

SOUTH FORK ESTATES MUTUAL WATER COMPANY

Board of Directors Meeting Minutes

January 17, 2024

Present: Mitch Pliskin, President; Steve Daniels, Vice-President; Andrea Fitzpatrick, Treasurer; Patty Pliskin, Secretary; Julie Gray; Tom Ridenour (zoom), D3/T3; Don Peter, Shareholder; Nancy McFadden, Shareholder; Diana Gomez, Shareholder, Lupe Torres, Shareholder, Patsy Dolson, Shareholder, Don Peter, Shareholder.

Absent: Michael Tharp, Developer; Sue Tharp, Developer

Call to Order: Quorum established, and the meeting was called to order at 7:08 pm

Handouts: 2023 Expenses and Revenue tables; End of Month Bank Statement graph January 2022 – January 2024; 2023 P&L; 2023 Balance Sheet

Subject	Discussion	Recommendation/Outcome
Old Business		
1- November 1, 2023 Minutes Review	A motion was made by Director P. Pliskin to approve the November 1, 2023 Minutes, seconded by Director Daniels to accept the minutes as presented. The motion to accept the minutes was unanimously approved.	Minutes approved by Director Gray and 2 nd Director Daniels. Motion carried by Directors present as written.
2- Capital Improvement Plan (CIP) / Rate Study	No new information available currently regarding rate study. Director M. Pliskin apprised the shareholders present at the meeting of Self-Help Enterprises who is doing the rate study for possible funds that may be available in the future for possible upgrades to the water system.	Informational item.
3- Ethics Class (AB54/AB240)	Directors who have not completed the required training are urged to complete the training ASAP.	Informational item.
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 residents (including renters) in South Fork Estates who have not subscribed for ALERTS.	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- SFEMWC Files Storage	Director M. Tharp is closing his Visalia office. He has several cabinets with pertinent SFEMWC records that need a new home. He suggested the storage locker located next to wells 1&2. According to Tony Parks, there is enough room in the storage locker for all of water system files.	Director M. Pliskin notified Director M. Tharp that the files he has pertaining to the water system can be moved to the storage locker.
8- Bi-annual Chlorination	Tom Ridenour, Certified Operator, proposed chlorinating the water system twice a year as a prophylactic measure against possible contaminants. A motion was made to complete the chlorination every April and October (before and after the summer season).	A motion was made to adopt a chlorination schedule each spring and fall –by Director Fitzpatrick and 2 nd by Director P. Pliskin. Motion carried by Directors present. T. Ridenour, CO, will provide a schedule for completing the chlorination.

9- Annual Shareholder Meeting	<ul style="list-style-type: none"> •A proposal to hold a raffle for suspending water assessment payment for one quarter (as well as other proposals) to increase shareholder participation at the Annual Shareholder Meeting was discussed. No action was agreed upon. •Director M. Pliskin requested a written report from T. Ridenour on the state of the water system. 	<ul style="list-style-type: none"> •No incentive for shareholder participation at the next Annual Shareholders Meeting was agreed upon. •T. Ridenour, CO, agreed to provide a written report regarding the state of the water system.
New Business		
1- Operation Report	<p>1- T. Ridenour, CO, will send Director M. Pliskin all water sample, asbestos, and nitrate reports ASAP. Director M. Pliskin will upload all reports to the SFEMWC website.</p> <p>2- Director M. Pliskin asked T. Ridenour, CO, about the new form replacing the aRE that is required yearly. He is working on it.</p> <p>3- Director M. Pliskin asked T. Ridenour, CO, about the new Annual Inventory report – he has completed it.</p> <p>4- Director M. Pliskin discussed a new State regulation that requires us to inventory all lead service lines by October 16, 2024. Each Lot will have to be visually inspected.</p>	<ol style="list-style-type: none"> 1. Water sample reports to be uploaded to the website ASAP 2. New required aRE form is being completed by T. Ridenour, CO. 3. Annual Inventory report completed 4. Service lines must be inspected for lead by October 16, 2024
2- Financial Report	<p>Director M. Pliskin presented a P&L for 2023. It showed a loss of \$3,688 vs. a projected loss of \$18,172. Some of the savings were due to lower than projected well repairs, water sample analysis payments, electricity usage and a rate increase implemented with the July 2023 billing cycle.</p> <p>Director Pliskin informed everyone that we had \$66,217 in our bank account.</p>	<p>Director Pliskin will send out Delinquent letters to shareholders who are at least 2 quarters behind in payments.</p>
3- Board of Directors Meetings 2024	<p>Director M. Pliskin made a motion to change the schedule of Board meetings to quarterly instead of monthly.</p>	<p>A motion to change the schedule of Board meetings to quarterly instead of monthly was made by Director Gray and 2nd by Director Stevens. Motion was carried with unanimous approval.</p>
4- Closed Session	<p>Director M. Pliskin handed out the list of delinquent shareholders to all Board members. The total of delinquent funds is over \$67,000. The billing for the current cycle occurred January 12, 2024. A past due bill will be sent out by February 26 (2 weeks after the initial due date). If no payment or contact with the delinquent stakeholder is made Director M. Pliskin will start the lien process against their property. All legal fees regarding the lien will be passed on to property owner.</p>	<p>Director M. Pliskin will send Delinquency Letters by certified mail to all Shareholders who are delinquent and do not respond to a past due notice.</p>
5- Board of Directors Pre Shareholders Meeting	<p>Special Board meeting to review documents for the February 24, 2024 Shareholders meeting.</p>	<p>Board members only meeting to discuss agenda and relevant information of the general meeting February 24, 2024 on February 8, 2024.</p>
Next Board of Directors Meeting	<p>The next Board of Directors meeting is scheduled for Saturday, February 24, 2024 Harrison Hall, Three Rivers. This will be held after the Annual Shareholders Meeting to install new Board officers and plan Board of Directors meetings for 2024.</p>	<p>Informational item.</p>
Adjournment	<p>Meeting adjourned at 9:05 PM</p>	<p>Informational item.</p>