

Minutes: Lake Canyon Mutual Water Board Meeting

Wednesday July 20, 2022 7:00 p.m.

Held via Zoom Audio and/or Video Conference

408-656-6181 *new* cell phone number to contact LCMWC 408-834-7745 (message only)

lakecanyonmwc@gmail.com <http://www.lakecanyon.com>

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

Call to Order / Start Zoom Meeting for remote meeting access: 7:00 p.m.

Ru calls the meeting to order at 7:08 p.m.

Roll Call: Jim DiZoglio, Mindi Porebski, Sam Monga, Ru Rajapakse, Casey Farrand

Also in Attendance: Bud Everts, Bill Lei, Julia Zhang, Aaruna Godthi, Kirk Epperly, Wais Achak

Consent Agenda: Financial, Water, Staff, Projects, and Maintenance reports (2 min)

Jim makes a motion to approve the financial reports

Mindi Seconds

Motion Passes 4-0

Reports: Reports: Communication, and Correspondence Reports (10 min)

[Link to Bud's report](#)

- Water Production:
 - Spring flow has dropped significantly (-23%) MoM, which is consistent with the drop experienced last year from May to June (-24%)
 - Spring production is meeting ~80-85% of community needs
 - July of last year was worse, but that was a drought year. July of 2020 the spring produced 99.7% of community needs
 - Lake Ranch serves both our community and heads down towards Saratoga, but we are the priority for that water
- Water consumption
 - Down compared to last year (and down 5.3% compared to last month), so conservation efforts are working
- Maintenance
 - Bridge bolts at Laurel are an issue and will be replaced with new bolts
 - This work should be complete soon (likely by 1st week of August)
 - Road sealing includes Manzanita
- Annual Meeting
 - Proposed Sept 17th or 24th
 - Ru is not available Sept 17th
 - Need to know how many current board members are planning to run for re-election

Casey makes a motion to accept the reports

Sam Seconds

Motion Passes 4-0

Business

- 19521 Manzanita Dr project clearance request
 - Homeowner is applying to legalize ADU and JDU
 - Homeowner needs hydrant flow data. Bud has learned this is accessed via Santa Clara County Fire Department who has the equipment to test the meter
 - As an alternative to the above, water tanks are 125,000 gallons (70,000 and 55,000) when the tanks are full to supply the community with drinking water and fire extinguishing
 - Road is maintained to its current width, which is under 18' width
 - For example, Concrete bridge is 11ft 2.5 inches, Beardsley bridge is 12ft 4.5

inches, Upper Beardsley bridge 11ft 4.5 inches, Upper Beardsley Bridge 8ft 8 inches

- Lake Canyon is generally considered legal non-conforming properties per Planning Department, but some of these requests came from the Fire Marshall and may stem from new fire laws that went into effect last year
 - Homeowner believes they have two water rights, previously paid two water bills and two sewer bills
 - Bud to verify
 - Kirk believes they have only one water right
 - Bylaws for improvements do state Board needs to evaluate if current infrastructure can support
 - Board to update Bylaws to ensure ADU/JDU requests are clear and formulate a process for future ADU/JADU developments
 - County is requesting a Letter for Water will serve
 - We have not been asked for a letter such as this for other projects (e.g. 19388 Beardsley) and why now?
 - We would like to understand what the county is asking LCMWC to write in the letter.
 - Can we get a template or recommended wording in this letter? After we know the content, we will determine if our lawyer should review for approval
 - We are all on the same system, and one residence could use up majority of our water in theory
 - Improvements likely should be restricted and should ensure net decrease in water flow with new appliances, etc
 - Board should consider this over a special committee and research what other communities are doing.
- Pipeline project update
 - If the pipeline project could start in Aug 2022, we confirmed the: contractors have August availability.
 - Met with pipeline supply company, to get an estimate for ordering materials, given supply chain issues
 - We need approval from SWRCB for our design and to approve our plan to cross Lyndon Canyon Creek with a new structure in the same location as the current pipeline. The drawings for this structure should be ready in the next 2 weeks.
 - We are awaiting a cost estimate for this project. We intend to leave the recommended minimum \$100,000 in reserves (Grants are generally unavailable to us due to MHI)
 - In researching the current equipment costs, we are currently seeing prices about 30% higher than last year. We are hoping for project supplies to improve, and prices to drop over the next 12 – 24 months.
 - Bud recommends tentatively scheduling the project for late April 2023, when annual rainfall should be over, and review the price trends at that time to see whether it would be beneficial to start work then or schedule at a later date to benefit from lower materials costs.
 - Recommend to keep this project as priority, especially given fire concerns
 - Board is intent on starting the water pipeline project to complete the beginning part of Laurel from Beardsley to just before the guard rail on Laurel. Improved fire safety and hydrant coverage on Laurel is the primary reason completing this leg of the project first.

Mindi makes a motion to scheduling the pipeline project for late April 2023

Sam seconds

Motion passes 3-0

- [Bud] Follow up to additional payment options for LCMWC bills, including but not limited to PayPal option
 - Paypal fee is 2.9% plus 30 cents per transaction
 - Sherri found an alternative called Stripe. It is not integrated exactly into Quickbooks, but there are apps that can integrate it. Stripe charges the exact same rate, 2.9% plus 30 cents per transaction, and no setup fees. The value is that you can set up fee reimbursement once the account is set up, and you can set it up so that the member pays the 2.9% fee
 - E.g. a \$200 water bill will automatically be \$205.80 if members wants to use the Stripe functionality. The LCMWC board would only pay 30 cents per transaction

- Bills would now offer option to pay via Stripe
- Current ACH through Quickbooks is either 50 cents or free
 - Bud to verify
- Board supports addition of Stripe as a form of payment

- [Sam - 10 minutes] Update on automated water readers and leak detection
 - Sam reached out to do some research on what water readers are being used
 - Automated meter reading systems can range up to \$16,000 depending on features
 - Got a quote from supplier for water meter + register (takes reading and turns it into an electrical signal - note some of the meters in the canyon already have this) + encoder (takes the reading and turns it into something the smart device can read) – signal is then transmitted wirelessly to a person walking by with a scanner
 - iTron system (requires subscription) - note can also be plugged into billing systems
 - There is a second option, Tehama, that sits at a high point and receives radio signal within a 3-mile or 8-mile radius, depending on equipment option, which would satisfy our requirements
 - Quote is lower and has no subscription fees
 - Should work with our terrain, there are applications in wooded areas, but the company is going to look at the map and survey the areas and follow-up
 - Second meeting with Valley Water coming up on July 26 with Sam Monga and Bud Everts
 - We need a computer always on in the water plant to process and upload this data
 - Since leak detection is important, Sam to confirm exactly how this system meets the requirement
 - Can this system also meter at the spring box, or the spring flow meter next to the treatment plant?

- [Ru - 20 Minutes] Backup generator for the water treatment plant.
 - Required by State Water Resources Control Board to be completed by 2024
 - Ru did some research with several options
 - We have 4 or 5 pumps that don't need a lot of power to run, but the start-up needs are very high
 - We require a 38kW generator at minimum. Next up is 48kW, which can easily handle it. V8 engine
 - Quotes:
 - \$19,000 for the 38kW generator and transfer switch
 - \$21,700 for the 48kW and transfer switch
 - We could go with a smaller generator if our pumps are time delayed with installed relays so they do not all start at the same time
 - Likely project would be around \$25,000 if we can do much of the labor
 - Permits would increase cost \$6K or more
 - Discussion on options for financing this project: there are grants but we do not qualify, based on household income. We could increase rates through tiers. We could increase base rate. We could also use a special assessment.

- Assign an ad-hoc committee to review monthly rate and per gallon charge rate study
 - Sam would be interested in this, Bud as Treasurer, and Jim as second board member
 - Priority capital projects are the Water Treatment Plant generator, Treatment Plant Computer and CPU update, water pipeline upgrade.
 - Last increase, Oct. 2016, spreadsheet showed the various options and how much revenue was gained
 - Also included why - the projects we needed to do and why we needed more money
 - Committee's main goal is to propose rate increases to support infrastructure upgrades and not penalize community members
 - Board needs to clarify May Members meeting in the ByLaws

- Maintenance list & maintenance calendar, including fire road gates & clearing, spring path clearing, Jan rate increases, and bridge bolt tightening

Next Meeting potential agenda items:

- Continue 19521 Manzanita Dr project needs
- [All] Vote to ratify change to Bylaw to “biannual meeting” language to reflect that community meetings

take place in September as well as May

- [Bud] Pipeline Project Update
- [Sam - 10 min] Update on automated water readers and leak detection
- [Ru - 5 min] Backup generator for the water treatment plant: info on tank size
- [Sam, Jim, & Bud] Committee findings on monthly rate review and per gallon charge rate study
- [Sam] Finalize signage decisions for Upper Beardsley Bridge length restrictions
- [Mindi + Jim] Volunteer needs: Propose additional dates for volunteer days for cleanups along the back of canyon trail, creek, etc.

Jim makes a motion to accept the minutes

Mindi seconds

Motion Passes 3-0

Adjourned at 10:45 p.m.

Next meeting: Wednesday, August 17, 2022 7:00 p.m. via Zoom