

## SOUTH FORK ESTATES MUTUAL WATER COMPANY

### Board of Directors Meeting Minutes

May 31, 2023

Present: Mitch Pliskin, President; Steve Daniels, Vice President; Andrea Fitzpatrick, Treasurer; Patty Pliskin, Secretary; Julie Gray; Don Peter, D1 Certified Operator

Absent: Orfil Muniz, Tom Ridenour D3/T3 Certified Operator; Michael Tharp, Developer; Sue Tharp, Developer

Call to Order: 7:03 pm

Handouts: Tables of 2023 Revenue Vs. Expenses – first & second quarters 2023

Subject	Discussion	Recommendation/Outcome
<b>Old Business</b>		
1- March 29, 2023 & April 19, 2023 Minutes Review	Minutes from March 29, 2023 & April 19, 2023 meeting presented for review.	March 29, 2023, minutes – Director P. Pliskin motioned to approved; approved by Director M. Tharp electronically prior to the May 31 meeting; 2 <sup>nd</sup> by Director M. Pliskin. Unanimously carried as presented. April 19, 2023 minutes - motion to approve by Director Gray, 2 <sup>nd</sup> by Director Fitzpatrick, carried unanimously as presented.
2- Capital Improvement Plan (CIP) / Rate Study	Arlene Guerra from Self-Help Enterprises was scheduled to address the Board regarding its services for acquiring money from the State for assistance with improvement projects as well as performing a rate study analysis. Director Muniz, spear-heading the project for the water company, was unable to attend tonight’s meeting. The meeting with Arlene was postponed.	New meeting date to be scheduled.
3- Ethics Class (AB54/AB240)	Directors who have not completed the required training are urged to complete the training ASAP.	Directors that have not completed the required training were urged to do so ASAP. Director Gray scheduled for June 8, 2023.
4- Website	A website host through Water Impact has been acquired by Director M. Pliskin. Director M. Pliskin notified all shareholders and residents (including renters) of the new website by email and USP mail. It is encouraged that all residents review the website and subscribe to an ALERT NOTIFICATION system that can be utilized in case of emergency situations.	Board members are encouraged to try to get as many residents as possible in our community to review the website and sign up for ALERT NOTIFICATIONS. A follow-up note will be emailed to residents by Director M. Pliskin that will emphasize the importance of the ALERT NOTIFICATION system.
5- Emergency/Disaster Response Plan	Director P. Pliskin, Director Gray and G. Stone will meet to work on this plan ASAP.	On-going.
6- CPA Financial Review	Deferred – corrections and adjustments to the April billing need to be made.	On hold.
7- Meter Readings for Lots 54 & 64	Updated meter reading for new residents on Lots 54 & 64 were done at the end of April. Their water bills will be adjusted to show water usage starting on May 1, 2023.	New baseline for water usage starting on May 1, 2023 will be noted on the July meter readings.
<b>New Business</b>		

1- Operation Report	Pump repairs for Well #2 completed. T. Ridenour, D3/T3 pre chlorinated Well #2 prior to the pump change. After Well #2 was repaired, the chlorine was flushed, water samples taken (with negative results) it was placed back in service.	Well #2 back in service. May 2023 samples for Wells 1 & 3 negative (written results will be added to the website when received).
2- Financial Report	2022 Tax preparer is having a difficult time figuring out how to handle our stated equipment depreciation. We have not been able to find a depreciation schedule that would fit with the stated number. Our tax preparer continues to try to figure this out. Our tax preparer also suggests we gain the ability to observe our account in Quick Books to over-see and make sure all transactions are being accurately recorded. Second quarter billing issues and accuracy of overdue fees as well as reliability issues have been questioned by Director M. Pliskin. This discussion will be continued.	Director M. Pliskin will meet with our bookkeeper to update and correct all billing prior to the next billing cycle.  The Board will continue discussion regarding Bookkeeper oversight and reliability issues.
<b>3- Closed Session</b>	All non-Board members were asked to leave the meeting area. The Board discussed delinquent residents and how to proceed with notifications for legal remedies including possible water shut-off.	On-going discussion
4- Water Leaks	Non-Board members invited back to the meeting. Several water leaks (mostly due to faulty PRV on the water meter side) developed within the community over the last year. The latest leak cost the community approximately 300,000 gallons of water. D. Peter questioned the design of the system, who is checking and how do we respond proactively to prevent these leaks from occurring in the future?	D. Peter will create a list of system monitoring activities—especially needed over the summer.  This is an on-going discussion.
<b>Next Board of Directors Meeting</b>	The next Board of Directors meeting is scheduled for Wednesday June 28, 2023 @ 7 PM at 41855 Quail Run Drive, Three Rivers.	Information item.
<b>Adjournment</b>	Meeting adjourned at 9:34 PM.	Informational item.