

MEETING MINUTES
Forest Lakes Mutual Water Company
Board of Directors Meeting February 9th, 7:00 p.m.
Public Session
910 Fern Avenue, Felton CA
On-line meeting due to COVID 19 Shelter-in-place order

CONVENE MEETING/ROLL CALL: The meeting was called to order at 7:02 PM by President D. Wade. Attending: Directors P. Gonda, S. Smith-Berdan, B. Davidson, L. Dennis, S. Yatson, and H. Wood. FLMWC Staff: D. Cortez Shareholders: H. Burnett, D. Dondero, & C. Barauskas

ADDITIONS/DELETIONS TO AGENDA: none

SHAREHOLDER/PUBLIC COMMENTS: none

APPROVAL OF MINUTES:

- January 12th, 2020 Board of Directors Meeting, Public Session
 - ✓ L. Dennis moved to approve the December 8th meeting minutes, B. Davidson seconded the motion. Motion approved by unanimous vote.

COMPANY REPORTS:

- **Financial Reports:**
 - General Manager D. Cortez reviewed the financial report:
 - Beginning cash on hand: \$634,458.31
 - Ending cash on hand: \$999,817.30
 - Annual Budgeted Revenue: \$705,459.26
 - Revenue Received: \$399,232.58
 - Annual Budgeted Expenses: \$696,073.37
 - Expenses paid through January 31st: \$32,991.59
 - Net Income: \$366,240.99
 - There were no overages to report
 - ✓ L. Dennis moved to approve the financial report; S. Smith Berdan seconded the motion. Motion approved by unanimous vote.
- **Operations Report:**
 - Production: 921,492 gallons
 - Loss rate 8.3%
 - 5 excessive use – 2 were leaks, 3 repeat users
 - After several rounds of Coliform bacteria tests well 10D levels finally dropped and is now being re-plumbed into the system to begin operation.
 - Staff spent much of their time clearing road debris and maintaining system operations during power outages. No damage was sustained to any of our facilities during the wind storm nor the later atmospheric river rain event.
 - Huerta's tree service removed the portion of the tree that was blocking Redwood Road. They also cut back the tree that Davey tree left overhanging the roadway some time ago.
 - There is currently a tree down and on Comcast lines on Scenic at the slide. Comcast was notified but they likely won't respond unless service is affected.
 - Jeff Parks with Maggiora Brothers has indicated that they will begin drilling of the replacement well at 4 next week.

ADVISORY COMMITTEE REPORTS:

- Water Conservation Committee: no updates
- Recreation Committee: no updates
- HR Committee: no updates
- Water Committee: no updates
- Road & Safety Committee: no updates

- Rules Committee: no updates
- Finance Committee: no updates
- Strategic Planning Committee: no updates

NEW BUSINESS:

- **Discussion/Action item:** Renewal of Liberty Bank line of credit
 - GM D. Cortez outlined the details for the line of credit of \$100K at Liberty Bank that is up for renewal. The line of credit has never been used but has been kept in case of emergency, and incurs an annual \$350 fee. Directors discussed pro/cons to keeping this line of credit live and accessible in case of emergency
 - ✓ L. Dennis moved to approve keeping the line of credit as-is; B. Davidson seconded the motion. Motion approved by unanimous vote.
- **Discussion/Action item:** Review of Strategic Planning Committee progress and revised work plan
 - Dir. P. Gonda reviewed the latest update from the Strategic Planning Committee including new members and a plan to meet monthly until the strategic plan is drafted. Board priorities, core values, and goals associated with these were outlined. Emphasis in near future while making the plan will be put on garnering community involvement, volunteer opportunities, and safety initiatives to minimize threats to life and property and to minimize risks to road and water infrastructure.
 - Shareholders H. Burnett and D. Dondero shared details around a sub-committee that has been created through the Strategic Planning Committee to tackle a specific project: a discounted, large-scale removal of dangerous Douglas fir trees. Dir. S. Smith-Berdan shared an update; she recently spoke with Koala Tree Service about their interest to be a partner to Forest Lakes in a large-scale removal. More work will be done to contact possible vendors to partner with FLMWC shareholders in this endeavor.
 - ✓ D. Wade moved to approve moving forward with creating a sub-committee to execute the hazard tree removal plan as outlined; step 1 being informing all shareholders and inquiring interest/volume of participants and trees to be removed. S. Smith Berdan seconded the motion. Motion approved by unanimous vote.

PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION: The meeting was adjourned at 8:21 PM

RECONVENE TO OPEN SESSION FOR CLOSED SESSION ACTION ITEM REPORTING

The executive session was adjourned at 8:42 PM and immediately reconvened to open session to report the following:

- ✓ The Board approved the January 12th Board Meeting executive session meeting minutes
- ✓ The Board discussed employee updates

MEETING ADJOURNED AT 8:45 P.M.