

# LELAND MEADOW WATER DISTRICT

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Meeting of the Board of Directors of the Leland Meadow Water District  
Saturday, August 31, 2019 at 11:00am @ the LM Clubhouse

## MEETING MINUTES

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

Board members present were Amy Wolfe, Marvin Palmer, Lance Vetesy

Reading of Minutes of the last meeting on May 25, 2019 were summarized and read by Marvin Palmer and approved by the Board. The complete Meeting Minutes are available on our website:

[lmwater.myruralwater.com](http://lmwater.myruralwater.com)

Treasurers Report as of July 31, 2019 was read by Marvin Palmer

Reserve Account	\$30,155.62	
Checking Account	<u>25,010.10</u>	
<b>Total</b>	<b>\$55,165.72</b>	<b>Totals Receivables: \$3,500.00</b>

New Business: **Amy!**

- **Appointment of New Board Member** – Eric Conley has resigned his Board position, effective August 31, 2019. Kevin Borges volunteered to serve the rest of Eric’s term. The Board voted to appoint Kevin Borges to a term that will end in March 2021.
- **Revision of our existing Bylaw’s** – Our current LMWD Bylaws date back to September 1965 and have never been updated. Revised Amended and Restated Bylaws were prepared by our counsel to incorporate current regulations. No changes have been made to voting or member rights.
- **Marvin read Resolution WD 2019-10**, a Resolution of the Board of Directors of the Leland Meadow Water District to seek voter approval of Amended and Restated Bylaws at an election to be held on November 5, 2019. The election will be held by mail. The Board voted to approve the Resolution.
- **Financial Plan for 2020** – Marvin presented the Financial Plan for 2020 and there were no questions. The Board voted to approve the 2020 Financial Plan.

Maintenance Plans balance of 2019: Marvin gave a brief update on projects completed and projects that we are still working on for the season.

- **Water tank access road** – We’ve added several tons of gravel and re-graded the entire road. We’ve also added some additional drainage lines to minimize the damages by the spring runoff. This will continue to be an ongoing yearly expense.
- **Miscellaneous repairs not completed in fall of 2018** – Simunaci has completed these major repairs on lots 41 thru lot 44 and the issue on the 8” main west of the clubhouse. Two of these repairs required major work in trying to stabilize the soil in those areas by adding multiple layers of gravel and cloth materials before the repairs could be completed. We had budgeted \$20,000 for these repairs but, the final invoice came in at \$35,000. The \$35,000 will be paid in two installments, half now and the balance on October 16, 2019.
- **Robertson Plumbing** – Inspection of all lateral lines from homes and condos – We’ve completed about half of the inspection of the lateral lines. The balance will be scheduled for later this month. We were able to locate a “missing” MH14 that had been covered with 4” of asphalt. This will now allow us to inspect the main 800’ of sewer line that handles all of the sewage from lots 33 thru 40, the home on lot 33 and the condos on the hill. This project was budgeted at \$8,110.

- **Simunaci Construction** - Replace or repair Manhole cleanout @ lots 49-50 – A new 4' manhole/cleanout has been ordered and this project should be completed in September. We had budgeted \$10,000 for this project.
- **Simunaci Construction** - Install new Manhole cleanout @ lots 48-49 – This \$10,000 project will be postponed to a later date as it is not creating any issues at this time.
- **Simunaci Construction** - Install new Manhole cleanout at lots 42-43 – This \$10,000 project was incorporated in the Miscellaneous repairs not completed in fall of 2018.
- **Nor Cal Inspection** – Inspect main line on lots 42 and 43 – This \$3750 project will probably be postponed to next year or we may have Robertson Plumbing perform a less detailed inspection this year. The sewer line repairs \$'s was considerably higher than projected so we may have to make adjustments based on cash flow.
- **Nor Cal Inspection** – Inspect main line on lots 54 through 58 - This \$3750 project will probably be postponed to next year or we may have Robertson Plumbing perform a less detailed inspection this year. The sewer line repairs \$'s was considerably higher than projected so we may have to make adjustments based on cash flow.

Other Important Items:

- **REMINDER OF LMWD POLICY RELATED TO WATER LOSSES.**
- **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". The District has had multiple occasions of large water wastage as a result of neglect.**
- 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 homeowners should be sure that their shut off valves are adequately protected from freezing.
- **Last winter was a very cold winter and we had three condos that experienced “cracked” meter bases that failed due to not being adequately insulated and heat taped. I will send a reminder to the three owners to be sure and double check the that they are adequately protected.**
- 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.

Marvin  
09/04/19