

MEETING MINUTES
Forest Lakes Mutual Water Company
Board of Directors Meeting January 12th, 2021 | 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 7:01 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: M. Baldwin, C. Barauskas, R. Overmire

ADDITIONS/DELETIONS TO AGENDA: none

SHAREHOLDER/PUBLIC COMMENTS: none

APPROVAL OF MINUTES:

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

COMPANY REPORTS:

- **Financial Reports:**

General Manager D. Cortez reviewed the financial report:

- Beginning cash on hand: \$699,817.76
- Ending cash on hand: \$634,458.31
- 2020 Revenue Budget: \$626,442.00
- 2020 Revenue Received: \$622,935.57
- 2020 Expenses Budgeted: \$736,632.75
- 2020 Actual Expenses: \$663,350.27
- Net Income: -\$40,414.70 deficit – capital reserves were not used due to receipt SBA loan funds.
- Note: Expenses were under budget primarily because replacement well 4 budgeted in 2020 is still awaiting the well drillers schedule. Capital Reserves shown in the 2021 budget reflect that those funds are expected to be used for the completion of drilling in 2021.

- ✓ L. Dennis moved to approve the financial report; S. Smith Berdan seconded the motion. Motion approved by unanimous vote.

- **Operations Report:**

- Production: 933,877 gallons
- Use: 850,271 gallons
- Six excessive users, 1 shareholder leak
- Loss Rate 9%
- Maintenance on well 10D was completed by Granite. Production after Granite completing the requested cleaning increased from less than 20 gpm to 35 gpm. Staff are currently complete the flushing and required disinfection process in order to bring the well back online.
- Well 4 replacement is currently delayed due to one of the drillers contracting COVID 19 requiring shutdown of their operations. Tentative date has been pushed to the end of January.
- Final monitoring of the fire protection reservoir took place and the dam boards were removed over a one week period.
- Staff also worked on clearing culverts, removing tree/vegetation debris from sites.

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: discussion item in new business

NEW BUSINESS:

- Discussion item: Harassment of FLMWC Staff
 - Board President D. Wade reminded all shareholders it is inappropriate to harass FLMWC staff at any time. Shareholders harassing any member of FLMWC staff or board members will be blocked from communication and possible legal action will be initiated.
- Discussion/Action item: Strategic Planning – Update
 - Dir. P. Gonda will schedule the next Strategic Planning committee meeting around January 27th. Dir. P. Gonda has also completed some calculations regarding assessments and future costing models, using \$ per gallon costing to try to model the *lowest* possible assessments FLMWC can charge to shareholders while still aiming to maintain a net neutral budget.
 - Dir. P. Gonda asked the board for their input regarding increasing community involvement; discussions included hosting virtual meeting via Zoom for all shareholders and/or developing an email survey to gather information and input from shareholders regarding priorities and long-term FLMWC strategic planning.

PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION: The meeting was adjourned at 7:34 PM

RECONVENE TO OPEN SESSION FOR CLOSED SESSION ACTION ITEM REPORTING

The executive session was adjourned at 8:40 PM and immediately reconvened to open session to report the following:

- ✓ The Board approved the December 8th Board Meeting executive session meeting minutes
- ✓ The Board discussed 3 items that will be taken up by the Rules Committee to clarify and/or draft new policy:
 - Excessive use policy
 - Clarify qualifications of an ADU that requires additional assessment fees
 - Staff harassment policy

MEETING ADJOURNED AT 10:05 P.M.