**Lake Canyon Mutual Water Company**

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**BOARD MEETING MINUTES: May 11, 2016**

PUBLIC FORUM Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the agenda or pending before the Board.

**Call to Order:**

Meeting called to order at 7:17PM by Rebecca Cabral, President.

**Roll Call:**

Rebecca Cabral, President, Bud Everts, Treasurer; Kirk Epperly, Board Member, and Marco Casillas, Board Member.

**Approval of Previous Minutes:**

Approved Emergency Meeting Minutes on 4/27/16, Kirk Epperly made a motion and Marco Casillas seconded. Motion passed unanimously.

**Financial Reports:**

Reports include: Management Report; Bank Statement (Wells Fargo); Reconciliation Report; and

Accounts Receivable Aging Summary. [7:35pm]

LCMWC is managing only one active delinquency, the only delinquent account will be reviewed internally by the board as this is an unforeseen situation for the community member.

Kirk Epperly made a motion to approve the financial reports. Marco Casillas seconded the motion. The motion passed unanimously.

**Water Report:**

Supply and consumption levels are in line. Visit <http://www.lakecanyon.com> for more details.

It was noted that now with a 200 Gal / Day allotment, the average rate only rose 5 gallons this month to a total of 80 Gal / Day average. The community is doing a great job at keeping a conservative mentality with regard to water use.

**Project & Maintenance Reports:**

One of two motors on the compressor went out, so it was repaired and is now operational.

Marco recommended implementing a yearly maintenance program at a previous meeting. It is currently being developed and input by several of the community members will be noted. Maintenance program and schedule to follow soon.

There was a small motor repaired in the Water Distribution center on a compressor.

Water shutdown signage will be posted accordingly throughout the community in the next coming months due to a construction project taking place at mid Beardsley road. [7:55pm]

**Communication & Correspondence:**

New Traffic Signs (Slow Down Children at Play, 15 mph) have been posted around the community as well as new speed bumps at the stop signs. The Water Board highly encourages the residence to please abide by the proper traffic regulations, stopping at stop signs and keeping the roads safe as there are many more children throughout the community now. If residents feel traffic is unsafe near their homes, please contact the Water Board for a further investigation and evaluation. More signs and speed bumps to be potentially installed. [8:03pm]

Residents have expressed concern over the easement at the house near the stop signs where the speed bumps have been placed. If residents have concerns or issues please email the Water Board members directly about the inquiry or attend the next upcoming meeting on May 22nd to discuss this item. All issues regarding Road and Traffic concerns should be handled via email to the Water Board members or by attending monthly meetings in a diplomatic and professional manner.

Website Update is in progress, the information is being transferred to Terry Truong who will handle updates while Sherri is on vacation. [8:12pm]

**Staff Reports:**

No reports

**Business:**

1. May 22nd Member’s Meeting: communication, proxies, agenda, budget, dues discussion, second unit policy. Following the meeting there will be a BBQ hosted by the Water Company and we encourage all community members to join. We also encourage community members to bring an appetizer / dessert if they’d like to share a dish.
2. Second Unit Policy information to members before meeting (community voting at May Meeting)
	1. Bud Everts presented a financial analysis detailing the impact the second unit policy has on LCMWC if the policy remains in place or if it is removed.
3. Laurel drive update: Not discussed
4. 5 Year Capital Improvement Plan: Discussed
	1. The 5 Year Plan was discussed among the board members for potential future projects and priority of each individual project. This will be shared at the May 22nd meeting.
5. Leak Waiver: Discussed
	1. There was a Draft Policy created and discussed for potential leak waivers, this will be shared at the May 22nd meeting
	2. Kirk Epperly made a motion to approve the Leak Waiver Policy, Marco Casillas seconded the motion. The motion passed unanimously.
6. Water Line Replacement-Engineering Study (6” Line)
	1. The 60% drawings were sent to the Water Board for review and comments. The Plans are currently in review but will be shared at the May 22nd meeting
7. Water meter repayment program: Not discussed
8. Repayment of CSD Grant: Not discussed
9. Possible change of where water company receives mail: Discussed
	1. There will be a potentially new Mail Box placed near the Water Distribution Plant. Water Board to further review
10. Late Policy: Amount, enforcement: Discussed
	1. New Payment and Delinquency Policy provided enforcing a new late fee of $20
11. EPA Power Resiliency Webinar: Discussed
	1. Water Board to research potential powerless water filtration units for individual households in case of a catastrophic emergency, research to continue and updates to follow.
12. Workshop May 21st: Discussed
	1. There will be a workshop held on May 21st at 3:00pm at the Stop Signs for Board Members to prepare for annual meeting.

**Possible Future Topics:** 1. Volunteers: Finance, Grants, Communication, 2nd spring

**Assign next meeting agenda items.**

**Next Meeting & Adjournment:**

Kirk Epperly made a motion to adjourn the meeting and reconvene on Saturday, May 21, 2016 at 3:00PM at the Stop Signs to prepare for the May 22nd annual meeting at 2:00pm also at the Stop Signs parking area. Bud Everts seconded the motion. The motion passed unanimously. The meeting adjourned. [9:23pm]