**LADY CREEK WATER SYSTEM**

**WELCHES, OREGON**

**MINUTES OF THE ANNUAL MEMBERS’ MEETING - DRAFT**

**VIA TELECONFERENCE**

**JULY 19, 2021, 7:00 P.M.**

With no objections noted, Mark Allred, President, presided as Chair of the meeting. All present were welcomed and the head table was introduced as follows:

**BOARD MEMBERS:**

Mark Allred President

Doug Hartley Vice President

Adam Abplanalp Treasurer

Geoff Carr Secretary

Tom Feely Director

Rob Haught Director

**GUESTS:**

David Jacob Water Master

Mark Richardson Recording Secretary, Minutes Solutions

1. **CALL TO ORDER**

Mark Allred called the annual meeting of members to order at 7:03 p.m. Each Board member introduced themselves to the attendees.

1. **MINUTES OF THE LAST ANNUAL MEMBERS MEETING (AMM)**

**On a motion made by Rob Haught, Road 20, Lot 65, seconded by Tom Feely, Road 20D Lot 4, it was resolved to approve the minutes of the AMM held on October 19, 2020, as presented. Motion carried.**

1. **A BRIEF HISTORY OF LCWS**

Geoff Carr presented a summarized history of the Lady Creek Water System based on research he completed and noted the complete history will be posted to the website.

1. **PRESIDENT’S REPORT**

Mark Allred presented the President’s report. He noted that Lady Creek Water System (LCWS) had maintained good financial standing through 2020 and held dues at $150 for the fifth year in a row. There was an operating surplus of $9,000 in 2020.

The project to replace the meters with radio-read meters is now completed. This helps with the identification and isolation of leaks in the system. A total of 9.5 million gallons of water was pumped in 2020, which is significantly less than the previous high of over 22 million gallons due to the fixing of leaks. Mark also discussed the fixing of a failed mainline connector from 20D to 20C through Lot 3 during 2020.

The Board updated all written policy statements to allow for consistency in Board actions. The Board also updated the website and increased electronic communication to members and decreased expensive and inefficient postal service mailings. The Board also established the ability of our members to pay their dues electronically.

Mark Allred read LCWS’ mission statement to attendees and presented metrics highlighting how that mission was supported throughout 2020.

The floor was opened to questions regarding the President’s report. There were none.

1. **WATER MASTER’S REPORT**

David Jacob presented the Water Master’s report. He noted that the new radio-read meters were now all installed. He advised that it used to take weeks to find leaks caused by frozen pipes during a freeze, whereas now it only takes him days.

David focused the bulk of his report on the major capital project for 2021 which is to replace the mainline pipe that goes through the forest near Camp Creek Campground which has been shut down for three years due to multiple leaks that could not be located. The Forest Service is now requesting that the pipe go along roadways instead of through the forest. See the discussion of the Camp Creek mainline project below. This project has gone to bid and has now been awarded for completion in 2020.

1. **CLACKAMAS COUNTY SHERIFF & USFS PROGRAM**

Tom Feely presented on a new funding program which has provided funding for Clackamas County to provide a full-time Deputy Sheriff to patrol the Zigzag and Clackamas River Ranger Districts. This agreement is good through December 2021. It is hoped this funding will continue beyond that date.

1. **PRESENTATION OF UNAUDITED FINANCIAL STATEMENTS**

Adam Abplanalp presented the annual unaudited financial statements for the 2020 fiscal year and briefly explained each section. He reported that the organization is in very good financial condition. He also presented the 2021 operating budget that had previously been approved by the Board of Directors.

The floor was opened to questions regarding the financial statements. There were none.

1. **CAPITAL IMPROVEMENT PLAN**

Mark Allred presented the LCWS rolling 5-year capital improvement plan. The Board focused on creating a 5-year capital plan up to the end of 2025. The biggest project for 2021 is the replacement of the Camp Creek mainline as well as continuing work on establishing a fourth well at the Headworks. As the current three wells have degraded, water production continues to go down. In order to ensure that there will be sufficient water for the long term, the Board has initiated the long process of obtaining a permit and digging a fourth well now.

The plans for 2022-2025 include the replacement of other mainlines on Road 27, 28A, and 20E, and to install pressure sustaining valves in the pressure reducing stations.

In order to complete these tasks, the plan includes a planned increase in the capital assessment from $140 to $150 for 2022-2025.

**On a motion made by Dave Pearson, Road 27 Lot 26, seconded by Rob Haught, Road 20 Lot 65, it was resolved to approve** **the 2021-2025 capital improvement plan as presented, including a $10 per member per year raise in the capital assessment for 2022-2025. Motion carried.**

The floor was opened to questions regarding the capital improvement plan.

**Robert Mack, Road 24 Lot 30,** inquired whether his road included radio-read meters.

**David Jacob**, advised that all meters throughout the system were replaced except for one which they are not currently able to locate.

**Geoff Carr, Road 27 Lot 24,** asked for more information on the timing of the Road 27 mainline replacement.

**Mark Allred**, answered that the Forest Service approved the plan in 2020, which must then be completed within three years, unless we apply for an extension of the permit period. Therefore, the plan was to complete this project within the 3-year permit window.

**Geoff Carr, Road 27 Lot 24,** inquired whether the project would also include some road repair.

**David Jacob** elaborated that the project would go under the road in the area where the asphalt is crumbling, thus requiring some road repair. **Mark Allred** noted that would increase the overall cost of the project but we must follow USFS guidelines for mainline locations.

1. **NOMINATION/ELECTION OF CANDIDATES FOR BOARD OF DIRECTORS**

Five director positions were available, three for three-year terms, one for a two-year term, and one for a one-year term. The following candidates had previously announced their intention to run for election:

1. Tom Feely, Road 20D Lot 4
2. Geoff Carr, Road 27 Lot 24
3. Rob Haught, Road 20 Lot 65
4. Holly Robinson, Road 20 Lot 52

Doug Hartley called for further nominations from the floor. None were made.

**Results of Election**

All of the candidates were elected to the Board of Directors.

1. Tom Feely, Road 20D Lot 4 to serve a three-year term
2. Geoff Carr, Road 27 Lot 24 to serve a three-year term
3. Rob Haught, Road 20 Lot 65 to serve a three-year term
4. Holly Robinson, Road 20 Lot 52, to fill a vacant position for a two-year term.

One position remains vacant on the Board.

1. **QUESTION AND ANSWER SESSION**

The floor was opened to new business and questions from attendees.

**Geoff Carr, Road 27 Lot 24,** asked how to shut off the water when leaving the cabin in the fall.

**David Jacob** advised to shut off the water both at the cabin shut off valve and at the meter.

**Tom Feely, Road 20D Lot 4,** commended David Jacob on his work and the information and expertise he provides.

1. **ADJOURNMENT**

With no further business of the organization to transact; the meeting was closed at 8:41 p.m.

**DISCLAIMER**

The above minutes of the annual members meeting should be used as a summary of the motions passed and issues discussed at the meeting of the members of the organization. This document shall not be considered a verbatim copy of every word spoken at the meeting.