

**MEETING MINUTES**  
**Forest Lakes Mutual Water Company**  
**Board of Directors Meeting August 11, 2020 7:00 p.m.**  
**Public Session**  
**910 Fern Avenue, Felton CA**  
**On-line meeting due to COVID 19 Shelter-in-place order**

Shareholders are welcome to attend all public session meetings via Zoom: <https://us02web.zoom.us/j/8143434785>

**CONVENE MEETING/ROLL CALL:** The meeting was called to order at 7:03 PM by President D. Wade. Attending: Directors P. Gonda, S. Smith-Berdan, L. Dennis, S. Yatson, B. Davidson, and H. Wood. Shareholders: Christina B.

**ADDITIONS/DELETIONS TO AGENDA:** S. Yatson added discussion item related to roads

**SHAREHOLDER/PUBLIC COMMENTS:**

Email from shareholder: it would be nice to have the tables, benches, and lifeguard chair put away out of the elements for the winter instead of staying year round at the pool. It was a common practice for many years to help them last longer.

**APPROVAL OF MINUTES:**

- July 14<sup>th</sup>, 2020 Board of Directors Meeting, Public Session  
P. Gonda moved to approve the July 14<sup>th</sup> Board of Directors meeting minutes, L. Dennis seconded the motion. Motion approved by unanimous vote.

**COMPANY REPORTS:**

- Financial Reports: No financial report reviewed in absence of General Manager
- Operations Report: President D. Wade met with Water Operations team and reported the following:
  - ✓ Joel is concerned about the speed at which the well drilling project is getting completed; the Directors discussed the need to continually contact the county to push to get permits approved for the well drilling project
  - ✓ Discussed possible intertie with SLV as a backup plan for any future water shortages
  - ✓ Joel also suggests setting aside money for hydrogeologist to do a study where the water is in our field of ownership for future planning & maximizing production
  - ✓ Large tree removal logs in and around the upper lake parking lot have been left behind by Davey Tree on behalf of PG&E, some of which are partially blocking Redwood Rd. President D. Wade contacted both PG&E and Davey Tree to remove these fir trees left behind and has received no response. Dir. S. Smith-Berdan suggested Dir. L. Dennis speak with the fire department as this could be a liability if the fire truck is unable to pass, and possibly the fire department could contact PG&E on FLMWC's behalf.
  - ✓ Meter reads were completed last 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 item:** S. Yatson added a road related item
  - Dir. S. Yatson shared that the corner of Quarry Road and William Way is getting torn up from vehicles turning really tight; the road has eroded a great deal. President D. Wade will talk to FLMWC staff about possibly backfilling the area and encourage taking the corner more safely to prevent further erosion.

- **Discussion item:** Conservation letter to shareholders
  - Joel drafted a letter to FLMWC residents regarding conserving water; the Board of Directors reviewed the letter and made small revisions including adding a message of acknowledgement that shelter in place orders have likely led to increased usage. Dir. P. Gonda offered to review and make proposed edits to the letter.
  - Dir. B. Davidson suggested sending a *separate* letter to the regular excessive users, and offering FLMWC to come inspect if any residents suspect a leak in their system. President D. Wade suggested this letter include the tiered rates and penalties FLMWC assigns for excessive use to encourage conservation.
  - Shareholder C. Baruskas inquired if there is still a policy in place for FLMWC to repair leaks. President D. Wade confirmed that FLMWC water operators will read meters and if suspect a leak, will contact residents and inspect to find the leak. If the leak is on the owner's side of the meter, it is the resident's responsibility. If the leak is on FLMWC's side of the meter, it is the company's responsibility.
  
- **Discussion item:** Potential intertie with SLVWD as an emergency backup with our attorney.
  - Joel recommended to President D. Wade that FLMWC put in a connection that could be used in an emergency in near future, given the slow well drilling project and aging system. The Board of Directors recalled having previous discussions regarding the intertie and that is being planned as a future budget item given the other, more pressing projects budgeted for 2020. It will be considered again for 2021, but President D. Wade will follow-up with Joel to discuss the issue further.
  - Another task in future will be speaking with our attorney about drafting an agreement between FLMWC and SLVWD, but for now it is on hold until a true timeline is understood on the intertie.
  
- **Discussion item:** Tree removal policy reiteration
  - The Board of Directors discussed FLMWC policy on tree removal – if a tree from a shareholder's property falls, FLMWC will assess the tree and remove if the shareholder agrees and FLMWC staff deems there is no excessive liability to property or possible injury. If deemed too high risk by FLMWC staff, the tree removal will be the responsibility of the shareholder.
  - The Board of Directors further discussed the tree removal policy and possible future plans to establish a service system with fees as additional revenue generation for FLMWC. This would include offering services to shareholders to proactively clean/remove hazardous brush, limbs, trees, etc. at a cost. Dir. L. Dennis shared concerns regarding FLMWC accepting liability for any damages caused in the course of these services. The Board of Directors discussed adding a discussion item to shareholders in the September meeting agenda to remind everyone of what is a property owner's responsibility to maintain for fire, road, and water safety.
  
- **Discussion item:** FLMWC's right of access for the purpose of drilling wells or building other needed infrastructure
  - President D. Wade discussed with General Manager D. Cortez the rights of FLMWC to access shareholder property in the course of drilling wells or building related infrastructure. The Board reviewed corporate FLMWC bylaws and confirmed the company does, in fact, have right to access.
  
- **Discussion item:** FLMWC Annual shareholder meeting & online election – finalize details
  - Ballots will be tracked by spreadsheet; pre-filled with those votes submitted before the meeting. Those votes collected during the meeting will be logged on the spreadsheet to ensure there are not repeat votes.
  - Dir. P. Gonda will be co-host of the meeting to help run the polling function during the meeting to track real-time votes. President D. Wade will send login information to P. Gonda to test the features in preparation for the meeting.
  - President D. Wade suggested sending another email to remind shareholders to return their ballots for the election so we can get a quorum, and putting up a sign in the park as well.

- **Discussion item:** FLMWC Board of Directors and Shareholder responsibilities
  - The Board of Directors discussed developing a “cheat sheet” of sorts to post on the website that can point shareholders in the right direction for any issues that fall outside of the discretion or responsibility of FLMWC to manage or enforce. For example, grievances between shareholders regarding excessive noise, smells, etc. – these are **not** issues that should be reported to the office, but dealt with through other channels.

**PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION:** The meeting was adjourned at 8:46 PM

**RECONVENE TO OPEN SESSION FOR CLOSED SESSION ACTION ITEM REPORTING**

The executive session was adjourned at 9:16 PM and immediately reconvened to open session to report the following:

- ✓ The Board approved the July 14<sup>th</sup> closed session meeting minutes

**MEETING ADJOURNED** at 9:17.