

Las Ventanas Ranch Mutual Benefit Water Company
Board of Directors Meeting
10:00 AM June 6, 2024
612 Clarion Court, San Luis Obispo, CA 93401

Brian Talley, president of the Las Ventanas Mutual Benefit Water Company called the Board of Directors meeting to order at the above time and place.

The following individuals were present:

Brian Talley, LVRMWC President
Annette Thompson, LVRMWC Vice President
Rosemary Talley, LVRMWC Secretary/Treasurer
Rob Miller, General Manager/Engineer, Wallace Group
Lonnie Richardson, Administration, Wallace Group
Alan Dudley, Accounting

All Directors were present.

APPROVAL OF MEETING MINUTES FROM 5/13/2024 ANNUAL SHAREHOLDERS MEETING
A motion was made by B. Talley to adopt the minutes from the 5/13/2024 Annual Meeting as presented. The motion was seconded by A. Thompson and passed unanimously.

APPROVE OFFICERS

At the 5/13/2024 Annual Meeting the Shareholders Voted in the Directors for a new term. The following slate of officers was recommended:

Brian Talley, Board President
Annette Thompson, Vice President
Rosemary Talley, Secretary/Treasurer

A motion to appoint the officers as presented was made by B. Talley. The motion was seconded by A. Thompson and passed unanimously.

ENTRY LANDSCAPING DISCUSSION

At the 2024 Annual Shareholder Meeting, a subcommittee was formed to evaluate the need for improvements at the main entry to the community. At this time, committee recommends that the Board double the time spent by the landscaping crew and increase the proposed budget for Road Landscaping in 2024 to \$20,000, as well as add a line item in the 2024 Road Budget for \$25,000 for additional improvements. A motion was made by B. Talley to proceed as recommended. The motion was seconded by A. Thompson and passed unanimously.

ADOPT OPERATING BUDGET FOR WATER AND ROADS

Discussions were held regarding ongoing projects and CPI increases. Staff discussed the need to consider a rate increase in the near future. It was also recommended that the Board consider a reserve study. The Board elected to revisit these topics in the fall of 2024.

A motion was made by B. Talley to adopt the 2024 Water Budget as presented. The motion was seconded by R. Talley and passed unanimously.

A motion was made by A. Thompson to adopt the 2024 Road Budget as amended. The motion was seconded by R. Talley and passed unanimously.

Brian Talley presented the financial history of the Road Maintenance Committee. The current Road Maintenance fee for both residents, lot owners and open space lot owners is \$ 1900.00 annually. The fee pays for landscaping, gate operation, security and road maintenance as well as saving for long term maintenance. The fee is billed in July and owners have the option of paying half in July and half in December. The last fee increase was in July 2022. Brian Talley proposed a 4% increase in the fee.

A motion was made by B. Talley to increase the FY 24/25 Annual Road Assessment to \$1,980.00 for the year. The motion was seconded by A. Thompson and passed unanimously.

AWARD WELL DRILLING CONTRACT

Bids were solicited to drill an 8-inch PVC Water Supply Well. The 2024 Budget includes a \$50,000 line item to drill and test a new well. A motion was made by R. Talley to award the well drilling contract to Miller Drilling in the amount of \$40,810.00. The motion was seconded by B. Talley and passed unanimously.

SCHEDULE ACCELERATION FOR MANGANESE SYSTEM – PROPOSAL FROM ARCM

The manganese removal project has been in progress since 2023. A proposal was received from Alan Roinestad Construction & Management, Inc. to perform pre-construction and construction services for the planning and installation of a new water filtration system at Las Ventanas. This request for services will accelerate the project by two months, allowing the project to begin in June of this year, with completion to be operational and in compliance by the end of Summer 2024. A motion was made by B. Talley to accept the ARCM proposal as presented. The motion was seconded by A. Thompson and passed unanimously.

FOLLOW UP ON ROAD EROSION REPAIRS – FINAL EASEMENT DOCUMENTS FOR SIGNATURE

Two erosion areas had been identified for repairs and were presented to the Board for review and consideration in December of 2023. At that time, staff were directed to pursue easement documents and legal counsel guidance. The final easement documents were presented to the Board for final review. A motion was made by A. Thompson to approve the easements and move forward with repairs to be completed by Mark Switzer Excavating at this time. The motion was seconded by R. Talley and approved unanimously.

LATE BILLING PAYMENTS AND ENFORCEMENT PROCEDURES

Discussions were held regarding the existing late fee and how it is applied to accounts. Staff was directed to prepare a draft policy to present to the Board and then to legal counsel with the outline of:

All water and road invoices due in full net 60.

For road fees, the late payment penalty would be \$100.00.

For water fees, the late payment penalty would be 10% of the outstanding amount. After 90 days, staff would initiate the process to shut off water at the delinquent location, with a re-connection fee due to re-establish service.

For reserve fees, a 10% penalty would be imposed, with it compounding every 60 days.

For the manganese fees, the late payment penalty would be 10% of the outstanding amount.

A motion was made by B. Talley to direct staff to work with legal counsel to draft the enforcement procedures outlined above. The motion was seconded by R. Talley and passed unanimously.

OTHER

Discussions were held regarding electronic payment options. Alan Dudley will research and report his findings.

There being no further business to come before the Board of Directors of the Las Ventanas Mutual Benefit Water Company the meeting was adjourned at 11:14am.

Respectively submitted,



Rosemary Talley, Secretary