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Operations Manager
Lake Canyon
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Lake Canyon Mutual Water Company

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BOARD MEETING MINUTES: December 2, 2013

Kirk called the meeting to order at 7:07 PM at the Filtration Plant.

Attending: Aaron Behman, Kirk Epperly, Cheri Salazar, and Phil Abel.

Also present: Barbara Abel, John Lipka, and Stacey Johnson.

Communication and Correspondence:

- 1) Richard Pettyplace relayed to the board through Aaron that the meter box installation at 19501 Beardsley was a trip hazard.
- 2) Barbara Abel has been working on several General Liability insurance bids. Barbara received a bid from Alteris.
- 3) Phil was approached by Bob Cabral in regards to Bob's plans to move his family back into the property at 19260 Beardsley Rd.

Approval of the Minutes of the Previous Meeting: *Phil moved to accept the previous meeting's minutes (October) as mailed. Aaron seconded. The motion was approved unanimously.*

Financial Report: Kirk reviewed the previous month's Financial Reports (Oct & Nov). *Phil moved to accept the previous month's Financial Reports. Aaron seconded. The motion was approved unanimously.*

October financial report:

Date	Num	Transaction	Memo/Description	Amount
10/31/2013		INTEREST PAYMENT		1.01
10/31/2013		PAYCHEX Payroll Taxes		553.24
10/31/2013		DEPOSIT		10662.75
10/30/2013	DD	Barbara Abel	Water Plant Operator	1,096.20
10/24/2013	4063	PayChex		113.07
10/24/2013	4061	Compressed Air Supply	Compressor Maintenance	428.66
10/23/2013	4064	Rural Supply		8.65
10/23/2013	4062	Verizon		41.62
10/23/2013	4065	San Jose Water Company		1,220.55
10/17/2013	4051	Santa Clara Public Heath Lab		40.00
10/15/2013	299	Tiffany Epperly	Treasurer	271.46
10/15/2013		Beardsley Bridge Loan		1,169.12
10/15/2013	4060	PGE		756.77
10/8/2013		PAYPAL TRANSFER		6220.57
10/3/2013		RETURN ITEM FEE		12.00
10/3/2013		RETURN ITEM CHARGE - PAPER MN 131003		760.00
			Total Deposits	16,884.33
			Total Checks	6,471.34
			General Fund	140,998.18
			Market Rate	8,171.50
			Total	149,169.68

November financial report:

Date	Num	Transactions	Memo/Description	Amount
11/29/2013		INTEREST PAYMENT		1.02
11/29/2013		Payroll Taxes		291.93
11/27/2013	DD	Barbara Abel	Water Plant Operator	1,096.20
11/18/2013	4068	State Fund	Workman's Comp	589.50
11/18/2013	4067	PG&E		648.57
			Canyon Labor 3 months	
11/18/2013	304	Thom Newhall	labor	1,187.55
11/15/2013		Beardsley Bridge Loan		1,169.12
11/14/2013	4069	San Jose Water Company		1,048.18
11/8/2013	4058	Santa Clara Public Heath Lab		115.00
			October Fest reimbursement	
11/8/2013	4066	Cheri Salazar		115.84
			ONLINE DEP DETAIL & IMAGES	
11/8/2013		Bank Charge		3.00
11/6/2013	303	Tiffany Epperly	Treasurer	271.45
11/4/2013	301	Jo Thorsen	Canyon Labor	45.68
			Total Deposits	1.02
			Total Checks	6,582.02
			General Fund	134,417.18
			Market Rate	8,171.74
			Total	142,588.92

Previous Months Delinquencies:

No improved accounts over 60 days late

Community Water Usage for the Month (gallons per day):

	July	Aug	Sept	Oct	Nov
Filter out (Into Tanks)	18176	14050	12198	11343	10896
Past Midpoint	11900	7921	6277	5560	5100
Laurel	2080	2314	2477	2593	2421
From San Jose Water Co.	NA*	10140	9025	8682	8238
From Spring Box	5889	4649	3957	3453	3182

* New San Jose Water meter was installed

Water Quality Report: Water test absent of coliform for the previous month.

Staff Report:

- 1) Barbara presented the General Liability insurance bid from Alteris and the bid was discussed. The quote was for \$2945 annually. The board asked Barbara to investigate the cost of additional coverage.
- 2) The annual service of the filtration plant equipment was completed by Mountain View Services for a cost of approximately \$2810.
- 3) Kirk indicated that he is currently working on the 6" line project and will be pursuing assistance from Al Smith.

New Business:

- 1) The Board discussed the meter box installation at 19505 Beardsley Road as well as the fire lanes across the street from this address in front of the LCMWC storage structure. To better evaluate the situation the board agreed to view the property after the meeting. The issue will be readdressed at the next meeting after the area has been viewed.
- 2) John Lipka explained to the Board that he would like to build a modular home on the lot next to his property at 19400 Beardsley Rd. The bridge at 19255 Beardsley is too narrow to accommodate the wide load of transporting the unit. John is proposing temporarily widening the bridge or giving the board the option to use the fund amount needed for extension on a permanent widening solution. PROOF
- 3) In addition to the request above, John Lipka is asking the board to supply him with the owners cost associated with installing the water hookup for this new structure and the process for procuring the hookup. PROOF

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Old Business:

- 1) Kirk indicated that he would contact James Dizoglio regarding potential help with the website.
- 2) The board discussed the Cabral account for 19260 Beardsley Road. The Board had drafted a repayment plan agreement with Bob in June of 2013 to cover the Parvini property bill after his purchase of the additional lot some time ago. This agreement was not put into effect however. The board instructed the treasurer to bill for the entire back balance.

A special thanks to Al and Jode Smith for having the Neighborhood Watch signs installed at the entrance of the canyon and at Laurel bridge. PROOF

Note to the community: As of July 2013 the dues have been increased to \$195, If you have an automatic payment please adjust the payment amount. Thank You.

Adjournment:

Aaron moved to adjourn the meeting to January 6, 2014 at 19605 Manzanita Drive following the CSD meeting. Cheri seconded. The motion was approved unanimously. The meeting adjourned at 9:05pm.

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