

MEETING MINUTES
Forest Lakes Mutual Water Company
Board of Directors Meeting May 12, 2020 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 7:05 PM by President D. Wade. Attending: Directors P. Gonda, S. Smith-Berdan, L. Dennis, L. West, S. Yatson, and H. Wood. Staff: D. Cortez

ADDITIONS/DELETIONS TO AGENDA: P. Gonda would like to add a discussion item regarding getting community involvement in these meetings.

SHAREHOLDER/PUBLIC COMMENTS: none

APPROVAL OF MINUTES:

L. Dennis moved to approve the April 14th Board of Directors meeting minutes, the April 18th online emergency meeting minutes, and the April 28th online emergency meeting minutes. Smith-Berdan seconded the motion. Motion approved by unanimous vote.

COMPANY REPORTS:

- Financial Reports:
General Manager D. Cortez reviewed the financial report, highlighting cash on hand on of \$926,141.77; ending cash on hand of \$ \$914,508.91; Monthly expenditures were \$38,280.83, budgeted was \$65,429.13. Revenue to year-to-date was \$492,267.48; expenses to date \$174,139.16.
- ✓ L. West moved to approve the financial report; L. Dennis seconded the motion. Motion approved by unanimous vote.
- Operations Report:
The written Water Operations Report for May was reviewed.
Meters were read for April; 100 gpd daily average, up from 94 gpd in February
Not much was done for the longer term projects in April due to COVID and social distancing requirements

ADVISORY COMMITTEE REPORTS:

- Water Conservation Committee: Dam was measured and boards were installed at the lake according to regulation.
- Recreation Committee: no updates
- HR Committee: no updates
- Water Committee: no updates
- Road & Safety Committee:
 - D. Wade gave an update on the letter to shareholders regarding defensible space. Wade called Supervisor McPherson's office and was forwarded to Public Works, who shared some good information about road associations.
- Rules Committee: No updates
- Finance Committee:
 - CD matured with Liberty Bank; rolled into an additional 13 month CD at 1% APR
 - Money Market rate at Wells Fargo was a temporary rate – went from 1.99% to 0.09%.
- Strategic Planning Committee: No updates

NEW BUSINESS:

- **Discussion item:** Board discussed options for the following 3 road projects; Dawana worked with Valley Paving to consider combining the jobs for a discount.
 - Fern Ave repairing from Laguna to the office
 - 3100 Gold Gulch project
 - 1298 Lakeside project
 - **TOTAL for all 3 projects if we bundled with Valley Paving, with discount: 70,075.00**
- ✓ L. Dennis made a motion to spend the \$70,075.00 for the combined 3 project repairs, and allocate the \$78,000 from the budget that will not get used this year for other projects to cover, H. Wood seconded the motion. Motion approved by unanimous vote.
- **Discussion item:** Board elections and plan for alternative to annual shareholder meeting in June
 - Dir. West will be stepping down from the board; The Board will request candidate Beau Davidson to step in to fill Dir. West's absence
- ✓ Dir. Wade made a motion to ask candidate Beau Davidson to fill Dir. West's seat on the board due to the sudden vacancy, and to notify FLMWC shareholders that the board will be postponing the election and annual shareholder meeting until August due to COVID and social distancing restraints. Dir. Dennis seconded the motion. Motion approved by unanimous vote.
- **Discussion item:** Schedule committee meeting to discuss the lake. Swimming may not be possible, but the lake is needed for fire protection
- **Discussion item:** Riparian mitigation proposal
 - The Board reviewed the Riparian Mitigation proposal with costs, and made a plan to respond in writing with FLMWC's desired terms and attempt to re-negotiate costs.
- **Discussion/action item:** Mud disposal additional cost on Maggiora quote for drilling well. D. Cortez reviewed the additional costs with the board regarding fluid and mud removal and disposal.
 - ✓ Dir. Gonda made a motion to approve the Maggiora bid with the addition not to exceed the \$10,000 for fluid disposal, Dir. Dennis seconded the motion. Motion passed by unanimous vote.
- **Discussion item:** Quote from MuniQuip to finish electrical on the SCADA system at \$4,382.78 as part of our budgeted expense.
 - ✓ Dir. Wade made a motion to approve the quote, Dir. West seconded the motion. Motion passed by unanimous vote.

PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION: The meeting was adjourned at 9:08 PM

RECONVENE TO OPEN SESSION FOR CLOSED SESSION ACTION ITEM REPORTING

The executive session was adjourned at 10:16 PM and immediately reconvened to open session to report the following:

- ✓ The Board reviewed two employee performance reviews and made recommendations for compensation

MEETING ADJOURNED at 10:17.