

**MINUTES**  
**Forest Lakes Mutual Water Company**  
**Board of Directors Meeting October 12, 2021 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:

**CONVENE MEETING/ROLL CALL:** The meeting was called to order at 7:04 p.m. by President D. Wade. Attending: Directors Davidson, Dennis, Gonda, Maskolunas, Mobley, Wade, West. Staff: General Manager Cortez. Shareholder: S. Hector.

**ADDITIONS/DELETIONS TO AGENDA:** There being no new information about the Altamount easement, this item was deleted.

**SHAREHOLDER/PUBLIC COMMENTS:**  
None.

**APPROVAL OF MINUTES:**

- September 14, 2021 Board of Directors Meeting, Public Session: Dir. Mobley moved to approve the Sept. 14, 2021 minutes; Davidson seconded. Motion passed.

**COMPANY REPORTS:**

- Financial Reports: Cortez provided the Financial Report for September, 2021. Cash on hand, beginning of month: \$775,817.48; end of month, \$709,641.11. Revenue YTD: \$682,555.95. Expenses through Sept. 30: \$609,419.95. Net income through Sept. 30: \$72,936.00. Dir. West moved to approve the financial report; Dir. Mobley seconded. Motion passed.
- Operations Report: Water production was 1,114,000 gallons; last month's was 1,157,038. There were no system leaks. Average use was 97 gpd. There were 3 excessive users, none of whom regularly show excessive use. The loss rate was 11.3%.

Staff completed plumbing and painting the housing for the William Way well. Electrical installation was completed. The well has been pumped to clear remaining drilling fluid, in preparation for required testing. As pumping continued, production has increased and the drawdown period has become longer. Static level is at 135' and the well is pumping > 12 gpm.

Foundation was poured for tank 10 replacement tank; the tank was installed and bracing placed. Staff began constructing the ladder and platform on the top of the tank. Upon completion, plumbing will be installed. The tank will then be disinfected and tested prior to bringing it online. Once this is completed, water in Tank 10 will be drained, and contractor will be called to remove the tank in preparation for setting the additional tank that has been ordered.

Staff began clearing inlets and installing trash racks at culverts prior to winter. This project will be continued into October.

**ADVISORY COMMITTEE REPORTS:**

- Water Conservation Committee:
- Recreation Committee:
- HR Committee: Committee report in Executive Session
- Water Committee:
- Road & Safety Committee:
- Rules Committee:
- Finance Committee:
- Strategic Planning Committee:
- Community Fire Prevention Committee: Update

**NEW BUSINESS:**

- **Discussion/Action item:** Update: CDFW Streambed Alteration Plan and Riparian Mitigation: On 9/27/21, Cortez signed off with CDFW on the Streambed Alteration Agreement. On 9/30, after verifying how RCD would submit to FLMWC the documentation required to satisfy our riparian mitigation requirement, we signed the Board-approved mitigation agreement, having met all the conditions as approved by the Board. Cortez then hand-delivered a check to RCD and obtained a receipt and the budget required by our CDFW SAA. On 10/4 Cortez emailed documentation to CDFW and received an email verifying that we have satisfied the compensatory measures outlined in the agreement. RCD is now bound to complete the project and all reporting requirements.

This SAA is good for 5 years and FLMWC may request a 5 year extension. At the end of the agreement term, should CDFW regulations change or should an additional endangered species be found in the affected creeks, CDFW may add additional mitigation requirements.

- **Discussion item:** Should the Board consider establishing time limits for Board meetings? This question was prompted by a recently-attended AB 54 training, which suggested that best practices may be to set an end time for meetings. Discussion included a suggestion to have one person be mindful of the time and remind members, rather than set a limit; restructuring meetings; and trying new tactics to see if we can be more efficient. Agreed we will make an effort to stay on topic and move through the agenda in a timely way.
- **Discussion item:** Should the water committee revisit GPD limits under Stage 2 conditions? Dir. Mobley suggested that 250 gpd seems high, compared to other water systems. Santa Cruz, for example, sets 120 gpd for a family of three. Cortez provided context for how stages have been determined. Historically, this has been based on well production. Currently, our wells are static and some are improving. Users average 90-100 gpd; to be parallel to Santa Cruz, we would have to look at household size which could be challenging. In September, 83 customers exceeded 125 gpd, 25 exceeded 200 gpd, 3 had excessive use of unknown cause, one probably from construction and 2 from customer errors. Use for the year is down by 10%; shareholders/residents are conserving on their own. Mobley pointed out that water is a long-term issue and wondered if we should revisit the stages, especially if it seems we are perpetually in Stage 2. Would there be a positive fiscal impact if the GPD standards were lowered? Dir. Davidson noted that the Water Committee could revisit the question and develop carefully considered criteria that would form the basis for policy, and suggested that fines are not a way either to raise revenue or build community. Water Committee to take the question under consideration.
- **Discussion item:** Should the Water Committee explore regaining surface water rights? Dir. Mobley raised the question, noting that some surface water [may] make its way into wells. The idea of regaining control of the surface water would be to protect wells and waterways. Dir. Wade said that if we see anyone misappropriating water [e.g. taking from a stream], or polluting, we should call the State agency. Dir. Maskolunas suggested that it would be good for the Water Committee to look into the laws. The topic was referred to the Water Committee for further consideration.
- **Discussion item:** Requirement for Committee minutes: A recent AB 54 training attended by Dir. West provided information that in addition to the requirements for minutes for Board meetings, minutes should also be kept for any meeting of a Board-sanctioned committee. Such minutes should be made available to any shareholder upon request.

**PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION:** The meeting was adjourned to closed session at 7 p.m.

**RECONVENE TO OPEN SESSION FOR CLOSED SESSION ACTION ITEM REPORTING:** The meeting was reconvened to open session at 9:19 p.m. to report the following actions:

- Shareholder appeal for reduction of excess use fee was granted, based on extenuating circumstances
- Shareholder request to change parcel status to “unimproved” was granted
- Shareholder question about the company’s right to enforce company rules was referred to the Rules Committee

**MEETING ADJOURNED:** The meeting was adjourned at 9:20 p.m.

**MINUTES**  
**Forest Lakes Mutual Water Company**  
**Board of Directors Meeting October 28, 2021**  
**Emergency Online Meeting**

**CONVENE MEETING/ROLL CALL:** An emergency online meeting was requested by General Manager D. Cortez, via e-mail to the Board, to address a blocked culvert on Redwood. Her e-mail explained the problem, and attached photos as well as a bid from Valley Paving for two options for repair. Available by e-mail: President D. Wade, Directors Davidson, Dennis, Gonda, Mobley, and West; and G.M. Cortez.

**AGENDA:**

**Action/Discussion item:** A bid from Valley Paving has been received, outlining two different options to address the issue. Cortez provided additional description/analysis of the options, as well as budget impact, noting that there was urgency to reach a decision in order that work can begin as soon as possible and before the next storm. This is an area that handles a lot of water, and the culvert repair is important to avoid further issues. Dir. Wade indicated he would get to the site to take a look, and called for an emergency email meeting. Dir. West seconded. Four "aye" votes to hold the meeting were received so the meeting proceeded.

Dir. West moved to accept the Valley Paving bid for Option 1, pending the outcome of Dir. Wade's inspection of the site and his discussion of the proposed options with Cortez. Dir. Davidson seconded. After Wade reported back, Dirs. Gonda, Dennis, Davidson, Wade and West then voted Aye to accept the Valley Paving bid of \$15,950, work to be completed as described in the bid for "Option I" to repair the culvert that crosses Redwood Rd. between 375 Redwood Rd. and 419 Lakeview.

The purpose of the meeting having been fulfilled, the on-line e-mail meeting was adjourned.

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D.M. Wade, President

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L. West, Secretary