VISTA REDONDA MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION

MINUTES OF BOARD OF DIRECTORS MEETING

Tuesday, September 8, 2015

Rule Home, 105 Paseo Encantado SW

1. **Call to Order:** D. Rule called the meeting to order at 4:00 PM.
2. **Certification of Quorum:** 8 of the 9 voting board members were present. A quorum was met.

**Board Members Present:** David Rule, President; Chris van Schayk, Vice President; Susan Rule, Secretary and Treasurer; Bill Berra, Director; Peter Frank, Director; Harvey Simon, Director; Sue Mize, Director; Audrey LaFehr, Director and Acting Secretary

**Board Members Not Present:** Phil Marineau, Director; Nivair Singh Khalsa, Adjunct Director

**Community Members Present:** Bill Daily

1. **Approval of Minutes:** S. Rule asked for a motion to approve the minutes of the Annual Meeting held July 27, 2015. Mize made the motion, Frank seconded, and all approved.
2. **Financial Report:** S. Rule presented the Financial Statement.

S. Rule proposed changing distribution of assessments to all members immediately following the Annual Meeting rather than on August 1, and assessments shall be “due upon receipt.” Notice of delinquency with reference to 10% late fee plus interest penalty shall occur 30 days after issuance of Assessment, rather than Sept 1. Assessment of late fee shall occur 45 days after Assessment, rather than Sept 15. Frank made the motion to accept, van Schayk seconded and all approved.

S. Rule asked for a resolution for banking – signing authorization naming the persons authorized to act as agents and to sign on behalf of VRMDWCA as needed (Harvey Simon, Director; Chris van Schayk, Vice President; Susan B. Rule, Treasurer; Carolyn Gonzales, CPA). Frank made the motion to approve, van Schayk seconded and all approved.

1. **Road Project Status:** Berra reported that J. Simon, on behalf of the Vista Redonda Property Owners’ Association, will attend the project meetings on his behalf while he is away.

Van Schayk reported that David Thornburg, Road Project Manager for the county, has suggestions regarding how to locate potential problems with pipes after paving. Board to gather more information on available alternatives and pursue.

1. **Update on Administrative Duties/Scope:** S. Rule asked that this agenda item be deferred.
2. **Update of Management/Operational Support Solicitation:** Van Schayk reported that the effort to seek outside operational and management support is ongoing. Whereas we had been considering a formal RFP, we now consider a preliminary step – solicitation of interest and capabilities – more prudent, allowing for a more flexible and exploratory approach. We have a draft scope of work which is now under review in light of the recently acquired “Task Menu” from CH2M (distributed to Directors via email). The solicitation will offer the flexibility of responding to all or part of the scope. In addition to CH2M we are considering SMA as well as other smaller companies with relevant experience. Berra suggested asking David Thornburg, Road Project Manager, for suggestions of additional outside companies that have the experience and capabilities we are looking for.
3. **New Business:** D. Rule reported that a significant leak occurred at 86B Paseo Encantado NE. The leak was acted upon immediately after being discovered, and as per current practice, excess usage fees resulting from the leak were waived. Mize made the motion to accept, van Schayk seconded and all approved.

D. Rule will send an email to the community on Sept 9 reminding homeowners that it is their responsibility to monitor their water consumption every month, whether they are in residence or away. In summary: A request for an excess usage waiver will be considered only in the case where a leak was discovered and correct during a single monthly billing period. The amount of leakage during this period will be estimated as the excess above normal usage for that property for the month, and contingent upon board approval, deducted from the annual total for the purposes of the excess usage calculation. If the leak has gone on for more than a month, the request for a waiver will be denied.

**Admission to VRMDWCA:** Van Schayk reported on ongoing negotiations regarding the admission of the Attlesey property to the VR water association. A standard set of contract terms and conditions is being discussed that will apply to this case and other requests for admission in the future. Van Schayk made the motion to pursue, S. Rule seconded and all approved. Van Schayk added that because his property abuts that of Attlesey, he would henceforth recuse himself from any further Board discussion and/or action regarding the Attlesey issue.

1. **Adjournment:** Simon made the motion to adjourn, Frank seconded and all approved. The meeting was adjourned at 5:25 PM.

Respectfully submitted,

Audrey LaFehr

Director and Acting Secretary