

**MINUTES of the MEETING OF THE WHITEHAWK RANCH
MUTUAL WATER COMPANY**

November 13, 2023

DRAFT

1. Call to Order

A regular meeting of the Board of Directors for the Whitehawk Ranch Mutual Water Company was held in the Community Center at Whitehawk Ranch, and also via ZOOM teleconference on Monday, November 13, 2023, pursuant to the written Notice of Meetings. Directors Taylor Carr and Steve Ursenbach were present at the Community Center. Jack Miller, Ken Hyatt, and Pauline Hecker participated via ZOOM. Tom Vannoy, Operations Manager, and Ian Wright, Operations Manager Trainee, were present. Joleen Cline, Administrative Manager, served as recording secretary. Steve Ursenbach called the meeting to order at 4:08 p.m.

2. Roll Call

See board members listed above.

3. Public Comment

none

4. Approval of the Agenda

The agenda was approved as submitted. Steve thanked Joleen for the efforts to negotiate contracts with all the other associations as well as the updates to the employee policy.

5. Approval of Previous Minutes – September 2023

After review, upon motion duly made, seconded, and unanimously carried, the minutes of the September 2023 Board Meeting was approved as submitted.

6. Treasurer's Report & Delinquent Accounts Review

Joleen distributed financial reports for the period ending 10/31/2023 via email prior to the Board meeting. Ken reported the Mutual Water Company has booked over \$24,000 in interest from the reserve accounts and he expects that number to be closer to 28,000. at the end of the fiscal year.

Joleen reported we have not yet received a bill for our discharge permits. Tom reported Plumas Sanitation is getting caught up and we still have sludge to haul away. Tom expects the MWC to be on budget for sludge pumping and hauling this year.

After review, upon motion duly made, seconded, and unanimously carried, the Board approved the financial reports for the period ending 10/31/2023 as submitted.

7. Administrative Manager's Report

Joleen reported we have one significantly delinquent owner, and we may need to move to small claims court.

Joleen reported two of the administrative contracts have been adopted and signed. The other two will be presented and considered by their respective Boards this week.

8. Operations Manager's Report

Tom sent his report via email prior to the board meeting. Tom reported Ian has mailed off his application for operator in training for wastewater. Tom reported AB 54 states that Ethics training is required by all Board members every 6 years. He will provide a link to the Board members.

Tom reported we are at 5.5% for water conservation. The Golf Club is officially shutting down and draining their tanks. In September and October golf was using about 580,000 gallons per day. There is still water available at the burn area.

George T Hall has installed the SCADA system. Staff are now able to log in and monitor the system remotely. There are still a few other meters and tank levels that are not yet showing up on the screen. If the tank falls below 75% of capacity, our staff are notified. There are still some bugs to work out in the system. George T Hall staff are planning to come out again on the 21st and will take a look at wastewater to see if remote access could be added to that system.

Tom reported there is an issue at the wastewater system with the computer operating systems not working well together. Tom would like to incorporate one upgrade with George T. Hall for telemetry. Tom believes sewer plant telemetry system could cost as much as \$80,000-\$100,000.

9. Old Business

a. Water Company Operating priorities – Tom V.

Tom provided a report via email prior to the meeting.

b. HOA and CSD Contracts Update – Tom

Tom reported the pool is closed. The CSD is checking with the pool contractor about the plaster finish. Some parts of the pool plaster vary in color and texture. A burn is scheduled to begin this week if we received approval from Air Quality. Joleen has secured the burn permit from CalFire.

c. Emergency Notification Database - pending

d. Executive Session Report

i. 2024 Budget Approval

After review, upon motion duly made, seconded and unanimously carried, the Board approved a 2024 budget (attached).

ii. Renewal of CSD and HOA service contracts

After review, upon motion duly made, seconded and unanimously carried, the Board approved the CSD-HOA service contracts as submitted (attached). The term of the contract was adjusted to match the MWC fiscal year (Jan – Dec).

iii. Renewal of Administrative Support contracts

Joleen reported two administrative contracts have been approved and two others have been agendaized for meetings later this week.

iv. Employee Handbook Review

After review, upon motion duly made, seconded and unanimously carried, the Board of Directors approved the updated Employee Policy Handbook.

10. New Business

After discussion, the Board decided there was no need to schedule a Mutual Water Company meeting in December.

11. Adjournment

After review, upon motion duly made, seconded, and unanimously carried, the meeting adjourned at 4:54 p.m.

Minutes were prepared by Joleen Cline, Administrative Manager