



Rancho Santa Fe

## MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

Tuesday, June 11, 2019, 4:00 P.M.

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

#### 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 Board President Bill Haynor at 4:00 p.m.

#### PRESENT

Byron Hanchett  
Bill Haynor  
Doug Manatt  
Al Panton  
Ed Munsch

#### ABSENT

#### GUESTS

#### STAFF

Chuck Duffy, GM  
Paula Melendrez

**Public Comment** – None.

#### ACTION ITEMS:

##### 1. Minutes of the May 14, 2019 Regular Meeting

**ACTION:** Director Manatt moved to approve the minutes as submitted. Director Hanchett seconded the motion. Motion carried 5-0.

##### 2. April 2019 Dudek Invoices for Payment.

**ACTION:** Director Hanchett moved to approve the invoices as submitted. Director Munsch seconded the motion. Motion carried 5-0.

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

- a. Action Items List – General Manager Chuck Duffy reviewed the action items from the previous meeting.
- b. Turf planting in parkway along Via Valle Verde – the board discussed the agreement that was approved by the Whispering Palms Community Association (Villas I) to supply the District with irrigation water from their system to irrigate the proposed parkway strip in Via Valle Verde.

**ACTION:** Director Manatt moved to approve the agreement with the Whispering Palms Community Association to provide the District with irrigation water. Director Munsch seconded the motion. Motion carried 5-0.

**4. Consideration of Fiscal Year 2019/20 Sewer and Landscape District Budgets, Sewer Service Charge Rates, and Fee Ordinance.**

General Manager Chuck Duffy presented a draft budget that considered an increase in the District's sewer service charge rate. The District has been pulling from the Sewer District reserve fund for the past several years to fund maintenance and capital expenditures. The District's current Sewer Service Charge is \$400 per household/EDU. An increase of \$50 per year (12%) to \$450 would bring an additional \$75,000 in revenues to the District to offset the ongoing maintenance and capital costs.

**ACTION:** Director Munsch moved to proceed with the rate increase and directed staff to follow the provisions outlined in Proposition 218, which requires staff to mail a notice to all ratepayers notifying them of the proposed increase in the sewer service charge. This notice must be mailed to our ratepayers at least 45 days in advance of a noticed public hearing, at which meeting your board would officially adopt the new rate structure. Director Hanchett seconded the motion. Motion carried 5-0.

**5. Consideration of Connection Fee Study Report.**

**ACTION:** Director Manatt moved to approve the draft study as presented and directed staff to prepare an ordinance implementing the new connection fee of \$5,362. Director Munsch seconded the motion. Motion carried 5-0.

**6. Consideration of Fiscal Year 2017-2018 Comprehensive Annual Financial Report and Draft Audit.**

**ACTION:** Director Haynor moved to approve the Comprehensive Annual Financial Report and Draft Audit. Director Manatt seconded the motion. Motion carried 5-0.

**7. Consideration of Agreement A-2019-01 between Whispering Palms Community Services District and Dudek for Management Services.**

**ACTION:** Director Manatt moved to approve the Management Services Agreement with Dudek for a 2 year term as presented. Director Hanchett seconded the motion. Motion carried 5-0.

**8. Consideration of Agreement A-2019-02 between Whispering Palms Community Services District and Dudek for Operation of the Whispering Palms Water Reclamation Facility.**

**ACTION:** Director Panton moved to approve the Operations Agreement with Dudek for a 2 year term as presented. Director Hanchett seconded the motion. Motion carried 5-0.

**9. Committee Reports.**

- a. Landscaping Committee – Director Manatt reviewed the various completed and proposed landscaping projects: the recent mulching around the palms in the median; his monthly walk-through with GM Chuck Duffy; the dying palm in the median; and the recently approved landscaping project at Via de la Valle and Cancha de Golf.

- b. Solar Committee – General Manager Chuck Duffy reported that the District is waiting on Hoch Consulting to provide the second draft of the RFP documents for bidding. Three of the major issues still being reviewed are the permits which will be required for the project, the environmental permitting process, and the design/build procedure process.  
**ACTION:** Director Panton moved to proceed with sending out the RFP document for bidding once Hoch Consulting and staff have resolved the issues above.  
Director Hanchett seconded the motion. Motion carried 5-0.
- c. Wastewater Treatment Plant Committee – No report.

**10. Community Liaison Reports.**

- a. Morgan Run Resort – Director Panton reported that GM Mike Walker’s main priority at this time is addressing the Golf Course issues and he will need to postpone discussions with the CSD regarding shared interests.
- b. Pacifica Enterprises – Director Manatt informed Pacifica that the new landscaping project at Via de la Valle and Cancha de Golf will begin this summer.
- c. Palma de La Reina – Director Haynor reported on the funeral services for Richard Cavanaugh, the original developer of the Whispering Palms Development.
- d. Interagency Relations – Director Haynor distributed a handout summarizing his recent attendance at the CSDA meeting in Sacramento.

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

**12. District Financial Reports.**

- a. Account Balances – Noted and filed.
- b. Revenue and Expenditure Reports (Unaudited) – Noted and filed.
- c. WPCSD Check Register for April 2019 – Noted and filed.
- d. LAIF Update – Noted and filed.

**13. General Manager’s Report.**

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

**14. Upcoming Seminars/Conferences – Noted and filed.**

**15. Consideration of Future Agenda Items – Noted and filed.**

**Adjournment**

The June 11, 2019 Regular Meeting of the Whispering Palms Community Services District Board of Directors was adjourned at 5:35 pm.

**SUBMITTED BY:**

**ATTEST:**

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Paula Melendrez, Board Secretary

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Chuck Duffy, General Manager

Date Approved by Board: August 6, 2019