

## **MINUTES**

### **BOARD OF DIRECTORS SPECIAL MEETING**

**Tuesday, September 19, 2017 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 at 4:00 p.m.

**PRESENT**

Byron Hanchett  
Bill Haynor  
Doug Manatt  
Kathy McHenry

**ABSENT**

**GUESTS**

Caleb McKinley  
Valerie Thatcher

**STAFF**

Chuck Duffy, GM  
Paula Melendrez

**2. Public Comment – None.**

**ACTION ITEMS:**

**3. Consideration of Prior Meeting Action Items –** Staff provided an update on the Action Items list. Director Manatt suggested removing completed items 2,3,4,5 and 7.

**4. Minutes of the August 8, 2017 Regular Meeting.**

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

**5. July 2017 Dudek Invoices for Payment.**

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

**6. Consideration of Landscaping Issues in the Road Right-of-Way For Cancha De Golf, Via De Las Palmas, and Via De La Valle.**

- a. Update on options for 3' landscaping strip along Cancha De Golf and Via De Las Palmas.

**ACTION:** Director Haynor moved to approve the bid from Heaviland Landscaping for installation of turf grass and irrigation for a not-to-exceed amount of \$32,000, subject to entering into an agreement with Newport Pacific for use of their existing irrigation water supply. Motion carried 3-1, with Director McHenry opposed.

- b. Update on planting of Pepper Trees along Via De La Valle – The board directed staff to respond to the email from the Alcalá HOA's management company regarding the District's newly planted pepper trees along Via De La Valle. The response will explain that the trees were planted within the road right-of-way.

- c. Update on discussions regarding the recently installed above ground OMWD backflow, meter, and valved potable water pipe in the Via De La Valle Right-of-Way serving the Palma De La Reina project – The Board directed staff to contact OMWD with a letter as recommended in the General Manager’s agenda memo in order to expedite a resolution to this issue. Staff will also contact a contractor to get a rough estimate for the relocation of the piping.
- d. Update on Screening Options Along Via de la Valle and Morgan Run GC Hole 5 South, and Removal of Dead Existing Landscaping – The board directed staff to investigate what size privet was previously planted along Via de la Valle before they vote to accept the bid by JMD Landscape for a new privet hedge. Director Manatt also requested that staff contact JMD Landscape to replace several spots in the existing hedge where the privet has died.

**7. Consideration of Installation of Solar Panels at the Wastewater Treatment Plant.**

**ACTION:** Director Manatt moved to appoint an ad-hoc committee of himself and Director Hanchett to evaluate and recommend options regarding the possible installation of solar power generation at the treatment plant. The committee will target developing a final report back to the Board in January 2018. Director Haynor seconded the motion. Motion carried 4-0.

**8. Monthly Flow Report** – Noted and filed.

**9. District Financial Reports.**

- a. Account Balances – Noted and filed.
- b. Revenue and Expenditure Reports (Unaudited) – Director Hanchett inquired about the Net gain/Loss shown on the budget and asked General Manager Chuck Duffy if he is comfortable with the current sewer service charge fee being collected. The General Manager reported that he would like to see the sewer service charges be able to fund the capital repair and replacement budget as well as O&M. A \$50,000 increase in revenues would be needed to accomplish this.
- c. WPCSD Check Register for July 2017 – Noted and filed.
- d. LAIF Update – Noted and filed.

**10. General Manager’s Report.**

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

**11. Upcoming Seminars/Conferences.**

**12. Consideration of Future Agenda Items.**

**Adjournment**

The September 19, 2017 Special Meeting of the Whispering Palms Community Services District Board of Directors was adjourned at 5:12 pm.

**SUBMITTED BY:**

**APPROVED BY:**

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Paula Melendrez, Secretary

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Chuck Duffy, General Manager

Date Approved by Board: November 14, 2017