



AGENDA

Forest Lakes Mutual Water Company

Board of Directors Meeting

In Person and Online Meeting

October 13, 2026, 5:45 p.m.

Executive Session

910 Fern Avenue, Felton, CA

CONVENE MEETING / ROLL CALL

ADDITIONS / DELETIONS TO AGENDA

APPROVAL OF MINUTES

- Minutes of the September 8, 2026 Board Meeting

NEW BUSINESS

Directors only

1. **Discussion/Action:** General Manager Time-Off Requests and Approval Process (HR) 5 min
2. **Discussion/Action:** General Manager Agreement – Work Schedule and Paid Time Off Terms (HR) 15 min

General Manager joins

3. **Discussion/Action:** Shareholder Request for Assessment Payment Plan (Wagner) 5 min
4. **Discussion:** Operations Manager Annual Review – Process and Status (Wagner) 10 min

Operations Manager joins

5. **Discussion/Action:** Vehicle Monitoring Systems and Company Vehicle Use (Wagner) 10 min

ADJOURN TO OPEN SESSION



AGENDA

Forest Lakes Mutual Water Company

Board of Directors Meeting

In Person and Online Meeting

October 13, 2026, 6:30 p.m.

Public Session

910 Fern Avenue, Felton, CA

This will be a hybrid meeting conducted in person at 910 Fern Ave. and by video/teleconference. Shareholders and residents are welcome to attend all public session meetings in person or via Zoom. The Zoom link will be sent to all shareholders via email.

CONVENE MEETING / ROLL CALL

ADDITIONS / DELETIONS TO AGENDA

REPORT ON CLOSED SESSION ACTION ITEMS

SHAREHOLDER / PUBLIC COMMENTS

The Board invites shareholders and residents to speak no more than 3 minutes. Topics may include items that are not on the agenda for the meeting. In that case, Board members may ask clarifying questions only. If a shareholder or resident wishes to speak on a topic that appears on the agenda, they may hold their comment until the discussion or provide their comment during this portion of the meeting. Please do not share the same comment more than once.

APPROVAL OF MINUTES 5 min

Minutes of the September 8, 2026 Board Meeting.

Draft Motion to Consider: *I move to approve the minutes for September 2026.*

COMPANY REPORTS 20 min

Monthly reports summarizing the month's activities, operations, and completed work across the company's financial, administrative, and operational functions. Each report is presented for the Board's review, with the Financial Report requiring a motion to approve.

- Financial Report (Wagner)

Draft Motion to Consider: *I move to approve the Financial Report for September 2026.*

- Administrative Report (Wagner)
- Operations Report (Knutson)

ADVISORY COMMITTEE REPORTS 15 min

- Community Emergency Preparedness Committee
- Finance Committee
- Fire Protection Reservoir Committee
- HR Committee
- Recreation Committee
- Road and Safety Committee
- Rules Committee
- Strategic Planning Committee
- Water Committee

NEW BUSINESS

1. Discussion/Action: Committee Updates and Appointments (Pattillo) 10 min

- Additions and deletions of committee members, including appointment of Rose Odland to the Finance Committee

Draft Motion to Consider: *I move that the Board appoint Rose Odland to the Finance Committee.*

- Drive folders and resources
- Saving minutes to committee folders

2. Discussion: El Niño Preparation Plans (Knutson) 15 min

3. Discussion: Presentation of Draft 2027 Annual Budget (Wagner) 15 min

4. Discussion/Action: SB 1417 Clarification with Legal Counsel (Wagner) 10 min

Review of [SB 1417](#) requirements for mutual water company assessments and their application to the proposed budget.

Draft Motion to Consider: *I move that the Board authorize staff to contract with the office of Barbara Choi for legal services regarding SB 1417 compliance, in an amount not to exceed \$1,000.*

5. Discussion/Action: Revised PTO Policy – Accrual Caps and Payout of Accrued Hours (Sprague) 10 min

Draft Motion to Consider: *I move that the Board adopt the revised Paid Time Off policy as presented, establishing a maximum accrual ceiling of ____ hours and limiting payout of accrued*

hours to separation from employment, effective January 1, 2027, and direct staff to update the exempt and non-exempt Employee Manuals accordingly.

6. **Discussion:** Access to Records Policy (Pattillo) 5 min
Circulation of the draft policy for Board review. No action proposed.
7. **Discussion/Action:** Acceptable Use Policy (Sprague) 15 min
Proposed policy on the management and handling of company communications, data, devices, and equipment.

MEETING ADJOURNED