

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

May 8, 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, May 8, 2023, pursuant to the written Notice of Meetings. Directors Earl Zeigler, Ken Hyatt, Pauline Hecker, and Taylor Carr were present at the Community Center. Steve Ursenbach 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 4:35 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 – March 2023

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

6. Treasurer's Report & Delinquent Accounts Review

Joleen distributed financials reports for the period ending 04/30/2023 via email prior to the Board meeting.

Ken reported we have been the beneficiary of stockholders prepaying their dues and we appreciate the cash position that allows us to remain in. We are receiving better than 4% interest on our reserves.

After review, upon motion duly made, seconded, and unanimously carried, the Board approved the financial reports for the period ending 04/30/2023.

7. Administrative Manager's Report

Joleen reported she has sent out the Call for Candidates as well as the Spring newsletter. We expect to receive a draft employee policy from the attorney shortly.

8. Operations Manager's Report

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

Tom reported Hudson has completed his first course and is preparing to take the exam for his initial water certification. After that, he will begin working on distribution and Wastewater Operator in Training certifications.

Tom reported he is working on the Electronic Annual Report which is part of the Drinking Water Program of the State Water Resources Control Board.

The water treatment plant is operating well, and we are currently averaging domestic water use of 20,000 – 25,000 gallons a day. That number will go up as the weather gets warmer and members begin using their irrigation systems.

Tom reported there have been several recent leaks, but even with those we have used less water than we did in 2013. A leak on Deer Creek was off the road and a leak on Bridle Path was under the asphalt. The system is now 25 years old, and we may see more repairs are needed as the system continues to age. The air relief valve by the hydrant across the highway from the fire was also replaced. The valve cost \$1,250.00.

Steve reported the road patching work is scheduled for June. He will work with Tom on the area of roadway they had to cut to make the repair on Bridle Path.

Golf has installed new hardware in their irrigation satellite system which helps with tracking water usage. Tom reported he will bring West Stream online this month to provide water for irrigation and ponds. Tom reported Digital Path plans to be on site on Thursday. If they do not allow the Water Company to continue receiving free internet, we will request internet from Plumas Sierra Telecommunications.

We expect the automation project to move forward this month. Tom reported we've paid approximately half of the total project cost and most of the hardware has been obtained by the contractor. The contractor reports they are currently working on the server.

Tom reported the new truck is on site. The truck came with running boards, a backup camera, Bluetooth and heated side mirrors. He presented the Board with a quote of \$16,000 to install a new V plow on the truck. Once it is installed, we will have 3 trucks whose plows are interchangeable.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the expense not to exceed \$16,000 for a new V plow to be installed on the new Ford truck.

Tom reported he will also look to purchase decals and a bed liner for the truck. He has added the new truck to the MWC insurance policy.

Ken asked about the scheduled maintenance on the inside of the water tank. Tom reported he would try to get someone out to inspect the tank.

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

Pauline asked about the 284 billable hours for the CSD. Tom reported he would discuss with Steve and Ken about preparing a bill for the ongoing maintenance provided due to the re-surfacing of the pool and spa this year.

c. Emergency Database Update - pending

10. New Business

a. Phase 9 Development Update on Compliance Requirements

Phase 9-unit B had a special circumstance in that the elevation of the lots required a tank to be installed across the street, or a booster pump installed to provide the water pressure to supply those lots with water.

Taylor has asked if the information provided by the engineer satisfies the concern of the Mutual Water Company. Tom reported he has seen the letter from Bastian Engineering, and he believes it satisfies the requirements. Ken reported for the same reasons as discussed in the HOA meeting it makes sense. The Board wished Taylor luck on his endeavor.

Taylor reported he will need a letter from the Board removing the condition for the water tank or booster pump. Tom suggested a letter be written that states that the MWC will accept the recommendation from Bastian and will rescind the condition so long as the lot merger is made.

After review, upon motion duly made, seconded and unanimously carried, the Board moved to draft a letter rescinding the development condition requiring the tank or booster pump so long as the lot merger is successful.

b. Annual Meeting/Call for Candidates

Steve reported the call for candidates has been distributed. Pauline stated she is interested in running for an additional term on the Board. Steve reported he is also planning to run for an additional term. Earl will not be running for an additional term.

11. Adjournment to Executive Session – Employee Handbook Updates Review

The next meeting of the Board of Directors is scheduled for July 10, 2023.

After review, upon motion duly made, seconded, and unanimously carried, the meeting adjourned at 5:18 p.m.

Minutes were prepared by Joleen Cline, Administrative Manager