

# Lake Francis Mutual Water Company



## Board Meeting Agenda

11/09/21

8:30 am

Venue:Alcouffe Center

<b>Facilitator:</b>	Anna Romano	<b>Minutes Recorder:</b>	Rooja Mohassessy
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### **Closed Executive Session: 8:30 am**

### **Board Meeting: 8:45 am**

#### **Roll Call**

Anna Romano  
Ethel See Winchell  
Lisa Thompson  
Rooja Mohassessy

#### **Observers:**

Jonathan Beth  
Pieterne Van Giersbergen  
Susan Rainier

### **Approval of Minutes of 6/10 Board Meeting --Approved by Board members**

### **Addressing Members' Concern received via intake form**

- Consumer report:  
Will be addressed during meeting by the President

- Outstanding fees attributed to HOA fees:  
LFMWC does not charge HOA fees, only water utility fees. The lot in question was in arrears with its water fees and the title company attributed the fees to "HOA fees". The title company issued a check to the water company for the delinquent fees. The check was never received nor cashed. They have issued a new one.
- Question on Lien:  
Policy for fees was approved at meeting on 6/10/21. See minutes.  
The Board approved to place a lien on a property delinquent in fees after one year. The lien will include fees, penalties and expenses.
- Felony update re attempts to hack LFMWC bank account and emails impersonating the president:  
This member's question was already addressed in an email sent by the VP. The water company is not in a position to file charges as the actions are considered felony. As a criminal offense it is handled by the federal authorities. No member information was compromised. The hacker's information, however, is compromised as the Board submitted 3 months worth of information, such as IP addresses, encrypted paths, location of internet and cell service, and type of device used, to the FBI. Since filing the case with the FBI and presenting the situation to members at the annual meeting, the criminal attempts have ceased. The Board members are experienced in business and continue to remain vigilant.
- Demarcation of ACC and LFMWC:  
LFMWC shares its website with ACC as a contribution to our community. The website has been edited to show the demarcation between the two entities. As dictated by our Bylaws, LFMWC cannot enforce issues under the purview of the ACC. Doing so will place the water company at risk and open it to lawsuits. LFMWC Board is working very hard to make the water company sustainable into the future. Lake Francis community issues are addressed by the ACC.
- Zoom link for members to attend Board meetings.  
Too many technical issues connected with Zoom in previous Board meeting. Members were not able to hear all the Board members present at the meeting. So the Board has decided not to Zoom the Board meetings, but will of course Zoom the regular Member Meetings (formerly called Shareholder meetings). Members are encouraged to send in their questions and concerns in advance to ensure that they are added to the agenda, to be discussed and recorded in minutes. Members are welcome to attend meetings in person and observe. Meetings will generally be held at the Alcouffe center.

### **Old Business:**

#### **Item 1:**

##### **Shut-off Valves -**

Quote received. Waiting for an open window in contractor's schedule.

The leak at a residence on Shirley Drive will simultaneously be repaired.

**Consumer Confidence Report:** The annual County's water quality report must be shared with customers. The Board has filed it and shared it with members on the website. There are no records of previous years' reports. The President has put in a request at the county for copies of reports of past years for our database. They will be posted on website. It is important now to be compliant in all areas as a non-profit in order to meet County requirements and to qualify for grants.

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**Item 2:**

**Repair and Maintenance -**

- **Leak Repairs** - Leak at end of Ingersoll has been repaired.
  - **Road Repair** - Road damage caused by PGE trucks on the corner of Kenneth and Shirley. The Board has filed a claim with PG&E and sent in an estimate for excavation and repair.
  - **Leaking valve on Shirley-** Repair will be scheduled together with installing the shut-off valve.
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**Item 3:**

**Non-profit Status update -**

Obtained in 2021. We are now saving \$800 annually on corporation taxes. The Board has been working hard in studying resources at state and county levels in order to understand how to fully benefit from the new status. A steep learning curve.

A previous president changed the fiscal year. It has created a lot of confusion and it is affecting our eligibility for grants. Reverting back to calendar year is a lot of work. It is scheduled for next year. **M/D/V**

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**Item 4:**

**Grant Status:**

- Secretary plans to add a grant page to website to keep members up to date of progress. She requests extra time to accomplish this.
- In January 2021 we received a grant for technical assistance, for all of our financials. It took the Treasurer 2 hrs/week meetings with the consultant for a period of six month to complete. Our books are now audited which is the first step for qualifying for other grants.
- Paul Rose report is posted on the website
- State grant status--The Board has applied for a grant (250K value) which would allow the water company to employ an engineer to survey and make plans and prepare environmental permits. Time frame is one year. This would qualify us for a construction grant.
- DWR department of water resources--offers grants for all three phases. The Board is simultaneously applying for DWR grants as it augments our chances as resources can be shared by two separate entities. These are 100% fully funded grants.
- Receiving the grants will create a large amount of paperwork and reporting. Officers must follow the reporting requirements of DWR. This resolution was approved and attested by the Secretary.
- The Board applied for Covid hardship grants. Two members qualified and the State will compensate and cover their delinquent fees. Their accounts will be cleared and the funds will be remitted directly to LFMWC. A motion now needed to amend the lien policy--those who received aid from the State must pay their next bill immediately. A lien will be placed on their lot after a quarter, not a year. To be discussed and approved at next meeting.

- **DUNS (Data Universal Numbering System) and SAMS (System for Award Management numbers)**

The numbers were approved but we did not get a cage code. Several hurdles for the Board to overcome to get the numbers. We have successfully obtained both the DUNS & SAMS numbers now and they make us eligible to receive grants.

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**Item 5:**

**Policies:**

Seasonal irrigation fee was approved at last meeting.

**Irresponsible Use of Water**

Penalty for irresponsible use of water

Applies to:

1. Repeated watering during rain, or right after substantial rain
2. Repeated incidents of water running onto pavement
3. Repeated incidents of washing items without a shut-off spigot
4. Failing to repair leaks in a timely manner (The Board will allow sufficient time to find and hire a subcontractor for repairs IF there is communication that the member is actively working to resolve the issue.)

One verbal warning, followed by written warning, incident must be supported by picture or video.  
150 \$ fee. If not rectified a fee of \$50/day **M/D/V**

**In next newsletter:**

- Present the new wasteful use of water fee policy to members
- Procedure to report non-emergency incidents by calling the water company number (530) 324-5511 OR submit a contact form [here](#) on the LFMWC website OR email [info@lakefrancisestates.org](mailto:info@lakefrancisestates.org)

DO NOT call or text the Water Manager or the Board members.

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**Item 6:**

**Plexiglass Board** - At entrance for community announcements as well as official business. Also, upgrade the LFE board with residents' names.

Waiting for a quote from resident carpenter.

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**Item 7:**

**Status of Corp Books**

**Issuance of Certificates**

Proof of lot ownership is needed both for the books and for issuing certificates of ownership. We need to inquire at the County what constitutes proof of ownership. Deed only?

Turn over the blank certificates to Secretary

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**New Business:**

**Item 1: Emergency Preparedness Plan -**

VP has prepared the plan with the county. It is an operational procedure in case of emergency. It will be posted on website once ready.

**CALWARN** LFMWC is now a member of CALWARN , a group of water companies in our area working together in case of an emergency. If our system fails they will assist. It is overseen by OES-- Office of Emergency Services.

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**Item 2: Firewise Community -**

The Board has signed up and initiated the process for our community to be a model FIREWISE community.

Step 1: All homes must have a reflective address. AVP will follow up.

Step 2: Wild Fire Mitigator Advisor Visit - to be scheduled per homeowner - AVP to send email for appointments (coordinate with Yuba Fire Council to get availability of Advisors) The advisor will draw up a step by step plan for each home to qualify as a Firewise home.

There is no tight deadline.

The Board will complete the application and turn project over to ACC for monitoring and compliance.

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**Item 3:**

**Website demarcation between LFMWC & ACC -**

Add shortcut for intake form to attend Board meetings. Possibly a box on the side with meeting info and how to attend.

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**Item 5:**

**Pending sale and easements**

85 acres on sale. VP and P met the prospective buyer.

He plans to build 4 houses. The board is investigating what the rights of the water company are in regards to our utility easements.

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**Meeting adjourned at 10:25**