**12-8-2024 MINUTES**

*NOTE: This is a business meeting of the Governing Board. The Water Operators have been asked to attend.*

GOVERNING BOARD MEMBERS IN ATTENDANCE: Don Bickel, Larry Thunborg,

Kim Walters, Isabel Klopchic

GOVERNING BOARD MEMBERS NOT IN ATTENDANCE: Lee Roth

EMPLOYEES IN ATTENDANCE: Barb March, Office Mgr, Mike Lafkas, Water Operator, Meeting called to order at 10:30 a.m.

ITEMS OF DISCUSSION/ACTION:

1.1 ACTION: Chairman Don Bickel moved to approve the agenda. Seconded by President Kim Walters. Approved unanimously.

1.2 ACTION: President Kim Walters moved to approve the Minutes of the last meeting 10-16-2024. Seconded by Chairman Don Bickel.

2. REPORT by Mike Lafkas

2.1 Mike Lafkas: reported on the future replacement pump #3, and recommends waiting until spring.

2.2 Re: California State Reports, not completed, in progress. The Lead report deadline has been extended one year and there are funds allotted for help which is free with CDM Consulting

2.3 Reports which due and their deadlines:

\*Electronic Annual Report due in the spring;

\*Lead/Copper report due 10/2025 – a discussion how to obtain this info and he and Barb will check the Fidelity reports to see when the houses were build, if any before 1986 when the law changed.

\* Monthly compliance reports.

2.4 Anticipated repairs: “O” rings which are $320 each and he would like to order 2. He anticipates the need for 9 filters and 3 prefilters. They were last replaced in Aug. 2023, their time was extended because the pumps are not ON 24/7.

2.5 Service and Maintenance Budget due by 1/20/2025.

2.6 Current water usage is DOWN due to winter/less watering.

2.7 Quality of Water Oct-Dec, any concerns: there was a Turbidity spike to .28 which is within the OK range (after .30 a report needs to be filed)

2.8 SURVEY for meters Update: The East side is done. Steve Henderson to Start the West side. Joe was to provide revised APN.

Any questions about the SURVEY to be directed to Mike.

3. REPORT by Barbara March, Office Manager

3.1 Barb March reported on the status of the new computer setup: reported that Computer Logistics wants to have 4 Microsoft Logins and that we sign up for Adobe at a cost of $149/person/month; when questioned about no Adobe and only 1 Login, Stefanie stated that they “can’t help us”. Kim Walters will follow up with Computer Logistics.

Re XIO Passwords, Mike Kafkas states they use old employee Tim Kain’s. This needs to be changed.

3.2 Re the WEBSITE – Minutes and Agenda not updated yet –

DISCUSSION/POSSIBLE ACTION: Kim Walters discusses how to assist Barb in updating WEBSITE and suggests hiring Melinda Burns (a LPMWCo member) an IT tech to review the WEBSITE and maintain it monthly ie post the most recent Minutes and Agenda.

Chairman Don Bickels motioned that the Board to contact Melinda Burns to review, revise and maintain the WEBSITE. Seconded by Larry Thunborg. Unanimously approved.

3.3 Reported on Bank activity for October and November, current checking and savings account balances and recently paid bills. Also reported which bills have to be paid between 12/31/24 and 2/28/25.

3.4 Working with CPA, providing financial info in preparation for Fed and State taxes due in March 2025.

3.5 Email to all Boardmembers **End of Year Spreadsheet** and **2025 Budget** by 1/20/25, so it can be discussed at 2/8/25 board meeting.

3.6 Insurance policy paid.

3.7 Collection updates: some collection when property is sold. Perez and Mervyn billing needs to be done.

3.8 Autopayment update: in progress

3.9 Explain how Emails are managed everyday.

3.10 Explain where Usernames and Passwords located. Boardmembers have access

3.11 Discussion how much Notice Bar should give before Office Manager Barb taking time off (emergency or otherwise) and provide Backup person/Plan. Barb agreed to two week notice.

4. REPORT by Chairman Don Bickel

4.1 DISCUSSION/POSSIBLE ACTION:

Truck: Don reported going to make Truck NON-OP to DMV and told $500 in fees is owed which needs to be paid. Also need Proof of Insurance and smogged. Not sure if keeping or selling. Table discussion for next meeting.

5. REPORT by President Kim Walters

5.1 Update on Frank Nichols issues, ie Frank calls demanding return of $10,000, and Kim responds “Talk to Your Attorney about this”. Kim believes either Frank needs a reminder that the $10,000 is to be returned the conditions of the Settlement Agreement are met, ie, putting in a Fire Hydrant, or, Frank is trying to “pressure” us in paying him the money. So, Lagerlof will bill us when they have to respond to this issue. Barb provided Lagerlof bill for Isabel’s review.

6. TOPICS FOR DISCUSSION/POSSIBLE ACTION:

6.1 Discussion: re paying for school (requested by LPMWCo) for employee which the Board agreed they will be reimbursed as long as they are still employed; and creating Policy Manual

6.2 DISCUSSION RE NEXT MEETING DATE Board agreed third weekend meeting, every other month, so **next meeting is Saturday, February 8, at 10:30 at LPMWCo site**.

7. ADJOURNMENT: Chairman Don Bickels motioned to adjourn meeting. Seconded by President Kim Walters. Unanimously approved.