

# BLUE LAKE SPRINGS MUTUAL WATER COMPANY

Minutes of the 3rd Interim Meeting • Arnold, California

Thursday, November 13, 2025, @2:00pm

Via Zoom and in person

## CALL TO ORDER:

00:00:00

The meeting was called to order at 2:07 pm via Zoom and in person. Directors present were: Craig Lutz, Jon Dashner, Sharon Tobias, Bill Cover, and Jeff Jones. Also in attendance were General Manager Tyler Mayo, Legal Counsel Gavin Ralphs, Office Administrator Kathy Powell, and Customer Service Representative Anneliese Gill.

00:01:17

## PUBLIC COMMENT:

No Comment.

00:01:32

**MOTION**

## APPROVAL OF CONSENT CALENDAR:

A **MOTION** was made by Director Jones and seconded by Director Lutz to approve the Consent Calendar.

The **MOTION** was approved by four directors via roll call vote. (Director Dashner arrived late).

00:02:41

## COMMITTEE REPORTS:

General Manager's Report:

GM Mayo reported on the repair of two sample taps; Starlink was added at the Treatment Plant; the cleaning and coating of Tank 4; the surge protector box was replaced at Well 4; several trees were removed from the Office parking lot and the Treatment Plant; and the holiday dinner is set for December 5<sup>th</sup>.

00:14:22

**MOTION**

## UNFINISHED BUSINESS:

Resolution for 2026 Water Service Rates:

GM Mayo and Director Lutz presented the proposed 2026 water base rate with a \$18 increase for the year and the consumption rate to increase from \$2.25 to \$2.60 per 100 cubic feet over the allotment. After discussion, a **MOTION** was made by Director Lutz and seconded by Director Cover to approve the Resolution for the 2026 water rates. The **MOTION** was approved unanimously via roll call vote.

00:20:30

**MOTION**

2026 Budget:

After a review of the proposed budget, a **MOTION** was made by Director Cover and seconded by Director Dashner to approve the proposed budget, pending the employee compensation discussion to follow. The **MOTION** was approved unanimously via roll call vote.

00:32:40

**MOTION**

## NEW BUSINESS:

Atherton Yearend Review Quote:

OA Powell presented the quote from Atherton and Associates. A **MOTION** was made by Director Tobias and seconded by Director Jones to approve the yearend review quote. The **MOTION** was approved by four Directors. (Director Dashner stepped out of the room.)

00:35:00

**MOTION**

Adoption of Updated Employee Handbook:

A review of proposed changes was presented by OA Powell and GM Mayo, which were approved on a **MOTION** by Director Jones and seconded by Director Dashner, pending a review of text in the overtime section. The **MOTION** was approved unanimously via roll call vote.

00:51:36

**MOTION**

Adoption of Mutual Aid Agreement with UPUD:

GM Mayo presented a proposal to adopt a Mutual Aid Agreement with UPUD. After discussion, a **MOTION** was made by Director Cover and seconded by Director Jones which was approved unanimously via roll call vote to adopt the agreement with a minor edit to the text.

01:00:00

Report on Monthly Billing/Invoices/Receivables:

Customer Service Representative Gill reported on the October billing, receivables, and lien status.

01:04:30

Reportable Items:

OA Powell spoke to the finished reportable board items and added several new items.

01:05:30

## EXECUTIVE SESSION:

Personnel Matter was discussed with no action at this time.

Employee Compensation was discussed and approved.

01:05:55

**MOTION**

ADJOURNMENT:

As there were no other items to come before the Board, the meeting ended at 4:45 pm.

Respectfully submitted by Office Administrator Kathy Powell, in conjunction with the digital recording of the meeting.

**APPROVED: January 8, 2026**

**NEXT REGULARLY SCHEDULED MEETING: January 8, 2026**