

GREEN VALLEY MUTUAL WATER COMPANY
BOARD OF DIRECTORS TELECONFERENCE DRAFT MEETING MINUTES
May 18th, 2020

1. The teleconference meeting was called to order at 5:33 p.m. by President, Ed Gray.

Directors present at the meeting: President Ed Gray
1st Vice President: Kit Kjelstrom
2nd Vice President: Anna Cooper
Secretary/Treasurer Scott Burger
Directors: Rick Blea
Christine Brandt
Ken Martin
Glen Pyne
Employees Present: Interim Business Manager Steve Brandt
Recording Secretary Emily Nohr
Also Present: GVL Recreation, Inc. President Tonja Graff
GVL Recreation Board of Director Martin Crawford

Public Present: Kathleen Smith, Susan Lopez, Robert Lopez, Philip Henderson,
Betty Moisant, Steve Moisant, Joni Corum, Irene Strayer, Ira Leader

2. PUBLIC COMMENT:

- a. Shareholder, Susan Lopez, made the following comments:
- "Ken Martin made a statement that if anything goes wrong with the sports court that they should go after Susan, or something very similar to that. You have taped the meetings so you can relisten. That is confusing to me, as yes I was instrumental in starting the project but it took the whole community to get it accomplished. Why would that be said? 2nd Glen Pyne toward the end of the meeting stated that all the legal charges should be under clubhouse rentals. That seems totally against shareholders and does not make any sense to me." Ed Gray responded that the request would be investigated before any further response could be made.
 - The Agenda is very vague and seems as though the board does not want to hear from stockholders in advance of having a vote. Agenda Items have been kept on as in years past they would be dropped off and forgotten about. It was determined by passed boards that items would stay on till completed. Now that there are shareholder and water customers being allowed to attend meetings seems limiting.
 - Also, I would like to know what the board is contemplating in bylaw and policy changes. I am not asking for legal opinions but do not feel this needs to be solely under executive session. Ed Gray responded that any proposed changes will be added to the agenda for discussion prior to being adopted.

3. MINUTES:

- a. **M**(Anna Cooper) **S**(Kit Kjelstrom) **C**: To approve the minutes of the Board of Directors meeting held on April 20th, 2020. *Motion passed by unanimous vote.*

4. FINANCIAL REPORTS:

- a. Scott Burger presented the April financial statements, reviewing the Company's assets and liabilities. The Comparative Statement of Income and Expenses show that the Company is ahead of budget in some areas, while other expenses are behind budget.
M(Scott Burger) **S**(Ken Martin) **C**: To approve the Financial Statements for the period ending April 30th, 2020. *Motion passed by unanimous vote.*
- b. **M**(Scott Burger) **S**(Kit Kjelstrom) **C**: To ratify payment of the following claims exceeding \$500.00. *Motion passed by unanimous vote:*

<u>PAYEE</u>	<u>AMOUNT</u>
1. Southern California Edison	\$ 517.52
2. United Healthcare of California (May Premium)	\$ 2,244.29
3. IRS (941 for 4/27 Payroll)	\$ 1,745.28
4. EDD (1 st Quarter Unemployment and ETT)	\$ 851.78
5. American Funds (April Pension)	\$ 1,135.08
6. Environmental High Tech Engineering (Final Payment, Canyon/Fern)	\$ 1,900.00

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Board of Directors Meeting Minutes
May 18, 2020

- 7. Printer Copier Guys (New Printer) \$ 5,279.74
 - 8. Altmeyer, Inc. (Canyon/Fern) \$27,185.00
 - 9. Vollmer and Associates (Accounting) \$ 1,200.00
 - 10. Holland and Knight, LLP (Legal) \$ 6,050.34
 - 11. IRS (941 for 5/11 Payroll) \$ 1,920.88
 - 12. Inland Water Works Supply, Co. (Fern) \$17,322.76
- c. Scott Burger reported that reserve accounts on the balance sheet represent funds in company bank accounts, and cash investments, which all funds are FDIC insured, liquid and available if needed.

5. MANAGER'S REPORT: Exhibit A

- a. No discussion was made regarding the Manager's Report.

6. OLD BUSINESS: None

7. NEW BUSINESS:

- a. There was a discussion regarding the appointment of Charles Mattson for the board vacancy.
M(Ken Martin) **S**(Anna Cooper) **C**: To ratify the appointment of Charles Mattson to serve out the remaining term of the board member vacancy, which shall conclude at the May 2021 Annual Board Meeting. *Motion passed by unanimous vote.*
- b. There was a discussion regarding the implementation of a consent calendar.
M(Scott Burger) **S**(Christine Brandt) **C**: To adopt the use of a consent calendar within the monthly agenda. *Motion passed by unanimous vote.*

8. COMMITTEE REPORTS:

- a. **Lake & Clubhouse Committee:** Tonja Graff, President of GVL Recreation, Inc. reported on the opening of the lake. The Rec Board has established a blueprint for opening, which will be available online within the coming days. Due to strict guidelines from the CDC, San Bernardino County, and State government which must be in place prior to opening, the Lake will not be able to open for Memorial Weekend but soon after.
- b. **Finance, Policy, & Communications Committee:** The Finance, Policy & Communications Committee had no report.
- c. **Community Relations Committee:** The Community Relations Committee had no report.
- d. **New Installations & Operations Committee:** The New Installations & Operations Committee had no report.
- e. **Nominating Committee:** Anna Cooper, Chairperson of the Nominating Committee reported that an application for a down the hill position was received.

9. CORRESPONDENCE:

- a. A request from the shareholder of account 442.00 was approved in following the guidelines of SB-998.

10. PRESIDENT'S REPORT: President, Ed Gray, had no report.

11. EXECUTIVE SESSION: None

12. ADJOURNMENT: The meeting was adjourned at 6:42 PM in memory of GVL resident Ron Esposito who recently passed away.

Respectfully Submitted,

Emily Nohr,
Recording Secretary

EXHIBIT "A"

Manager's Report
May 14, 2020

- Monthly Water Production Report-See Exhibit A: April production was in line with the previous month's production. Production has remained higher than normal due to demand that is likely related to more people self-isolating in GVL.
- Monthly Water System Report: No issues to report. Testing on schedule. A portion of our CLAWA allotment was taken in May to give our wells a rest and regenerate.
- Monthly Business Report: New printer purchased from low bidder. Printer was upgraded at no additional charge due to requested model being sold while collecting additional proposals. Phone calls were made to past due accounts. Due to phone calls, the company has experienced the lowest number past due bills and potential turn off notices compared to past billings. We may experience 100% collection of all bills for the current billing period therefore eliminating any potential turn offs due to delinquent payments.
- Holcomb Tank: Nothing further to report at this time.
- Update to Policy & Bylaws: Nothing further to report at this time.
- Ski Hill Tank Removal: Nothing further to report at this time.
- Lead & Copper: Desktop Study in progress, testing in progress and on schedule with State requirements.
- Quotes and Budgets for Well Sites & Emergency Generator Improvements: Ski Hill Pump Station floor is currently being replaced by staff. Budget for emergency generator connection will be prepared for the June meeting.
- Cal Rural Grants: Nothing further to report.
- Dam Repairs: Contract issued for core testing for walkway portion of the dam. Still waiting for reply from the State Engineer on proposed repair method to stop the leak on the face of the dam.
- ADA Survey Report: Phone call with the Architect indicated he hopes to have the report to me by the end of this month.
- Clubhouse Rental Policy; Snow Plowing: Still awaiting bonding and insurance information from local snow removal contractors.
- Main Replacement Project "Canyon & Fern": Permits pulled from the County, Surveyor located center lines, a preconstruction meeting was held upon mobilization which we discussed temporary storage areas and site cleanup at completion of the project. Materials have been delivered and the contractor began installation of pipe the week of 5/10/20.
- SB 998: Policy is written and posted on website per SB 998 requirement. We are still waiting for clarification from legal counsel regarding multi-residential units with one common meter.
- Covid 19 Action Plan: Due to the essential need to provide water to the community of Green Valley Lake and to protect the essential employees of the GVMWC, the office will remain closed to the public. Appointments can be made for any business matters that have to be conducted in the office. The company continues to comply with the recommendations issued by the State Water Resource Board with regard to COVID 19.