

SOUTH FORK ESTATES MUTUAL WATER COMPANY

Board of Directors Meeting Minutes

July 26, 2023

Present: Mitch Pliskin, President; Steve Daniels, Vice-President; Andrea Fitzpatrick, Treasurer; Patty Pliskin, Secretary; Julie Gray; Orfil Muniz (zoom)

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

Call to Order: Quorum established, and the meeting was called to order at 7:05 pm

Handouts: Letter to Lot owners over 2 quarter with late payments; 2023 Expenses and Revenue; Cash available graph January 2022 – July 24, 2023

Subject	Discussion	Recommendation/Outcome
Old Business		
1- June 28, 2023 Minutes Review	A motion was made by Director P. Pliskin to approve the June 28, 2023 Minutes. The motion to approve the minutes was unanimously approved.	May 31 2023, minutes approved by Director Gray, 2 nd by Director Fitzpatrick. Motion carried by Directors present as written.
2- Capital Improvement Plan (CIP) / Rate Study	All financial records and bank statements requested by Arlene Guerra and Juan Cano from Self-Help Enterprises were sent to them by Director Fitzpatrick. These records will enable them to complete a rate study and for possibly obtaining Grant money from the State. Timing for results is unknown.	Informational item.
3- Ethics Class (AB54/AB240)	Directors who have not completed the required training are urged to complete the training ASAP.	Directors who have not completed the class were urged to do so ASAP.
4- Website	Director M. Pliskin noted that 76% of Lot Owners/Residents have signed up for ALERT NOTIFICATIONS through our SFEMWC website. Director M. Pliskin provided a list of 9 residents in South Fork Estates who have not subscribed for ALERTs. In case of emergency these are the first residents to be notified in person and/or by telephone.	The Board will continue to encourage all lot owners and residents to subscribe for emergent notifications. Director Daniels suggested leaving a flyer with residents who have not subscribed for Alerts during the next meter readings. The Board agreed.
5- Emergency/Disaster Response Plan	Director Gray reviewed our old plan and is in the process of bringing it up to date.	Director Gray will meet with Director P. Pliskin to review the new plan before presenting it to the Board for approval.
6- CPA Financial Review	Deferred	On hold.
New Business		
1- Billing for Lot Owners with Multiple Lots	One of our residents complained about the new tiered water rate structure for their 2 properties. In the past their billing allowed for the lower water rate to be combined for both metered Lots. They were charged \$1.50 per 1,000 gallons of water used for 164,250 gallons used even if the overage was for one Lot because they owned 2 Lots. Director M. Pliskin is bringing this to the Board’s attention for clarification of charges for homeowners with multiple Lots with meters on each individual Lot.	The Board of Directors concluded that each Lot is an individual entity and is subjected to the tiered water rates as individual parcels. Water rates are not to be comingled with other Lots even if they are owned by one owner. Director M. Pliskin will notify the Lot owner by email of the Board’s decision.
2- Operation Report	July water samples for Wells 1, 2, and 3 negative. No other issues to report currently.	Samples for Wells 1, 2, and 3 negative.

<p>3- Financial Report</p>	<p>Director M. Pliskin informed the Board that a letter (provided to the Board members present) was sent to Lot owners and Residents that were at least 2 quarters behind with their payments. The letter requested residents to notify us to set up a payment schedule. The letter specified that if we are not contacted within 30 days a Delinquency notice will be sent to them by Certified mail that could lead to a lien placed on their property as well as the possibility of having their water turned off. So far SFEMWC has recovered \$1,434 late payments.</p> <p>The Board was also informed that as of July 26, 2023 we had over \$58,000 in the bank. Director M. Pliskin also reported that our total revenue for 2023 is \$25,726 with expenditures of \$37,706. The deficit for 2023 so far is \$7,980. Director M. Pliskin presented an End of the Month graph showing the declining cash available via Bank Statements from January 2022 – July 24, 2023. In early 2022 we had an average of \$70,000 cash available.</p> <p>Our bookkeeper provided us with a P&L Statement for this meeting. Upon review, the Statement did not match our payment records and was not presented to the Board. Director M. Pliskin is scheduled to meeting with our bookkeeper July 27, 2023 to make necessary corrections.</p> <p>Note: Implementation of the new rate schedule was included with the 3rd quarter billing.</p>	<p>Barring emergencies 3rd quarter revenue may leave SFEMWC us showing a profit for 2023 going into the third quarter billing. Our goal remains to have at least \$50,000 available for emergency and routine expenses.</p> <p>For Lot owners who do not respond to our request for late payments Directors Gray and M. Pliskin will send out Certified Delinquency letters in mid-August 2023.</p> <p>Director M. Pliskin will meet with the bookkeeper to reconcile the P&L statement.</p>
<p>4- Possible New Board Member</p>	<p>Ella Dorrell expressed an interest in filling our vacant Director seat. She will be invited to sit in on our next meeting to see if this is something she would like to pursue.</p>	<p>Since we are so late in the calendar year, Director Steven suggested that Ella run for the Board (if it meets with her approval) at our next Annual Shareholders meeting scheduled in February 2024.</p>
<p>5- Closed Session</p>	<p>Since only Board members were present for this meeting a Closed Session was not required.</p>	<p>No action required.</p>
<p>Next Board of Directors Meeting</p>	<p>The next Board of Directors meeting is scheduled for Wednesday September 27, 2023 @ 7 PM at 41855 Quail Run Drive, Three Rivers.</p>	<p>Information item.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 8:48 PM.</p>	<p>Informational item.</p>