

# Minutes: Lake Canyon Mutual Water Board Meeting

Wednesday June 18, 2025 7:00 p.m.

## Held via Zoom Audio and/or Video Conference

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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:** 7:05 p.m.

### Join Zoom Meeting:

<https://us02web.zoom.us/j/89215235407>

Meeting ID: 892 1523 5407

**Roll Call:** Rebecca Cabral, Aaruna Godthi, Mindi Porebski, Jim DiZoglio, Sam Monga

**Also in Attendance:** Bud Everts

Rebecca called the meeting to order at 7:08 p.m.

**Consent Agenda:** Financial reports (2 min)

- No questions

Mindi makes a motion to approve the financial reports

Jim seconds

Motion Passes 3-0

**Reports:** Water, Staff, Projects, Maintenance, Communication, and Correspondence Reports (10 min)

- Spring running around 10.5 gallons per minute
- Lake Ranch Reservoir unchanged from last month and still at 45%
- Daily water usage decreased 2 gallons per household per day
- HDPE pipe used on the Manzanita project. The old galvanized steel pipe had a lot of corrosion. The new pipe was so easy to transport and roll out.
- Next step will be a pressure tank if needed. Still TBD, and the board will hear the details of the improvement in pressure at the meters in the future before moving to the next phase.
- Tank cleaning is still in progress to get three quotes, and also to learn more about the new automated systems available. These services do not have to drain the tanks.
- Firewise communications drill targeting Oct 11th or Oct 18th
- Fall members meeting is tentatively scheduled for Sept 27th
- ***There is still an unlocated leak somewhere in the canyon.*** Jo Thorsen could potentially help diagnose as she has done this in the past.

Sam makes a motion to accept the reports

Mindi seconds

Motion Passes 4-0

## Business

- [All] Capital Improvement Plan: review rough stack ranking and refine as needed, begin detailing cost information where available
  - This item will be deferred to next month's meeting
- [Rebecca, Bud] Late Fees and Disconnection Policy: Revisit late fees impact list including accounts recently paid and in consideration of the date in which COVID restrictions were removed
  - Disconnection Policy:
    - Bud shared a proposed Water Shutoff Policy that is compliant with the Water Shutoff Protection Act, Senate Bill 3, and Bud is recommending that the Board approve the new policy and have it take effect immediately so we will be in compliance
    - Previously only water companies with over 200 connections were required to have this, but as of last year August, companies with fewer than 200 connections also were brought under this requirement
    - Bud reviews disconnection policy with the board
    - LCMWC currently charges late fees but not interest, but the template includes either interest or late fees, which is standard and would cover possible future changes
    - Policy is very comprehensive and covers shutoff requirements, including for residents or homeowners who meet three criteria which would mean we could not shut off their water (medical, financial, and payment plans) and the ownership is on the resident or owner to provide the documentation of those requirements to LCMWC within 5 calendar days
    - LCMWC reports the number of disconnections in a report, which is already a regular part of Bud's role

Jim makes a motion to accept the LCMWC shutoff policy

Mindi seconds

Motion Passes 4-0

- Late Fees:
  - This portion of the conversation will be deferred to next month's meeting
- [Bud] Explore putting funding in a CD to take advantage of higher yield savings opportunities
  - This topic will be deferred to next month's meeting
- [Jim] Evaluate buy-in costs as part of the CIP project and due to LA fires
  - Jim is working on an initial list for an understanding of what is involved if improving an unimproved lot to connect to Lake Canyon infrastructure current:
    - Flow report
    - Supply during fire
    - Impact to spring
    - Water tanks for fire support
    - New hydrant might be required
    - Road widening
    - Address structural challenges (e.g. bring water across a bridge or creek)
    - Impact to emergency evacuation
    - New codes for building on roads with no outlet: PRC-4290 distance to main road, what it would take to pave oak to Montevina emergency access
    - Which lots have water hookups that are not active

- Main connection costs and testing flow
  - Meter types and specs
- The CSD charges a connection fee and also requires the property owners to pay for the associated expert reports required. The thinking is that they are buying into existing infrastructure of value
- [Bud] Transfer Fee at Escrow Closing: Property Sales
  - Bud researched some information on transfer fees
  - Most comparable fees would be \$50 - \$100
    - Costs incurred during transfer of membership fee should pass costs of paperwork onto the homeowner during transfer.
  - Some of the tasks involved: Demand letter, communication with real estate agents, read the meter, calculate the pro-rated costs, collect new information for residents, produce welcome letter, update LCMWC records and email contact lists with new details, new details for billing
  - Sometimes a sale falls through and a demand letter is produced but the sale falls through
  - Board looks at an example Demand Letter to understand what goes into producing it

Mindi makes a motion to update the transfer fee to \$200 to reflect the costs to produce the necessary documents and complete the tasks required for transfer

Sam seconds

Motion Passes 4-0

### **Review Meeting Minutes from this meeting**

Jim makes a motion to accept the minutes

Mindi seconds

Motion Passes 4-0

### **Adjourn at 10:07 p.m.**

### **Future Agenda Items / Deferred from previous meetings:**

- [All] Capital Improvement Plan: review rough stack ranking and refine as needed, begin detailing cost information where available
- [Bud] Explore putting funding in a CD to take advantage of higher yield savings opportunities
- [Rebecca, Bud] Late Fees: Revisit late fees impact list including accounts recently paid and in consideration of the date in which COVID restrictions were removed