

MINUTES July 9, 2024 7:00 p.m.  
Forest Lakes Mutual Water Company  
Board of Directors On-line Meeting

Meeting was called to order by President Gonda at 7:02pm. Also present: General Manager Cortez, Directors Baer, Baptista, Dennis, Kelly, Linstrum, and Pattillo; Shareholders: D. Wade, L. West, and A. Seronick. A. Wei joined at 7:17.

ADDITIONS/DELETIONS TO AGENDA: Manager Cortez added an item under 'New Business"; see #5

SHAREHOLDER/PUBLIC COMMENTS: Manager Cortez, on behalf of Scott Greco, reported on activities of the **Forest Lakes Firewise and Safety Association**: 1) they had one successful event with about 100 attendees plus vendors and speakers; 2) there will be a Family Fun Learning event at Roaring Camp on July 21st; 3) three volunteers have completed CalFire's Home Assessors Course and are offering Home Defensible Space Assessments to anyone who is interested; 4) they are still waiting for a signature for the grant money so that they can proceed with the Lakeview project.

APPROVAL OF MINUTES:

- **A motion to approve the minutes of May 14, 2024 public session meeting was seconded and approved.**
- **A motion to approve the minutes of June 11, 2024 public session meeting, as edited and amended, was seconded and approved.**

COMPANY REPORTS:

**Financial Reports:** Manager Cortez reviewed the financial records, income, and expenses. There was discussion regarding actual income vs income anticipated by the budget; capital improvements are not yet completed.

**Motion to approve the financial report was seconded. The motion carried.**

**Operations Report:** Manager Cortez reported on water production and loss, and she described progress on Scenic tank replacement and repairs to leaking infrastructure. There was a discussion regarding trespassers on property near Granite, prompting a decision to install fencing around sensitive equipment. Water usage data was not available because of delayed meter-reading due to 4h of July holiday.

ADVISORY COMMITTEE REPORTS:

- Water Conservation and Water Committee: no report
- **Recreation Committee:** Cortez mentioned movie night, but there was no further information.
- **HR Committee:** Gonda reported that the board will discuss succession planning in executive session.
- Road & Safety Committee : no report
- Rules Committee: no report
- Finance Committee: no report
- Strategic Planning Committee: no report
- Community Fire Prevention Committee : no report

NEW BUSINESS:

1. Discussion: **Incoming board information/training** (Gonda) : Board members, having received pertinent documents in their board packet, are urged to familiarize themselves with training presentations posted on the FLMWC website, and to review best practices. There was discussion of value of content. The question of how to add agenda items was raised. Recommended: Ideally,

at least two weeks before a meeting, an email can be sent to Dawana with any additional agenda items (HR email). The agenda is usually posted by the Thursday before a meeting. Technically, agenda items can also be added at the beginning of the meeting.

2. Discussion: **Policy regarding name signs** (Cortez): There was discussion about shareholders possibly making their own name signs, and various options were voiced. Recommendation: Board should create policy.  
The matter was referred to rules committee for proposal.
3. Discussion/Update: **Board member committee assignments** (Cortez). New board members were invited to join committees. Director Pattillo volunteered for Rules, Fire Prevention, and Roads Committees; Director Baptista volunteered for Water, Fire Prevention, and Roads Committees.
4. Discussion/Action Item: **Approval of estimate for the repair/replacement of office septic holding tank** (Cortez): Estimates pp. 62-3. Water table has gone down so work can commence. Estimates are for work to reseal tank, or, if necessary, replace it. The question of permits came up; Dawana is waiting for response from County regarding permit for replacement, but in any case, the issue of a permit should not preclude action to approve proposed work.  
**A motion was made to approve the estimate (#437) of \$3,895.00 for resealing the tank, and conditionally, the estimate (#438) of \$14,374.25 in case replacement is necessary. The board is approving one course of action, not both. The larger estimate is approved only in the event that the first course of action is not feasible. The motion was seconded and approved.**
5. Discussion/Action Item: **Approval of building(s) for corporation yard shop**. Storage buildings for the corporation yard shop are gravely dilapidated. Dawana presented a bid for one 10x12 shed and recommended that we order one building now to make sure that it works.  
**A motion to approve the bid for one Tuff Shed at \$5,214.55 was seconded and approved.**

- PUBLIC MEETING ADJOURNMENT TO CLOSED SESSION 8:28pm

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Pete Gonda, President

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Winifred Baer, Secretary