

# LELAND MEADOW WATER DISTRICT

C/o Marvin Palmer 10454 Henshaw Drive  
Stockton, California 95219 (209) 951-0573  
E-Mail: [marvin-palmer@sbcglobal.net](mailto:marvin-palmer@sbcglobal.net)

**Meeting of the Board of Directors of the Leland Meadow Water District  
Saturday, May 25, 2018 at 11:00am @ Snow Play Lodge due to severe weather conditions.  
MEETING MINUTES**

Meeting called to order @ 11:00 by President Amy Wolfe

Board members present were: Palmer, Sauer, Vetesy, and Wolfe.

Customers present were: Gleixner (01), Swithenbank (09), Ulm (10), Binns (13), Alkire (17), Johnston (50), Henson (25A), Wolfe (36A), Teves (36C), Price (37A), McGee (38C), Bangle (38D), Rose (39A), Salgado (40B), Kolenko (48B) **I apologize if I missed anyone!**

Reading of minutes of the last meeting held on September 1, 2018 were read by Marvin Palmer and approved by the Board.

Treasurers Report as of April 30, 2019 - Marvin Palmer

Reserve Account	\$28,453.44	
Checking Account	<u>23,076.08</u>	
<b>Total</b>	<b>\$51,529.52</b>	<b>Totals Receivables: \$4,125.00 (041619)</b>

## Maintenance Projects for 2019

### ○ **Projects in Financial Plan:**

Safety Platforms in Sewer Plant Building	\$5,000
Repairs identified by NOR-CAL – Not completed in 2018 – Four projects	10,000
Nor-Cal Inspection – Main line on lots 43 & 44	3,750
Nor-Cal Inspection – Main Line on lots 54 – 58 (543’)	3,750
Robertson Inspection – Lateral lines from main to each lot or condo	7,500
Repair or replace manhole #05 @ lots 49-50	10,000
Install new manhole to replace existing cleanouts on lots 42-43	<u>10,000</u>
	<b>\$50,000</b>

### ○ **Projects required but not in Financial Plan:**

- **Telemetry System between Pump House and Water Tank** – Our communications system was down for most of the winter and we had to rely on historical data as well as periodic inspections by Snow Play personnel to check the water tank level. **Estimated cost \$2,500**
- **Upgrade Lap Top** - We will need to add some more graphics and alarms to show the radio status and overflow switches. We need to add an alarm that will come up if the tank transmitter goes out range and then switches it to timed mode automatically. **Estimated cost \$5,000**

## **New Business:**

- Eric Conley has given notice that he will be resigning his Board position as of August 31, 2019.
  - According to the Leland Meadow Water District Bylaws, the Board must appoint a successor.
  - PLEASE CONSIDER SERVING ON THE BOARD AND IF YOU ARE INTERESTED, PLEASE CONTACT MARVIN PALMER (Board Secretary).
  - The Board will appoint a new Board member at the August 31, 2019 Regular Water District Meeting

## **PUBLIC HEARING to establish the Schedule of Water and Sewer Rates and Charges effective July 1, 2019. Items to be heard concurrently.**

President, **Amy Wolfe** gave a brief comment as to the procedures that were going to be followed as required under Prop 218.

- General Managers Report
- Open for Public Comments
- Close Public Comments
- Tabulate Written Protests
- Reading of the Resolutions
- Motion to consider Resolutions
- Discussion and Questions by Board Members
- Vote by Board Members on Resolutions

**Marvin Palmer** read the General Managers Report which gave a brief summary of the past two Special meetings, the review and acceptance of the Bartle Wells Rate Study, and the distribution of the Proposition 218 Public Hearing Notice to all customers. The report also detailed the proposed rate structure for the balance of 2019 and for the next five years ending in 2024.

**Amy Wolfe** opened the Hearing for any public comments. There were some questions and Amy Wolfe responded to all of the questions.

Question? Could a Board member submit a Written Protest against the Rate Increase and yet, vote YES for passing the Rate Increase if they believed that it was best for the community?

Answer! According to our Attorney, a Board member's vote as a property owner and as a Board member are two different things. A Board Member is free to vote in their capacity on the Board differently than their capacity as a property owner.

Question? When will the additional funds that are collected start being used?

Answer! A portion of the new revenues will be spent this year just to meet our planned maintenance projects. The complete 10 year operating and expense summary was distributed to all Customers in December 2018 and is summarized in the Bartle Wells Water and Sewer Rate Study.

Question? Has the water district looked at all possible private options for funding our projects?

Answer! They have been thoroughly investigated and information distributed to all Customers in January 2019 Deep Dive presentation. All financing options have one thing in common. They all require that you have a rate structure that provides sufficient revenues to meet the long-term financial obligations including of the borrowing and associated interest and other costs.

Question? What happens after five years? Will the rates go down?

Answer! That will have to be evaluated at the time. We could stay with the rates that will be in effect in 2024. Any change in rates will need to be supported by a Rate Study and we would be required to go through the same process as required by Prop 218.

Question? How about having variable rates based on usage?

Answer! We have only had meters for the past 18 months and we just do not have sufficient history of “accurate” data to develop a variable rate schedule. This could be looked at again after 2024. This topic was discussed in the Bartle Wells Rate Study and they recommended against variable rates based on the size of our water district. Also, if we had a variable rate schedule there would be new additional costs associated with reading and invoicing our customers that could in fact cause rates to increase to cover those costs.

Question? Are we doing anything about raising hookup fees?

Answer! Our current hookup fee is \$6000. We want to encourage new growth in Leland Meadows to help spread the cost among new customers. We need new customers and we do not want to discourage them by having “high” hookup fees!

Question? Are there penalties when Customers have leaks that must be located and repaired wasting significant quantities of water?

Answer! Yes. The Board has a Policy that Customers must reimburse the Water District for all costs associated with locating and repairing a leak on their side of the meter plus a fee of up to \$1000.00.

**See attached Resolution WD 2010-01**

**Amy Wolfe** asked if there were any further comments by the public. Since there were no further comments, Amy closed the Public Comment portion of the Hearing.

**Amy Wolfe** asked if anyone wished to present any new Protests and there none submitted.

**Amy Wolfe** asked for the tabulation of all written Protest. Lisa Salgado counted the protests and reported that we received a total of **two valid written Protests**. A third Protest was submitted but it was not valid as it did not contain the required information as outlined in the Prop 218 Notice.

**Marvin Palmer** then read Resolution WD 2019-08 Pertaining to Adopting Water Rates Beginning July 1, 2019 pursuant to Proposition 218 and Resolution WD 2019-09 Pertaining to Adopting Sewer Rates Beginning July 1, 2019 pursuant to Proposition 218.

**Amy Wolfe** then asked if there was a Board Motion to Consider Resolution WD2019-08 and WD2019-09. The Motion was made by Marvin Palmer and seconded by Rick Sauer.

**Amy Wolfe** then asked for any discussion or questions from any Board members.

**Marvin Palmer** expressed his views on the importance of maintaining the financial viability of our water district and that we absolutely must approve the rate increase that is recommended in the rate study that he was ready to make a Motion for the Board to approve the rate increase.

**Amy Wolfe** then asked if there were any further discussion or questions by Board members. With no further comments from the Board, Amy asked for a Motion.

**Marvin Palmer** made the Motion to approve the suggested rate increases and the Motion was seconded by Lance Vetesy.

**Amy Wolfe** then asked for a vote to be taken on Resolution No. 2019-08 to adopt new water rates beginning July 1, 2019. Each Board member was asked how they voted and all four Board members voted with a YES vote. RESOLUTION PASSED.

**Amy Wolfe** then asked for a vote to be taken on Resolution No. 2019-09 to adopt new sewer rates beginning July 1, 2019. Each Board member was asked how they voted and all four Board members voted with a YES vote. RESOLUTION PASSED.

Water losses due to insufficient insulation and heat tape around the control valves and meter.

**Marvin Palmer** brought to everyone's attention that this winter, we have had four "frozen valves or meters" because of inadequate insulation. It is everyone's responsibility to ensure that your valves and meter are properly insulated. **SHUT OFF YOUR WATER WHEN YOU ARE NOT @ LM's!!!**

Other Important Issues:

- All shut off/control valves under all of the condos should be insulated and heat taped to prevent freezing and a costly bill from the WD. They should be inspected and replaced if they are leaking. **Question: When was the last time that you visually inspected your shut off valve?**
- All home owners should be sure that their shut off valves are adequately protected from freezing.
- For the past several years, all of the broken lines in the winter could have been prevented with proper inspection and insulation to prevent freezing. Condo and home owners – Shut off valves are your responsibility.
- Winterize your homes and condos after October 1st to May 31st. Turn off your water, open drain valves to drain remaining water in lines, place approximately 1/8 cup of antifreeze in sinks, bathtubs and toilets, drain traps, etc. and drain the water in the toilet tanks - they will crack open when they freeze.
- **Always shut the water off when you leave – even in the summer. Also, please be sure that if a guest is using your home/condo that they follow the instructions, that I'm sure you have prepared, for turning the water service "ON & OFF".**

**Amy Wolfe**  
**11:02 am.**

**There being no further business to discuss, the meeting was adjourned at**

Marvin Palmer  
Secretary

Distributed on June 10, 2019

## RESOLUTION NO. WD 2010-1

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LELAND MEADOW WATER DISTRICT TO REVISE THE POLICY ON THE FINES/PENALTIES THAT ARE TO BE ASSESSED TO A PROPERTY OWNER IN THE EVENT OF A BROKEN WATER LINE/VALVE THAT IS LOCATED ON AN INDIVIDUAL'S PROPERTY AND WHICH LINE/VALVE(S) ARE NOT OWNED OR REQUIRED TO BE MAINTAINED BY THE WATER DISTRICT.

WHEREAS, on September 4, 2010, Mr. Marvin Palmer, Secretary/Treasurer of the Board of Directors, and concurrently the general manager of the Leland Meadow Water District provided the Board and public with the current policy that the Water District uses in assessing property owners fines/penalties for costs associated with the draining of the District's water tank due to broken lines/valves on an owners property.

WHEREAS, the current policy assesses owners a tank draining fee of \$250.00 and all costs associated with locating the leak. The current policy does not limit the amount that a property owner can be assessed for a property owner's broken lines/valves that causes a major loss of water in the District's water system.

WHEREAS, the new policy will set the following limits of a minimum assessment of \$250.00 and a maximum assessment of \$1,000.00 per property, per incident.

WHEREAS, the clarification of the location of the owner's responsibility is as follows:

**Home owners:** responsible for all lines / valves after they exit the utility (wood boxes) that are located by the main road. The Water District is responsible for the control / shut off valve and pressure regulator inside of the utility box.

**Condo owners:** responsible for all lines / valves after they exit the foundation into the lower level (basement) of each condo. The control / shut off valve under each condo is the individual owners' responsibility to maintain / repair.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Leland Meadow Water District hereby:

Approves this resolution that will limit the charges that are assessed to a property owner for a major water loss to the District's water system as outlined above.

Approves the clarification of the location of the owner's responsibility as outlined above.

PASSED AND ADOPTED by the Board of Directors of Leland Meadow Water District at a regular meeting duly held on the 4<sup>th</sup> day of September 2010 the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

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Eric Conley, President

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Marvin Palmer, Secretary / Treasurer