

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 AGENDA

Meeting called to order – Amy Wolfe

Reading of Minutes of last meeting on May 25, 2019 (available on lmwater.myruralwater.com)

Treasurers Report as of July 31, 2019 - Marvin Palmer

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

New Business: **Amy!**

- **Appointment of New Board Member** – Eric Conley has resigned his Board, effective August 31, 2019 and new interested members were solicited. Kevin Borges volunteered to serve the rest of Eric's term. The Board will vote to appoint Kevin Borges to a term that will end in March 2021.
- **Revision of our existing Bylaw's.**
 - **LMWD Bylaws date back to September 1965 and have never been updated.**
 - **Amended and Restated Bylaws were prepared by counsel to incorporate current regulations. No changes to voting or member rights.**
 - **Board to consider approving draft Amended and Restated Bylaws for vote in Special Election of all Members to be held November 5, 2019.**
 - **Election will be held by mail.**
- **Financial Plan for 2020 – Any questions?**

Maintenance Plans balance of 2019: **Marvin!**

- **Water tank access road** – Lance just completed adding some gravel to the water tank road up near the water tank as there was some major erosion due the spring runoff. This will be an ongoing yearly expense.
- **Miscellaneous repairs not completed in fall of 2018. \$10,000**
- **Robertson Plumbing** – Inspection of all lateral lines from homes and condos. **\$8,110**
- **Simunaci Construction** - Replace or repair Manhole cleanout @ lots 49-50. **\$10,000**
- **Simunaci Construction** - Install new Manhole cleanout @ lots 48-49. **\$10,000**
- **Simunaci Construction** - Install new Manhole cleanout at lots 42-43 **\$10,000**
- **Nor Cal Inspection** – Inspect main line on lots 42 and 43. **\$3750**
- **Nor Cal Inspection** – Inspect main line on lots 54 through 58. **\$3750**

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 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.

Marvin
08/23/19

2019 FINANCIAL STATEMENT - 2019 YE PROJECTED - 081819

LELAND MEADOW WATER DISTRICT

CASH BALANCES AS OF DECEMBER 31, 2018

- BALANCE - RESERVE ACCOUNT	25,000.79
- BALANCE - CHECKING	<u>5,734.32</u>
TOTAL CARRYOVER BALANCES	30,735.11

CASH RECEIPTS FOR 2019 YE PROJECTED

- WATER AND SEWER FEES	101,201.00
- RESERVE ACCOUNT CONTRIBUTIONS	9,199.00
- SPECIAL ASSESSMENT	0.00
- INTEREST INCOME - RESERVE ACCOUNT	4.83
- INTEREST INCOME - CHECKING ACCOUNT	3.38
- PENALTIES/LATE CHARGES	836.10
- MISCELLANEOUS INCOME	0.00
- BANK SERVICE CHARGE	-68.00

TOTAL CASH COLLECTIONS FOR 2019 YE PROJECTED **111,176.31**

SUB TOTAL \$141,911.42

CASH DISBURSEMENTS FOR 2019 YE PROJECTED

	2019 YE	2019 BUDGET
	PROJECTED	AS OF 12/14/2018

NORMAL ANNUAL OPERATING EXPENSES

REGULATORY REQUIREMENTS

- MAINTENANCE - SEWER PLANT OPERATOR	6,510.00	7,200.00
- SEWER PLANT TESTING - AQUALAB	2,930.00	1,500.00
- WATER TESTING - AQUALAB	1,090.00	1,200.00
- PUBLIC AGENCY FEES	1,883.00	3,300.00

INSURANCE

- INSURANCE - LIABILITY	2,352.00	2,500.00
- INSURANCE - STATE COMP INSURANCE FUND	840.00	1,000.00

MAINTENANCE

- MAINTENANCE - WATER DISTRIBUTION SYSTEM - Misc undefined projects	15,293.05	TELEMETRY CONCERNS	10,000.00
- MAINTENANCE - SEWER SYSTEM - Misc undefined projects	5,045.00		5,000.00
Misc Repairs identified by Nor-Cal Inspection not completed in 2018	10,000.00		10,000.00
Robertson Plumbing - Later lines from condos and homes to main lines	8,110.00		7,500.00
Nor-Cal Inspection - Main Line on lots 43 & 44	3,750.00		3,750.00
Nor-Cal Inspection - Main Line on lots 54 - 58 (543')	3,750.00		3,750.00
Repair or Replace MH #05 # lots 49-50	10,000.00		10,000.00
Install new MH or Cleanouts on lots 42-43	10,000.00		10,000.00
NEW Install new MH or Cleanouts on lots 48 - 49	10,000.00	NEW ITEM	0.00
- MAINTENANCE - WATER TANK ROAD	4,199.26		3,000.00

PROFESSIONAL SERVICES

- PROFESSIONAL SERVICES - AUDITOR - ACCOUNTANT	2,100.00		2,500.00
- PROFESSIONAL SERVICES - GENERAL MANAGER	9,352.50		7,200.00
- CONSULTANTS - Rate Study, Legal Support, Engineering Report	13,465.00	REVISE BYLAWS	10,000.00
- RESERVE STUDY	0.00		2,000.00

MISCELLANEOUS

- MISCELLANEOUS EXPENSES/MILEAGE	1,755.36		1,200.00
- POSTAGE/OFFICE SUPPLIES	1,032.38		600.00
- UTILITIES - PG & E WELL PUMP	1,682.95		1,200.00
- UTILITIES - PG & E SEWER PLANT	963.37		1,200.00
- UTILITIES - AT&T PUMP HOUSE PHONE	905.45		1,200.00
- UTILITIES - AT&T STOCKTON LAND LINE	836.38		600.00
	<u>127,845.70</u>		<u>107,400.00</u>

CAPITAL IMPROVEMENTS

- SEWER PLANT - Safety Platforms installed in sewer plant building	<u>0.00</u>	<u>5,000.00</u>
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2019 BUDGET **\$112,400.00**

TOTAL OPERATING EXPENSES - 2019 YE PROJECTED **127,845.70**

PROJECTED YE CASH BALANCES:

- BALANCE - RESERVE ACCOUNT	5,000.00
- BALANCE - CHECKING ACCOUNT	<u>9,065.72</u>

CASH BALANCES IN ALL ACCOUNTS **\$14,065.72**

NET CASH AVAILABLE **\$14,065.72**

2020 FINANCIAL PLAN - 080419 - REVISED 081619

LELAND MEADOW WATER DISTRICT

CASH BALANCES AS OF DECEMBER 31, 2019

- BALANCE - RESERVE ACCOUNT	5,000.00
- BALANCE - CHECKING	<u>9,065.72</u>

TOTAL CARRYOVER BALANCES 14,065.72

CASH RECEIPTS FOR 2020

- WATER AND SEWER FEES - 60 X \$206.00	148,320.00
- SPECIAL ASSESSMENT	0.00
- INTEREST INCOME - RESERVE ACCOUNT	0.00
- INTEREST INCOME - CHECKING ACCOUNT	0.00
- PENALTIES/LATE CHARGES	0.00
- MISCELLANEOUS INCOME	0.00
- BANK SERVICE CHARGE	0.00

TOTAL CASH COLLECTIONS FOR 2020 **148,320.00**

SUB TOTAL \$162,385.72

CASH DISBURSEMENTS FOR 2020

NORMAL ANNUAL OPERATING EXPENSES

REGULATORY REQUIREMENTS

- MAINTENANCE - SEWER PLANT OPERATOR	7,344.00
- SEWER PLANT TESTING - AQUALAB	2,100.00
- WATER TESTING - AQUALAB	1,200.00
- PUBLIC AGENCY FEES	3,366.00

INSURANCE

- INSURANCE - LIABILITY	2,500.00
- INSURANCE - STATE COMP INSURANCE FUND	1,020.00

MAINTENANCE

- MAINTENANCE - WATER DISTRIBUTION SYSTEM - Misc undefined projects	15,300.00
- MAINTENANCE - SEWER SYSTEM - Misc undefined projects	10,200.00
- MAINTENANCE - WATER DISTRIBUTION SYSTEM - NOR CAL INSPECTION	15,000.00
- MAINTENANCE - WATER REPAIRS AS A RESULT OF NOR CAL INSPECTION	5,000.00
- MAINTENANCE - WATER TANK ROAD	5,100.00

PROFESSIONAL SERVICES

- PROFESSIONAL SERVICES - AUDITORACCOUNTANT	2,550.00
- PROFESSIONAL SERVICES - GENERAL MANAGER	8,400.00
- CONSULTANTS - Rate Study, Legal Support, Engineering Report	1,020.00
- RESERVE STUDY	0.00

MISCELLANEOUS

- MISCELLANEOUS EXPENSES/MILEAGE	1,800.00
- POSTAGE/OFFICE SUPPLIES	1,200.00
- UTILITIES - PG & E WELL PUMP	1,800.00
- UTILITIES - PG & E SEWER PLANT	1,020.00
- UTILITIES - AT&T PUMP HOUSE PHONE	960.00
- UTILITIES - AT&T STOCKTON LAND LINE	900.00

TOTAL OF NORMAL OPERATING EXPENSES **87,780.00**

CAPITAL IMPROVEMENTS

- SEWER - REPLACE 8" LINE ON LOTS #41 - #44	52,500.00
- SEWER - INSTALL SAFETY PLATFORMS IN SEWER PLANT BUILDING	<u>5,000.00</u>
TOTAL OF CAPITAL PROJECTS	57,500.00

Carryover from 2019

TOTAL OF ALL EXPENDITURES FOR 2020 **\$145,280.00**

CASH BALANCES @ 2020 YE

- BALANCE - CHECKING ACCOUNT	<u>17,105.72</u>
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CASH BALANCES IN ALL ACCOUNTS **\$17,105.72**

NET CASH AVAILABLE **\$17,105.72**