

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

**March 26, 2013**

**PRESENT**

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

**ABSENT**

**GUESTS**

**STAFF**

J. Pape  
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.**

a. Form 700 Conflict of Interest Statements will be collected today.

b. Election Update.

1. Resolution No. R-13-01 Requesting the County of Riverside's Registrar of Voters to Conduct the General District Election.

**ACTION:** Director Destache moved to Approve Resolution No. R-13-01. Director Butler seconded. Motion carried unanimously.

2. Resolution No. R-13-02 Determining the Candidate Statement cost will not be paid by the District.

**ACTION:** Director Destache moved to Approve Resolution No. R-13-02. Director De Frates seconded. Motion carried unanimously.

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

**ACTION:** Director Destache moved to Approve Resolution No. R-13-03. Director Butler seconded. Motion carried unanimously.

**3. Public Comment.**

**BOARD ITEMS:**

**4. Minutes of the February 26, 2013 Regular Meeting.**

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

**5. Payment Authorization Report.**

**ACTION:** Director Rodriguez moved to approve the financial report and to authorize payment of the February 26-March 26, 2013 invoices. Director De Frates seconded. Motion carried unanimously.

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

a. Revenue & Expenditure Report.

**ACTION:** Note and file.

The Board directed staff to check on RW depreciation budget 50K vs. 30K.

b. Lien update.

**ACTION:** Note and file.

**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 (Blair Dahl).**

- a. Project Update – None.

**12. Water Utilization Reports.**

**ACTION:** Note and file.

**13. Committee Reports.**

- a. Finance (Director Rodriguez).

1. Selection of underwriter.

**ACTION:** Director Rodriguez moved to approve underwriter PiperJaffray. Director De Frates seconded. Motion carried unanimously.

2. Budget Schedule.

- b. Engineering (Director Destache).

- c. Public Relations (Allison Harnden). Director Butler reported that he attended Chamber sponsored State of the City with Dave Saunders.

**14. 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 finalize and fund \$113,447 for RW Conversion Project. Director De Frates seconded. Motion carried unanimously.

2. LLWD Fencing Proposals.

**ACTION:** Director Butler moved to approve fencing proposal. Director Destache seconded. Motion carried unanimously.

- b. Operations Report.

**ACTION:** Note and file.

The Board directed staff to look into the remaining four lots at Canyon Oaks and provide update and next meeting.

**15. Office Manager’s Report.**

- a. Procedures Manual.

**ACTION:** The Board directed the Finance Committee to review the manual for adoption prior to June meeting.

b. Modifications to Employee Handbook – Fraud Policy.

**ACTION:** The Board tabled this item for review by District Counsel.

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

**ACTION:** The Board tabled this item for review by District Counsel.

**16. District Engineer’s Report.**

a. Status of Projects.

**ACTION:** Note and file.

**17. District Counsel’s Report.**

**18. Seminars/Workshops.**

**19. Consideration of Correspondence.**

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

**20. Adjournment.**

There being no further business, the March 26, 2013 Regular Meeting of the Lee Lake Water District Board of Directors was adjourned at 10:45 a.m. by President Colladay.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Paul Rodriguez, Secretary

\_\_\_\_\_  
Charles Colladay, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_