

# BOARD MEETING MINUTES: December 14, 2016

## LAKE CANYON MUTUAL WATER COMPANY

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Meeting was called to order by Kirk Epperly at 7:02 p.m.

Board Members present: Rebecca Cabral, Bruce Cunningham, Kenji Morita, Kirk Epperly, Frank Becking.

Other people in attendance: Barbara Abel, Bud Everts, John Lipka.

**APPROVAL OF MEETING MINUTES:** The minutes from the two September board meetings and the Member Meeting of September 24<sup>th</sup> were not ready for review from Aaron Behman, who will work on them for the January meeting. Rebecca moved to approve the November 10th minutes. Bruce seconded. Passed unanimously.

**FINANCIAL REPORT:** Bud Everts presented report. We have \$262,567.45 in our account as of November 30, 2016. Details of the report can be found posted to the Lake Canyon website. Rebecca moved to accept the Financial Report. Frank seconded. Passed unanimously.

**WATER USAGE:** Kirk Epperly presented the Water Report. The average meter use was 84 gallons per day, up from 67 gallons during the prior month. The full report can be found on the Lake Canyon website. Consumption billing began with the December 1<sup>st</sup> billing, based on consumption from Oct. 21 to Nov. 18. The board approved the Cantu's "Request for Water Leak Adjustment" for 2 months.

**PROJECT REPORT:** Water Quality test was fine. A map of valves will be worked on by Tom Newhall and Rebecca. Swale needs to be cleaned upstream from 19400 Beardsley Bridge. Uphill side of Beardsley bridge: the board on the side of the bridge has moved, and needs to be reset.

**COMMUNICATION:** Karen Nishimoto from the State Water Resources Control Board proposed an inspection of Water Treatment Plant and system on Wed., Jan. 18, 2017. Should be confirmed this week.

**DSL at Water Plant:** Rather than signing up for DSL service, we will use Bud's personal hotspot for internet connectivity during board meetings.

**Transition to Consumption Billing / Late Fee / Online Billing** Overall, has gone well. January billing will add consumption in gallons, and cost calculation to provide greater understanding of usage and cost for each member. Late fees have created some confusion. Policy will be changed to be **received** by last day of the month to avoid late fee, and will be stated on billing, in addition that late fee is now \$20. Bud will attempt to set up Online Payment through Quickbooks via bank transfer to provide convenience for members, streamline bookkeeping entry to save money, and minimize costs at \$.50 per transaction.

### Planning Projects for current fiscal year:

1. Research process to purchase treated water from San Jose Water Company in future.
2. Explore State and Federal grants to help finance water line replacement in lower canyon.

**2<sup>nd</sup> Spring Exploration:** Frank Becking reported that nothing is standing in the way of developing springs. But estimated cost is \$30k and it would be a lengthy process (2 - 3 years). Board decided to table action.

**Surveys and Recording:** Kenji and Kirk will contact JP with Alpha Survey to find out cost of using his survey.

**By-Law updates:** Bruce and Kirk wrote By-Laws changes to reflect the recent vote at the Sept. 24<sup>th</sup> members meeting. Kirk moved to accept the By-Laws as correct and communicate to community. Rebecca seconded. Passed unanimously. To be voted on by board at January meeting.

- a. Two member meetings
- b. How board sets fees
- c. Cross-Connection Policy
- d. Additional Unit Policy

**Grants for Water Line:** Rebecca to talk to Andi Henke about availability of grants for repair and construction of new water line. Board will establish range of hourly fees for consulting work. Check with SDRMA agency through Lake Canyon CSD.

**New 6-inch Water Line - Lower Canyon:** Bruce working with Marco Casillas, who has maps to get rough estimate.

**Fire Suppression Residential Connection.** John Lipka quote for work to meet county requirements. Needs 6-inch line. John will get quotes for 2-inch vs 6-inch to make decision about approval.

**CSD Grant Document and Payment Schedule:** Discussion regarding \$100,000 Grant from CSD. Will research for Grant documentation to add to LCMWC files.

Kenji moved to adjourn to January 11<sup>th</sup> at 7:00 p.m. at the filter site. Bruce seconded. Passed unanimously.

**Future Agenda Items:**

Speed Bumps to be considered near 19190 Beardsley.

Water Meters: paid and to be billed

Traffic and Pedestrian Safety

Volunteers: Finance, Grants, Communication

Community Park

Creek Cleanup

Meeting adjourned at 9:25 p.m.