

SOUTH FORK ESTATES MUTUAL WATER COMPANY

Board of Directors Meeting Minutes

September 27, 2023

Present: Mitch Pliskin, President; Steve Daniels, Vice-President (zoom); Andrea Fitzpatrick, Treasurer (zoom); Patty Pliskin, Secretary; Julie Gray; Michael Tharp, Developer (zoom); Tom Ridenour (zoom), D3/T3; Don Peter, Shareholder

Absent: Sue Tharp, Developer

Call to Order: Quorum established, and the meeting was called to order at 7:03 pm

Handouts: 2023 Expenses and Revenue table; End of Month Bank Statement graph January 2022 – August 23, 2023

Subject	Discussion	Recommendation/Outcome
Old Business		
1- July 26, 2023 Minutes Review	A motion was made by Director P. Pliskin to approve the July 26, 2023 Minutes. The motion to approve the minutes was unanimously approved.	July 26, 2023, minutes approved electronically by Director Gray, 2 nd by Director Fitzpatrick August 7, 2023. Motion carried by Directors present as written.
2- Capital Improvement Plan (CIP) / Rate Study	No new information available at this time	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 79% of Lot Owners/Residents have signed up for ALERT NOTIFICATIONS through our SFEMWC website. Director M. Pliskin provided a list of 8 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.
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.
7- Possible new Board Member	Shareholder Ella Dorrell previously expressed an interest in filling our vacant Director seat. She has declined the invitation at this time.	Informational item.
8- Lot Sales	Director M. Tharp sold 7 lots to one individual. The new owner wants to build 7 homes for long term rentals. Director M. Pliskin spoke with the new owner and was assured of his intentions for long term rentals only.	Informational item.
New Business		
1- 3 rd Quarter Billing	3 rd quarter billing will be done the 2 nd week of October due to the unavailability of our bookkeeper. Director M. Pliskin discussed the possibility of looking for a bookkeeper with a more stable history to meet the needs of the water company.	Director M. Pliskin to pursue alternative bookkeeping services.

	Director M. Tharp may provide us with the contact information of a bookkeeper that may be more available and be able to timely provide the financial reports.	
2- Operation Report	August/September water samples for Wells 1, 2, and 3 negative. No other issues to report currently. Certified Operator Tom Ridenour informed the Board that we need to do Asbestos testing – will be done in October 2023 and Nitrite testing for well 3 must be completed by the end of the year.	Samples for all tests will be done by Tom in a timely manner.
3- Financial Report	Director M. Pliskin discussed the expenses for 2023 (Expense table) and noted the SCE bill for August was lower than expected. So far this year our revenue through most of September is \$32023 with expenses of \$39592. \$5201 late fees have been recovers. Still, our income for 2023 is \$7571 less than expenses. We still have \$7460 in billed invoices owed to us from shareholders.	Director Pliskin will send out Delinquent letters to shareholders who are at least 2 quarters behind in payments.
4- Closed Session	Closed Session was not required.	No action required.
Next Board of Directors Meeting	The next Board of Directors meeting is scheduled for Wednesday November 1, 2023 @ 7 PM at 41855 Quail Run Drive, Three Rivers.	Information item.
Adjournment	Meeting adjourned at 8:19 PM.	Informational item.