VISTA REDONDA MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION

(VRMDWCA)

MINUTES OF BOARD MEETING

Monday, August 19, 2019 – 4:30 PM

Khalsa Home – 52 Vista Redonda

1. **Call to Order:** Nirvair Singh Khalsa called the meeting to order at 4:36 PM.
2. **Certification of Quorum:**  S. Rule certified that 8 of the 8 board members were present. A quorum was met.
3. **Board Members Present:** Nirvair Singh Khalsa, President; Harvey Simon, Vice President; Susan Rule, Secretary and Treasurer; Directors: Bill Berra, Laurent Cavalie, Peter Frank, Audrey LaFehr, Chris van Schayk.

**Not Present:** Adjunct Directors Phil Marineau and Matt Walker.

**Community Members Present:** Mary Costello, Nirvair Kaur Khalsa, Judy Simon.

**Others Present:**  None.

1. **Approval of Minutes of the June 11, 2019 Board Meeting:**  Berra made the motion to approve, van Schayk seconded, and all approved.
2. **Approval of the Minutes of the July 15, 2019 Annual Meeting:** H. Simon made the motion to approve the Minutes, which included the election of the current Board Officers and Directors. Cavalie seconded the motion, and all approved.
3. **Financial Report and Budgets:** S. Rule presented the financial statement, noting that very little has changed. We are currently investing in shorter term CDs in order to get a slightly higher interest rate than longer term. The Operating Budget is much the same. Of note on the Capital Budget, we made over $5,000 in interest on our CDs and the usual number of property owners are in arrears on the annual fees.
4. **2019 – 2020 Goals:** Nirvair Singh Khalsa outlined three goals for the coming year. 1). The need to work on ensuring that our water system has the capacity to supply the community during peak demand periods. 2). Finish recoating and repainting the tanks. 3). Have a succession plan in place for when S. Rule steps down from being Secretary and Treasurer next summer. Susan clarified that though she will give up the Secretary/Treasurer position, she does not intend to step down from the Board.
5. **Certification Violation:** H. Simon explained that while our Water Master Jack Miller’s certification had temporarily lapsed, he will be recertified in October. Mike Sanderson reported the violation to the Environmental Department as required, though van Schayk remarked that we have not ever been without a certified operator working on our system as Loren Allen, Water Master 2 and back-up for Miller, is certified. Berra to follow up with Ana Berry to make sure the water samples just sent out were in compliance, or whether they need to be redone before the September deadline.
6. **Meetings with Contractors:** H. Simon reported that he and S. Khalsa have been meeting individually with each of our outside contractors to get to know the team better, discover any unnecessary overlap, and explore what additional duties various contractors may be able to take on. The intention is to make the Board less involved in day-to-day operations, and more in the role of oversight.
7. **System Manager:** van Schayk reported that he and Laurent Cavalie have explored three potential candidates to eventually operate our system, the current leading candidate being a company called 3D. This would be operational support that includes project management.
8. **New Business:**

**Conflict of Interest Policy:** S. Rule reminded the Board that we need to have a Conflict of Interest Policy in place before our next tax returns are due in September. All of the Board members signed the policy except for Peter Frank, who was absent as he had to leave the meeting early, and van Schayk, who requested time to re-read the Policy. S. Rule to email the policy to Frank to sign, and van Schayk to fax or scan his signed policy to S. Rule.

**Record Retention Schedule:** S. Rule presented a standard Record Retention Schedule outlining how many years certain records are required to be retained. She explained that we are storing all of our records at a facility south of town and would like to reduce the volume of unnecessary records. Van Schayk made the motion to adopt the Schedule, Berra seconded, and all approved. Bill volunteered to help Susan go through the records sometime this year before Susan steps down as Secretary and Treasurer.

1. **Adjournment:** H. Simon made the motion to adjourn, S. Rule seconded, and all approved. The meeting was adjourned at 5:29 PM.

Respectfully Submitted,

Audrey LaFehr

Director and Acting Secretary