

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

**November 15, 2005**

**PRESENT**

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

**ABSENT**

**GUESTS**

S. Morgan  
J. Fairchild  
R. Miranda  
T. Wetherbee

**STAFF**

J. Pastore  
A. Harnden  
M. McCullough  
H. Riebe  
J. Pape

**1. Roll Call and Call to Order.**

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

**4. Presentations and Acknowledgments.**

**3. Public Comment.**

**BOARD ITEMS:**

**4. Minutes of the October 18, 2005 Regular Meeting.**

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

**5. Payment Authorization Report.**

**ACTION:** Director Garrett moved to approve the financial report and to authorize payment of the October 2005 invoices. Director Destache seconded. Motion carried unanimously.

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

d. Revenue & Expenditure Report.

**ACTION:** Note and file.

e. Bad Debt Write-Off – None.

4. **Sycamore Creek CFD #1.**
  - b. Project Update – None.
  - d. 1526 estimated houses to be built. 440 houses built to date. 29% complete.
  
5. **Empire Capital “The Retreat CFD #3”.**
  - a. Project Update – Joe Fairchild reported that sales of homes as well as golf course memberships are going well. Joe also reported that the clubhouse construction should begin the 1<sup>st</sup> quarter 2006 with the golf course opening scheduled for January 13, 2006. He also reported that the Knabe/Weirick interchange construction has begun and that Slater Construction has been awarded the contract for the sewer lift station. Director Rodriguez requested staff to find out if there was a time restriction imposed on the drawing of restricted school mitigation funds for CFD #3.
  - d. 550 estimated houses to be built, Golf Course Clubhouse & Amenities
  
6. **KB Home “Painted Hills” Project.**
  - d. Project Update – None.
  - e. 204 houses to be built. 200 houses occupied to date. 98% complete.
  
7. **KB Home “Canyon Oaks” (Painted Hills No.2)**
  - a. Project Update – None.
  - b. 30 houses to be built. 0 houses occupied to date. 0% complete.
  
8. **Shea Homes “Trilogy” Project.**
  - a. Project Update – None.
  - b. 1266 houses to be built. 884 houses occupied to date. 70% complete.
  
9. **Ranpac “Toscana” Project.**
  - a. Project Update – None.
  - b. 1443 estimated houses to be built.
  
10. **Ridge Properties “Wildrose East Business Park” Project**

- a. Project Update – Grant Destache reported that they are finishing the paving of Temescal Canyon Road and finalizing the flood control facility.
- 11. Mission Clay “Serano Specific Plan” Project (Blair Dahl).**
- a. Project Update – None.
- 12. Water Utilization Reports.** – Note and file.
- 13. Committee Reports.**
- d. Finance (Director Garrett) – None.
  - e. Engineering (Director Rodriguez) – None.
  - f. Public Relations (Director Deleo) – Joyce reported that Fieldstone is interested in adopting a needy family in the area for Christmas and asked staff for any suggestion towards finding a needy family within the District.
    - 1. Heritage Foundation Museum trailer status – Joyce reported that they are still working on finding a home for the trailer.
    - 2. Open House Planning – This item was tabled.
- 14. General Manager’s Report.**
- d. General Manager’s Report – Noted and filed.
  - e. Operations Report – Noted and filed.
    - 1. Schuler Engineering Corp.  
**ACTION:** Director Rodriguez moved to approve the contract proposal from Schuler Engineering Corp. for work items at California Meadows and Butterfield Estates Sewer Treatment Plants in the amount of \$68,300. Director Deleo seconded. Motion carried unanimously.
    - 4. Alfa Laval Inc. Maintenance & Service Agreement.  
**ACTION:** Director Destache moved to approve the service agreement with Alfa Laval, Inc. for a 2-year period in the amount of \$11,850. Director Garrett seconded. Motion carried unanimously.
- d. Administration Report.
    - 1. American Business Systems, Hasler Whisper Jet 65 & Hasler M3000.

- ACTION:** Director Garrett moved to approve the lease of a new postage meter and scale and a new sorter/stuffer machine from American Business Systems in the amount of \$472.67 per month with a annual maintenance contract of \$1094. Director Destache seconded. Motion carried unanimously.
2. Temporary staffing – This item was tabled until the December 2005 meeting at which time staff is to present a cost comparison between permanent vs. temporary staffing.
  3. New billing format, eliminating delinquent letters - The Board gave unanimous consensus in support of the new proposed billing format and the elimination of future delinquent letters.
  4. Level Pay Plan billing – This item was tabled until such time as staff can research the specifics of the plan used by other utilities.
- e. Treatment Plant and Admin. Building Construction Update. (Jeff Pape) – Jeff Pape reported that E.J. from Kiewitt Pacific is completing the final punch list items.
- d. Discussion Re-Assignment of General Manager Duties – The General Manager reported to the Board that he was requested to take on additional duties within Dudek & Associates and would not be able to allocate time in the future to manage the District effectively. He recommended to the Board that the Assistant General Manager Jeff Pape be promoted to fill the General Manager role after January 1, 2006. The Board agreed in-concept with this idea.
- e. LAFCO Sphere of Influence Update – The General Manager reported that he had attended the LAFCO hearing and that the sphere of influence line with the City of Corona had been set at Weirick Road as agreed and that no change was made to the EVMWD sphere line at Indian Truck Trail.
- f. Western General Manager’s Group Update