

**AGENDA FOR THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE LEE LAKE WATER DISTRICT
MARCH 26, 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 March 23, 2013.

Allison Harnden, Office Manager

AGENDA FOR REGULAR MEETING
March 26, 2013

Page No.

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

- 2. Presentations and Acknowledgments.**
 - a. Form 700 Conflict of Interest Statements will be collected today. (-)

 - b. Election Update. **6**
 1. Resolution No. R-13-01 Requesting the County of Riverside's Registrar of Voters to Conduct the General District Election. **7**
RECOMMENDATION: Approve Resolution No. R-13-01.

 2. Resolution No. R-13-02 Determining the Candidate Statement cost will not be paid by the District. **8**
RECOMMENDATION: Approve Resolution No. R-13-02.

 3. Resolution No. R-13-03 Determining the District's qualified voter list pursuant to water code section 35003.1. **9**
RECOMMENDATION: Approve Resolution No. R-13-03.

- 3. Public Comment.**

- BOARD ITEMS:**

- 4. Minutes of the February 26, 2013 Regular Meeting. 10-13**
RECOMMENDATION: Approve Minutes as written.

- 5. Payment Authorization Report. 14-16**
RECOMMENDATION: Approve Report and authorize payment of the February 26-March 26, 2013 invoices.

- 6. Revenue & Expenditure Reports. (Unaudited).**
 - a. Revenue & Expenditure Report. **17-35**
RECOMMENDATION: Note and file.

 - b. Lien update. **36**
RECOMMENDATION: Note and file.

	<u>Page No.</u>
7. Trilogy Development.	
a. Homeowners Association update.	(-)
b. Golf Course update.	(-)
8. Sycamore Creek Development.	
a. Project Update.	(-)
b. 1738 homes to be built. 1131 houses occupied to date. 65% complete.	
9. Retreat Development – Ryland Homes.	
a. Project Update.	(-)
b. 517 homes to be built. 492 houses occupied to date. 95% complete.	
10. Ranpac “Toscana” Project.	
a. Project Update.	(-)
b. 1443 estimated houses to be built.	
11. Mission Clay “Serano Specific Plan” Project.	
a. Project Update.	(-)
12. Water Utilization Reports.	37-49
RECOMMENDATION: Note and file.	
13. Committee Reports.	
a. Finance (Director Rodriguez).	(-)
1. Selection of underwriter.	50
RECOMMENDATION: To be made by the Finance Committee.	
2. Budget Schedule.	51
b. Engineering (Director Destache).	(-)
c. Public Relations (Allison Harnden).	(-)

	<u>Page No.</u>
14. General Manager's Report.	
a. General Manager's Report.	52-53
1. Retreat RW Conversion Disbursement.	54-64
RECOMMENDATION: Discuss additional funding request and authorize the General Manager to finalize and fund RW conversion project.	
2. LLWD Fencing Proposals.	65-68
RECOMMENDATION: To be made by the Board.	
b. Operations Report.	69-70
15. Office Manager's Report.	
a. Procedures Manual.	(see attached)
RECOMMENDATION: Note and file.	
b. Modifications to Employee Handbook – Fraud Policy.	71-73
RECOMMENDATION: Approve.	
c. Policy for Records Retention and Destruction of Public Utility Records.	74-80
RECOMMENDATION: Approve.	
16. District Engineer's Report.	81
a. Status of Projects.	
17. District Counsel's Report.	(-)
18. Seminars/Workshops.	(-)
19. Consideration of Correspondence.	82-
An informational package containing copies of all pertinent correspondence for the Month of February will be distributed to each Director along with the Agenda.	
20. Adjournment.	