

Lake Canyon Community Service District

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BOARD MEETING MINUTES, February 13, 2017

Kirk called the meeting to order at 7:06 PM at the Filtration Plant.

Attending: Kirk Epperly, Phil Abel, Bud Everts and Stefaniya Becking.

Also present: Rebecca Cabral, Stacey Johnson.

Communication and correspondence:

1. Letter from John Lipka.
2. County Counsel – Form 700's due April.

Approve of last meeting minutes

1. **Approval of the previous meeting minutes (January 2017).** *Phil moved to approve the previous months minutes as amended. Bud seconded. Motion approved unanimously.*

The Board requested the minutes be amended by adding the following line items to the operational report:

- a. Take the old Multiquip generator into Gardenland for a tune up.
- b. Install the remaining 7 residential control panel generator plugs.
- c. Bids on replacing the wooden main tank slough wall.
- d. Extra storage space.

Approve of last month's financials

1. After review of the financial report package (below) for January 2017 *Bud moved to approve the Financials. Phil seconded. Motion approved unanimously.*
 - a. Bank Reconciliation Report – period ending 1/31/2017
 - b. Balance Sheet as of January 31, 2017
 - c. Profit and Loss for January 2017
2. Stacey forwarded the board the supporting documentation on the grant made to the Mutual Water Company in 2004 as requested during the 1/16/2017 meeting. The board requested that Stacey inquire as to the status of the grant repayment.

Operations Report:

1. APN 544-12-061 construction project – The board discussed the letter from John Lipka and agreed that all future communication between Mr. Lipka and Qesta should go through the CSD Operations Manager. Stacey will send a response to the communication.

Old and New Business:

1. Rebecca presented a document to the board which listed some parcels that she thought were being charged for multiple sewer hookup and a list of properties that she thought may not be paying for multiple sewer connections. Rebecca asked that the board look into these discrepancies and explain the basis for determining sewer hookups. The board indicated that they would place this item on the next agenda.
2. Stacey send out a reminder and instructions on how to take advantage of the online ethics training that is offered by the California Special Districts Association as part of their normal membership fee. Stefaniya was planning to attend the CSDA Board Member Roles and Responsibilities course. Stacey forwarded the CSDA membership number to assist with registration.
3. The board requested that a new invoice be prepared and mail to the owner of 19505 for the cost of labor and materials associated with the basin pump seizing incident on 1/19/2017. A request should also be made to relocate the equipment control box back to its original location to support visual or audible identification of an alarm situation.

Adjournment:

Bud moved to adjourn the meeting to April 10, 2017 at the Filtration Plant (19605 Manzanita Drive). Phil seconded the motion. Motion Approved Unanimously. Meeting adjourned at 9:55 P.M.