

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

**September 11, 2023 (approved 11-13-2023)**

**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 telecast via ZOOM on Monday, September 11, 2023, pursuant to the written Notice of Meetings. Directors Ken Hyatt, Pauline Hecker, Taylor Carr, and Jack Miller were present at the Community Center. Steve Ursenbach participated via ZOOM. Tom Vannoy, Operations Manager, Ian Wright, Operations Manager Trainee, were present. Joleen Cline, Administrative Manager, served as recording secretary. Steve Ursenbach called the meeting to order at 4:35 p.m. Chuck Bowman was also present.

**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 – July 2023**

*After review, upon motion duly made, seconded, and unanimously carried, the minutes of the July 2023 Board Meeting were approved with an update to the adjournment time.*

**6. Election of Officers – President, VP, Treasurer, Secretary**

*After review, upon motion duly made, seconded and unanimously carried, the Board appointed Steve President to serve as President, Pauline Hecker to serve as Vice President, Ken Hyatt to serve as Treasurer, and Taylor Carr to serve as Secretary, for the period of one year.*

**7. Treasurer's Report & Delinquent Accounts Review**

Joleen distributed financial reports for the period ending 08/31/2023 via email prior to the Board meeting.

Tom reported the changes made to the diffusers this year have helped hold down the electricity costs. The Mutual Water Company is over budget for snow removal.

The Mutual Water Company has not had a Browning Reserve Study completed like we have for the HOA. The MWC has budgeted to have the water storage tank inspected and repairs or repainting completed if needed. We did have systems and controls planned to purchase

this year, and we also purchased a truck this year. Over the years, the Mutual Water Company has built substantial reserves.

*After review, upon motion duly made, seconded, and unanimously carried, the Board approved the financial reports for the period ending 08/31/2023 as submitted.*

**8. Administrative Manager's Report**

Joleen reported she is getting ready for several months of communications that need to be developed and distributed. We are gearing up for the fall newsletter and then the rate announcement and coupon books.

**9. Operations Manager's Report**

Tom introduced Ian Wright. Tom reported Ian is being trained to take over once Tom retires. He will be including Ian in all Water Company correspondence going forward. Tom reported that Ian is enrolled in classes and needs to complete those before he can get his operator in training certificate.

Tom reported he has requested a proposal for resealing the buildings. Miles Huggins is looking into a pigmented product which could extend the life of the painting.

**10. Old Business**

**a. Water Company Operating priorities – Tom V.**

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

Tom reported the water plant automation project should get started this week. This project could take several weeks with all the fine tuning that needs to be completed. Tom reported he expects the project to cost approximately \$30,000.

Tom reported Barry Buckholtz has completed the backflow prevention device testing. There were several addresses that failed, and staff will be reaching out to the homeowners to inform them of repairs/replacements that need to be made.

**b. HOA and CSD Contracts Update – Tom**

Tom reported he and Ken are still working on the proposed offering to the HOA and CSD. The proposal may include an increase of up to 15%. We anticipate closing the pool on the 18<sup>th</sup> of this month, which means the last day of swimming will be the 17<sup>th</sup>.

Tom reported he has also requested bids for the re-sealing and staining of all the CSD buildings. The MWC is responsible for the re-sealing of the maintenance building.

**c. Emergency Database Update - pending**

Plumas County has transferred to a new emergency communication system. Residents who originally registered for the Code Red system should now register on the Plumas County website for the Genasys system.

**d. Annual Meeting Postmortem**

Steve suggested we ask if the HOA would consider moving to a morning meeting with a lunch meal. We may be able to avoid the heat of the afternoon, and also enjoy a less expensive meal.

**11. New Business**

**a. 2024 Preliminary Budget discussion**

Ken reported he is working with Tom on the 2024 budget. As a preliminary draft, it appears the MWC could be looking at a 15% overall increase. We continue to need to remain competitive in the job market, and also were subject to the same 9% inflation the country experienced last year.

**b. CSD and HOA contracts discussion**

Steve suggested the Board schedule an executive meeting next month to work on the employee policy, consider future costs for personnel and the proposed contracts for services. After discussion, the Board scheduled an executive Board meeting for October 16, 2023, at 3:00.

**12. Adjournment**

*After review, upon motion duly made, seconded, and unanimously carried, the meeting adjourned at 5:26 p.m.*

*Minutes were prepared by Joleen Cline, Administrative Manager*