



MINUTES

BOARD OF DIRECTORS REGULAR MEETING

Tuesday, December 13, 2016 4:00 P.M.

Morgan Run Resort Clubhouse
5690 Cancha De Golf, Rancho Santa Fe, CA

1. Call Meeting to Order and Roll Call.

The Regular Meeting of the Board of Directors of the Whispering Palms Community Services District was called to order by General Manager Chuck Duffy.

PRESENT

Byron Hanchett
Bill Haynor
Doug Manatt
Kathy McHenry

ABSENT

GUESTS

Janet Reed
Additional public

STAFF

Chuck Duffy, GM
Paula Melendrez

2. **Public Comment** – Janet Reed from the Alcala HOA Board thanked the CSD for removing the diseased olive trees, and stated that she would like increased routine maintenance of the District's olive trees.

ACTION ITEMS:

3. Election of Board President and Vice President for 2017.

ACTION: Director Haynor moved to nominate himself for Board President and Director McHenry for Vice-President. Director Manatt seconded. Motion failed 2-2, with Director McHenry and Director Hanchett opposed.

ACTION: Director Haynor moved to have a monthly rotation for Board President and Vice-President. Director Manatt seconded. Motion failed 2-2, with Director McHenry and Director Hanchett opposed.

4. Minutes of the August 9, 2016 Special Meeting.

ACTION: Director Haynor moved to approve the minutes as submitted. Director Manatt seconded the motion. Motion carried 4-0.

5. October 2016 Dudek Invoices for Payment.

ACTION: Director Haynor moved to approve the invoices as submitted. Director McHenry seconded the motion. Motion carried 4-0.

6. Review of Maintenance and Status of Entrance and Median Palms in Cancha De Golf, and of the Olive Trees along Via de la Valle.

General Manager Chuck Duffy explained the existing maintenance procedures for the palm trees and olive trees.

ACTION: Director Haynor moved to remove the remaining olive trees along Via De La Valle. Motion failed for lack of a second.

7. Review of the Cancha De Golf Median Landscaping Project Budget, Related Expenditures, and Project Bid Status.

General Manager Chuck Duffy provided a review of his agenda memo on the Landscape District budget, related expenditures, and project bids for the Cancha De Golf Median Landscaping Project. The total budgeted amount for Fiscal Year 2016-17 for all landscape projects is \$620,000, while total expenditures to date come to \$59,700. Mr. Duffy also emphasized that approval of a project budget does not constitute approval of the project itself; actual project approval requires a separate vote of the board after the bidding process is complete. The budget lists a total of \$850,000 in the District's bank and investment accounts.

8. Discussion of Current Board Vacancy.

General Manager Chuck Duffy explained to the board the usual process for appointing a new board member. However, the resignation of three board members prior to the November election led to a lack of a board quorum, essentially rendering the District Board unable to follow the standard process in appointing someone to fill the vacancies. **The standard procedure for filling a vacancy allows the District Board to call for an election, or to make an appointment to fill the seat at a board meeting within 60 days of the District Board's notification of the vacancy. If neither of these options occurs, the County Board of Supervisors can make an appointment to fill the vacancy within 30 days after the 60 day period has expired.** District legal counsel is looking into our options moving forward to fill the board vacancy. Staff has also been in contact with the San Diego County Registrar of Voters to gather their input on this issue.

9. Review of District's Insurance Coverage.

General Manager Chuck Duffy explained that legal counsel is currently reviewing our insurance coverage.

10. Monthly Flow Report – Noted and filed.

11. District Financial Reports.

- a. Account Balances – Noted and filed.
- b. Revenue and Expenditure Reports (Unaudited) – Noted and filed.
- c. WPCSD Check Register for October 2016 – Noted and filed.
- d. LAIF Update – Noted and filed.

12. General Manager's Report.

- a. Sewer and Landscape Operations Reports – Noted and filed.

13. Upcoming Seminars/Conferences.

14. Consideration of Future Agenda Items.

The Board discussed the following items to be considered at future board meetings: a discussion on a landscape general plan and a related informational and public input survey, and replacement fencing on Via De La Valle along Hole 5 South.

Adjournment.

There being no further business of the Board, the December 13, 2016 Regular Meeting of the Whispering Palms Community Services District Board of Directors was adjourned at 5:12 p.m. by General Manager Chuck Duffy.

SUBMITTED BY:

APPROVED BY:

Paula Melendrez, Secretary

Chuck Duffy, General Manager

Date Approved by Board: January 10, 2017