Write-off.

ACTION: Director Rodriguez moved to authorize the write-off of \$5,559.93 in delinquent accounts. Director De Frates 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: Director Rodriguez moved to maintain current policy. Director Butler seconded. Motion carried unanimously.

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

I. President Colladay opened the Annual Meeting of the Lee Lake Water District Financing Corporation at 8:57 a.m.

II. Report on Status of projects – None.

III. Approval of prior meeting Minutes.

ACTION: Director Rodriguez moved to approve the July 24, 2012 meeting minutes. Director Butler seconded. Motion carried unanimously.

IV. Appointment of new officers.

ACTION: Director Rodriguez moved to maintain current officers. Director Butler 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 8:59 a.m.

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. President Colladay opened the Public Hearing at 9:00 a.m.

b. President Colladay called for Public Comment – None.

c. Discussion on budgets, fees and charges.

d. Discussion on CFD Refunding and effect on Special Taxes for FY 13/14.

- e. President Colladay closed the Public Hearing at 9:03 a.m.
- f. Resolution No. R-13-06 Adopting the Report Regarding Water and Sewer Service Standby Charges for FY 2013/2014 to be collected on the tax roll.
ACTION: Director Butler moved to adopt Resolution No. R-13-06. Director Rodriguez seconded. Motion carried unanimously.
- g. Resolution No. R-13-07 Adopting Current Standby Rate Schedule for Fiscal Year 2013/2014.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-07. Director Butler seconded. Motion carried unanimously.
- h. Resolution No. R-13-08 Adopting the FY 2013/2014 budgets as presented for CFD's 1, 2 & 3.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-08. Director De Frates seconded. Motion carried unanimously.
- i. Resolution No. R-13-09 Levying a Charge for the Payment of Maintenance and Operation Expenses for Sewer Treatment Plant Serving Sewer Improvement District No. 1 for FY 2013/2014.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-09. Director Butler seconded. Motion carried unanimously.
- j. Resolution No. R-13-10 Levying a Charge for the Payment of Maintenance and Operation Expenses for Sewer Treatment Plant Serving Sewer Improvement District No. 2 for FY 2013/2014.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-10. Director De Frates seconded. Motion carried unanimously.
- k. Resolution No. R-13-11 Authorizing the Levy of Special Taxes for CFD No. 1, Sycamore Creek, for Fiscal Year 2013/2014.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-11. Director De Frates seconded. Motion carried unanimously.
- l. Resolution No. R-13-12 Authorizing the Levy of Special Taxes for CFD No. 2, Montecito Ranch, for Fiscal Year 2013/2014.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-12. Director De Frates seconded. Motion carried unanimously.
- m. Resolution No. R-13-13 Authorizing the Levy of Special Taxes for CFD No. 3, The Retreat, for Fiscal Year 2013/2014.
ACTION: Director Rodriguez moved to adopt Resolution No. R-13-13. Director Butler seconded. Motion carried unanimously.

10. Trilogy Development.

- a. Homeowners Association update.

Director Butler reported on attending a Discover Trilogy event that was exclusively for Trilogy residents. He also reported on the upcoming church/school project on 14 acres.

b. Golf Course update.

11. Sycamore Creek Development.

a. Project Update – The General Manager reported that Woodside completed infrastructure and have three models up. Recycled water meters are being installed.

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 – The General Manager reported that grading should commence in 2016.

b. 1443 estimated houses to be built.

14. Water Utilization Reports.

ACTION: Note and file.

15. Committee Reports.

a. Finance (Director Rodriguez). Director Rodriguez reported that the District's investment policy would be reviewed at the next finance committee meeting.

b. Engineering (Director Destache).

a. Public Relations (Allison Harnden). Allison reported that the Prop 218 correspondence is available for review on the District's website. She also brought the bottled water request form draft and asked for the Board's recommendations. The Board asked that she make some modifications to the form and have District Counsel review prior to the August meeting.

16. General Manager's Report.

a. General Manager's Report

ACTION: Note and file.

1. SSC Construction Inc. Design Build EQ Construction Payment Request No. 3.
ACTION: Director Butler moved to approve payment request No. 3. Director Rodriguez seconded. Motion carried unanimously.
 - b. Operations Report.
ACTION: Note and file.
17. **Office Manager's Report.**
 - a. Resolution No. R-13-14 Records Retention Schedule and Procedures for Public Utility Records.
ACTION: Director De Frates moved to adopt Resolution No. R-13-14 as amended by District Counsel. Director Butler seconded. Motion carried unanimously.
18. **District Engineer's Report.**
 - a. Status of Projects.
ACTION: Note and file.
19. **District Counsel's Report.**
20. **Seminars/Workshops.**
21. **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.
22. **Adjournment.**

There being no further business, the July 23, 2013 Regular Meeting of the Lee Lake Water District Board of Directors was adjourned at 10:27 a.m. by President Colladay.

ATTEST:

APPROVED:

Paul Rodriguez, Secretary

Charles Colladay, President

Date: _____

Date: _____