

SOUTH FORK ESTATES MUTUAL WATER COMPANY

Board of Directors Meeting Minutes

June 28, 2023

Present: Mitch Pliskin, Andrea Fitzpatrick, Treasurer; Patty Pliskin, Secretary; Julie Gray; Orfil Muniz; Michael Tharp, Developer (zoom); Tom Ridenour D3/T3 Certified Operator (zoom); Don Peter, D1 Certified Operator

Guests: Arlene Guerra and Juan Cano from Self-Help Enterprises

Absent: Steve Daniels, Vice President; Sue Tharp, Developer

Call to Order: Quorum established, and the meeting was called to order at 7:04 pm

Handouts: Table 1 – first and second quarter 2023 Expenses; Table 2 - first & second quarter Revenue 2023

Subject	Discussion	Recommendation/Outcome
Old Business		
1- May 31, 2023 Minutes Review	A motion was made by Director P. Pliskin to approve the May 31, 2023 Minutes electronically via email. The motion to approve the minutes via email was unanimously approved.	May 31 2023, minutes approved electronically via email by Director Daniels and 2 nd by Director Gray. Motion carried by Directors present as written.
2- Capital Improvement Plan (CIP) / Rate Study	Arlene Guerra and Juan Cano from Self-Help Enterprises discussed requirements for a rate study and for possibly obtaining Grant money from the State for future upgrades for our water company at no cost to us. They informed us that we were qualified for this program, and they are currently funded by grant money. Self-Help Enterprises would handle all administration duties and monetary payments for all projects. To proceed they require 3 years of financial records (income/expenses) as well as the last 3 years of tax returns. We can also include income and expenses incurred so far in 2023.	A motion was made by Director P. Pliskin to proceed with Self-Help Enterprises. The motion was seconded by Director Muniz and unanimously carried. Directors Fitzpatrick and M. Pliskin will organize all required records and forward them to Self-Help Enterprises ASAP.
3- Ethics Class (AB54/AB240)	Directors who have not completed the required training are urged to complete the training ASAP.	Director Gray presented her certificate of completion of the ethics class.
4- Website	Director M. Pliskin noted that 65% of Lot Owners/Residents have signed up for ALERT NOTIFICATIONS through our SFEMWC website. Director M. Pliskin will include a flyer with the July billing to encourage the remaining lot owners/residents to subscribe for ALERTs.	The Board will continue to encourage all lot owners/residents to use our website to review relevant information as well as subscribing for emergent notifications that could affect their water.
5- Operations Projects	<ul style="list-style-type: none"> •Robert S. Marks Plumbing completed exercising all valves, hydrants and all air release valves. RMP will provided this service on a yearly basis (scheduled for June 2024). •Possible Chlorination of system – Per T. Ridenour, D3/T3 - not necessary at this time but may be a good idea to reduce risk of contamination during the hot weather season. 	<ul style="list-style-type: none"> •No other scheduled projects for 2023, however, RM plumbing is scheduled to return June 2024 to exercise all valves. •Chlorination – if the water company wants to chlorinate the system - properly trained volunteers can do it without the Certified Operator present (cost saving) but must notify all

		owners/residents to boil water prior to chlorination and again when water is safe to drink. T. Ridenour to be kept apprised.
6- Emergency/Disaster Response Plan	Director P. Pliskin, Director Gray and G. Stone will meet to work on this plan ASAP. Director Gray was given on older plan – will review for updates where needed.	Director Gray will try to set up a meeting with Director P. Pliskin and resident G. Stone ASAP.
7- CPA Financial Review	Deferred – corrections and adjustments to the April billing need to be made.	On hold.
New Business		
1- Consumer Confidence Report (CCR) 2022	2022 CCR was completed by Director P. Pliskin. It was reviewed by T. Ridenour, Certified Operator. T. Ridenour electronically sent the report to the required State regulators/Departments. All lot owners and residents were notified by either email or USPS. The CCR was also posted on our website at sfemwc.com. All notifications were done prior to the deadline of July 1, 2023. T. Ridenour, Certified Operator, discussed meeting with the person preparing the annual CCR next year for easier and quicker completion (of which the Secretary wholeheartedly agreed).	2022 CCR completed – copies sent to lot owners/residents and State Regulators via email or USPS and posted on our website sfemwc.com.
2- Operation Report	Samples for Wells 1, 2, and 3 negative. No other issues to report currently.	Samples for Wells 1, 2, and 3 negative.
3- Financial Report	<ul style="list-style-type: none"> •2022 Tax issues – Director M. Tharp to provide the Engineering Report from 1993. It includes the costs of all fixed assets. •Director M. Pliskin informed the Board that as of June 28, 2023 we had \$56,863.42 in the bank. The current balance did not include over \$3,800 of paid bills that have not cleared. Director M. Pliskin presented tables that showed our revenue and expenses for 2023. Our expenses exceeded our revenue by \$10,000; we have over \$4,400 of income not received from the first 2 quarters of 2023 plus outstanding debts over a long period of time that account to over \$8,500. Director M. Pliskin met with our bookkeeper to get an accurate list of delinquent lot owners/residents. Statements were mailed, with the new rate increases, to them on the week of June 19, 2023. Await their responses. The new rate increase was effective April 1, 2023, for the water use rates and July 1, 2023 for the maintenance fee. 	<ul style="list-style-type: none"> •Tax consultant will contact Director M. Pliskin with the 1993 Engineering Report ASAP. •Delinquent notices sent out. Director Muniz suggested contacting the SBA for assistance with collecting delinquent fees.
4- Closed Session	All non-Board members were asked to leave the meeting area as the open meeting was closed and the executive closed meeting was opened. The Board discussed delinquent residents and how to proceed with notifications for legal remedies including possible water shut-off.	Director Muniz suggested contacting the SBA for assistance with collecting delinquent fees. The discussion is on-going.
Next Board of Directors Meeting	The next Board of Directors meeting is scheduled for Wednesday July 26, 2023 @ 7 PM at 41855 Quail Run Drive, Three Rivers.	Information item.
Adjournment	Meeting adjourned at 9:08 PM.	Informational item.