

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

March 13, 2023 approved 05/08/2023

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 broadcast via ZOOM on Monday, March 13, 2023, pursuant to the written Notice of Meetings. Directors Earl Zeigler and Taylor Carr were present at the Community Center. Steve Ursenbach, Ken Hyatt, and Pauline Hecker participated via ZOOM. Tom Vannoy, Operations Manager, was present. Joleen Cline, Administrative Manager, served as recording secretary. Steve Ursenbach called the meeting to order at 4:07 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.

5. Approval of Previous Minutes – Dec 2022

After review, upon motion duly made, seconded, and unanimously carried, the minutes of the December 2022 Board Meeting were approved as submitted.

6. Treasurer's Report & Delinquent Accounts Review

Joleen distributed financials reports for the period ending 12/31/2022 and 02/28/2023 via email prior to the Board meeting.

Ken reported we ended 2022 with a small net income as opposed to the deficit we ended 2021 with. Ken reported there are some attractive opportunities for better short-term interest rates for reserve investments. He will keep the Board apprised of opportunities as the currently held CDs mature.

After review, upon motion duly made, seconded, and unanimously carried, the Board approved the financial reports for the period ending 12/31/2022 and 02/28/2023 as presented.

7. Administrative Manager's Report

Joleen reported she will be preparing the call for candidate's notification before the Board meets again in the spring. Steve reported the terms for himself, Earl and Pauline will be expiring this year.

Joleen reported she participated in a webinar presented by the firm that John Cavin retired from. Joleen will be working with an attorney from Hodge Fenton to amend our employee handbook and bring it into compliance with current labor laws. Steve reported this is the right time to work through this process as we have Hudson coming on staff and training with Tom with the potential for Tom to transition to part time. At the end of the project, we should have job descriptions for each position and an employee handbook that clearly describes the benefit offerings and expectations for staff.

Joleen reported John Cavin completed the securities permit and submitted an invoice.

8. Operations Manager's Report

Tom provided a report via email prior to the Board meeting.

Steve thanked Tom for coming back to work full time to help with snow removal and for keeping roads open for the safety of the development.

Steve reported we needed to call in additional help to move snow this year. He suggested the Board consider splitting the cost for the contract work with the Homeowners Association. Earl reported when we have extenuating circumstances, provisions can be made when additional costs are incurred. He suggested we break out what the additional cost was to clear the road up to the treatment facilities. Tom believes the split might be 75% HOA roadways, and 25% MWC and he anticipates the total cost for the outside contractor to be approximately \$8,000.00. Earl reported he returned to the ranch on Friday and if we hadn't called in the large equipment to help widen the roads, we could have been in big trouble with keeping two lanes of traffic open. Ken suggested the Board keep the impact of a budget overrun in mind for the HOA given the planned work the HOA has for this year.

Steve asked Tom to pass the gratitude on to the crew for a job well done with the plowing. Tom reported he expects all snow removal expenses will be over budget (fuel, equipment repair, etc.)

Tom reported the CSD and MWC as well as many homeowners have had issues with propane delivery this winter. Hudson is about half-way through his first water treatment course.

Ken reported he is working on finding an appropriate errors and omissions policy for this year.

Tom reported he currently is working full time. Regarding water use, we are about 14% under January 2013 levels. He is reviewing the new requirements for drought reporting. The current water demand is about 15 – 20,000 gallons per day. Staff drained and cleaned the reservoir in January and changed out all the media. The system is back online and working well. Tom expects we will most likely clean the reservoir again in the Spring.

Tom reported George T. Hall has not yet given us a start date yet. We have made our first of 4 payments toward the automation project. The waste-water treatment plant is working well.

For several years, the water company has had free internet service because digital path had a relay on the treatment building. Digital Path is planning to remove the relay because they don't have any customers using it anymore. Tom reported he would rather be a paying customer of Plumas Sierra Rural Electric than Digital Path. There is a pole that provides wireless service nearby and we may need to trench to the building to add the Plumas Sierra Telecom service to the treatment plant.

Tom sent an emailed report to the Board sharing they have had quite a few equipment failures already this year. Graeagle Land and Water shared their employee, Jeff Reynolds, who provided some mechanical help. Everything is running well again now. We've had broken rams, welding breaks, etc. and two plows are down right now. One of our plows is 20 years old. Tom suggested the Board consider replacing or upgrading that plow. He plans to take an inventory of all the equipment. This year has been a test of all resources, mechanical as well as staff. He also suggested the Board consider replacing the Chevy Dump Truck with a 1-ton truck. Steve reported the Board trusts Tom's expertise regarding equipment.

Tom reported that he called Tyler McGarr (McGarr Excavation) in to help widen the roads. He also recently learned that Graeagle Land and Water may also be a resource to us for large equipment help with road widening in the future. Tom reported he was appreciative of Alec Dieter and his crew and how they helped our staff in the TOA area this year with snow removal.

9. Old Business

a. Water Company Operating priorities – Tom V.

Tom provided a written report regarding operating priorities via email prior to the Board meeting.

b. HOA and CSD Contracts Update – Tom

No changes or comments

c. Emergency Database Update - pending

10. New Business

- a.** Earl reported he would assist Tom with a search for a truck.

11. Adjournment

The next meeting of the Board of Directors will be May 08, 2023.

After review, upon motion duly made, seconded, and unanimously carried, the meeting adjourned at 4:53 p.m.

Minutes were prepared by Joleen Cline, Administrative Manager