

MINUTES
Forest Lakes Mutual Water Company
Board of Directors Meeting August 13, 2019 -- 7:00 p.m.
Public Session
910 Fern Avenue, Felton CA

CONVENE MEETING/ROLL CALL: The meeting was called to order at 7:03 p.m. by President David Wade. Board members present: D. Wade, L. Dennis, P. Gonda, S. Yatson, H. Wood, S. Smith-Berdan, L. West. Staff: D. Cortez. Shareholders: L. Zimmerman, J. Purchase, C. Barauskas.

ADDITIONS/DELETIONS TO AGENDA: None

SHAREHOLDER/PUBLIC COMMENTS:

J. Purchase addressed the closure of the lake due to marginally high coliform count. He suggested that the problem could be minimized by increasing flow-through.

APPROVAL OF MINUTES:

- July 9, 2019 Board of Directors Meeting, Public Session: Motion to move to approve the minutes was seconded and passed.

COMPANY REPORTS:

- Financial Reports: D. Cortez presented the July Financial Summary, noting the following: Cash on hand at beginning of month, \$660,602.51; ending cash on hand, \$635,153.35. Monthly expense review showed a carryover of \$29,464.86. YTD income = \$497,937.28 compared to budgeted amount of \$497,937.28; net income to date, \$83,936.52. Any overages were explained.
- Operations Report:
 - ✓ Work on Well 4A replacement continues. No proposal received yet from Landino Well Drilling.
 - ✓ Construction of new filter building at Tank 3 was completed/ next phase of filter construction expected to be completed by September.
 - ✓ Electrician has been engaged to obtain permits for the new electrical service needed for Tank 7 monitoring.
 - ✓ Scenic filter plant: New valve and valve actuator have been purchased and installed; this seems to have solved the problem of an "alarm" situation that caused a plant shut-down.
 - ✓ Tank 10-2 replacement: Process of gathering information needed to get bids has started.
 - ✓ Water production was up from June, but despite one large leak, the July loss rate was 7.5%!

ADVISORY COMMITTEE REPORTS:

- Recreation Committee: S. Smith-Berdan reported that the Halloween Carnival is set for 10/26; an application is planned for a grant for new playground equipment and an educational play area; a movie night is planned; a band night on 9/21, and dog swim on 9/7.
- HR Committee: The HR committee met and among other things, discussed the employee benefits package. Cortez has researched options including a retirement benefit and possibly Health Savings Accounts. Additionally,
- Water Committee:
- Road & Safety Committee:
 - ✓ Brush trimming is being done by staff on an ongoing basis. Some residents have signed up for the chipping program; the deadline has passed for the current cycle but another round is planned.
- Rules Committee:
 - ✓ No report: To be continued
- Finance Committee:
- Strategic Planning Committee: P. Gonda reported that the committee will meet monthly. Each member has been given an assignment. More information is expected for the October Board meeting.

NEW BUSINESS:

- **Discussion item: By-law change and application of “second kitchen rule”:** A letter to shareholders is needed, clarifying the bylaws and specifying what constitutes a second kitchen. There was a question regarding whether there is any difference between “relatives” and “renters.” It was noted that there is no distinction made on this point. The distinction regards “compensation.”
- **Discussion item: Fire safety and vegetation management:** D. Wade reported that he has spoken with the Chief of Felton Fire. He learned that if we were a “road association,” we could get help from Cal Fire with brush clearing. D. Wade said he will contact Chief Gray to start the process. S. Smith-Berdan noted the dense brush on the south side of Lakeview and wondered if anything can be done about it. She has also emailed the Chief to invite him to a Board meeting.
- **Discussion item: Option for STOP sign/s to add flashing lights:** S. Yatson has done preliminary research on flashing lights for some of the STOP signs in the community. Some require power, some are solar-powered. He will research further and bring back to the Board in September.
- **Discussion item: Bocce Ball court:** Some shareholders are also interested in creating a bocce ball court using part of the playground, to provide for adult use of the “park.” S. Smith-Berdan to look into the cost.
- **Discussion/Action item: Evaluation and recommendations for geotechnical, geologic, environmental and survey proposals for Scenic slides and Ferrari culvert:**
 - D. Cortez described bids for geotechnical, geologic, survey and environmental proposals for the Scenic slides and the Ferrari culvert. We must choose and approve a bid for these services as a condition for re-applying for the SBA loan.
 - After review of the survey proposals, Dir. Gonda moved to approve the Bowman Williams bid; S. Yatson seconded; motion passed.
 - Geological/Geotechnical: D. Cortez shared her analysis of the pro's and con's of the various bids received. Her recommendation is for Dees and Assoc. and Zinn. She will follow up with a query as to why they did not recommend a 50' bore, and how much it would cost if we wanted that. Dir. Yatson moved to approve the Dees and Assoc. bid with a Not to Exceed additional amount of \$5000 for a 50' bore. Dir. Dennis seconded; motion passed.

PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION

MEETING ADJOURNMENT: The meeting was adjourned at 8:05 PM.