

## SOUTH FORK ESTATES MUTUAL WATER COMPANY

### Board of Directors Meeting Minutes

November 1, 2023

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

Absent: Michael Tharp, Developer; Sue Tharp, Developer

Call to Order: Quorum established, and the meeting was called to order at 7:06 pm

Handouts: 2023 Expenses and Revenue tables; End of Month Bank Statement graph January 2022 – September 2023

Subject	Discussion	Recommendation/Outcome
<b>Old Business</b>		
1- September 27, 2023 Minutes Review	A motion was made by Director P. Pliskin to approve the September 27, 2023 Minutes. The motion to approve the minutes was unanimously approved.	Minutes approved electronically by Director Fitzpatrick and 2 <sup>nd</sup> by Director Gray 2023 October 31, 2023. Motion carried by Directors present as written.
2- Capital Improvement Plan (CIP) / Rate Study	No new information available currently regarding rate study. Shareholder Orfil Muniz suggested the possibility of replacing the piping system (system is over 30 years old). The Board will investigate the possibility of having the system inspected for possible high-risk areas. Former CO Peter stated that there are companies that can evaluate our pipes. He also noted the American Water Works Association writes the standards and the State refers to those standards (which the AWWA charges for the right to review them). Mr. Peter is a member of the AWWA and can get the standards that we may need at a discount.	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. He also noted that we add a note to homeowners/renters to install timers in-line with drip systems to minimize water usage should they forget to turn them off.	The Board will continue to encourage all lot owners and residents to subscribe for emergent notifications. Director M. Pliskin will attempt to add a note about homeowners/renters to install drip system timers to reduce accidental water waste onto our website.
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 has declined the invitation to join the Board at this time.	Informational item.

8- Lot Sales	Director M. Tharp sold 7 lots to one individual. The new owner also bought an 8 <sup>th</sup> lot from a previous shareholder. The new owner wants to build 7 homes for long term rentals. Director M. Pliskin spoke with the new owner prior to escrow closing and was assured of his intentions for long term rentals only.	Informational item.
<b>New Business</b>		
1- Bi-annual Chlorination	Certified Operator Tom Ridenour suggested chlorinating the water system twice a year (every 6 months) as a preventative measure against possible bacterial incursions. CO Ridenour explained the chlorination process at the request of Director Daniels.	A motion to chlorinate the water system was made by Director Daniels, 2 <sup>nd</sup> by Director Gray. The motion was approved by all present.
2- Operation Report	All bacterial samples for August and September were negative. Asbestos samples taken, results negative. Director M. Pliskin brought up the subject of who monitors the sand filters and at what intervals. Shareholder Peter suggested resident Tony Parks may be able to answer those questions. Director Daniels noted rust on water pipes and wells – asked CO Ridenour if okay to clean and paint over those previously painted areas. Resident Peter also noted the possibility of rust on top of the water tanks and down by the booster pumps. CO Ridenour will inspect the areas the pipes and tanks in question.	CO Ridenour will inspect suspected rusted pipes and tank tops on one of his next visits. If those areas can be cleaned and painted Director M. Pliskin will add the expense to the 2024 budget.
3- Financial Report	Director M. Pliskin discussed the expenses for 2023. So far this year our revenue through October is \$40,832 with expenses of \$45,524. \$6,540 late fees have been recovered. Still, our income (including late fees) for 2023 is \$4,692 less than expenses. We still have \$17,729 owed to us from past invoices dating back to early 2022.	Director Pliskin will send out Delinquent letters to shareholders who are at least 2 quarters behind in payments.
4- 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 with wells 1&2. Tony Parks may know what is in the locker and how much room is available for storing the records.	Director M. Pliskin will contact Tony and ask about available space for the records.
5- Annual Shareholders Meeting	The annual Shareholders Meeting is scheduled for February 24, 2024. Director M. Pliskin suggested raffling off the first quarter 2024 water bill to draw as many shareholders/renters as possible to the annual meeting, which has seen declining attendance for the last several years. The caveat is that you must be present to participate in the raffle. Board members would be excluded. Other suggestions were entertained without resolution at this time. Considering time and cost to prepare for the meeting, Director M. Pliskin asked for assistance with creating the 2024 budget as well as printing the necessary material. Direct P. Pliskin suggested posting the Operations Report and the proposed budget on our website prior to the meeting to shorten the meeting. No motion was made at this time regarding the posting/mailing of documents to shareholders and residents at this time.	Director Gray volunteered to help with printing the packets for the Annual Shareholders Meeting.  A Directors only meeting will be scheduled after the 2023 financial records have been gathered to work on the 2024 budget (probably after the January 17, 2024 Board meeting).  Packets with Board of Directors voting ballots must be sent to shareholders at least 30 days in advance of the Annual Shareholders Meeting.
6- Closed Session	Director M. Pliskin handed out the list of delinquent shareholders to all Board members.	Director M. Pliskin will send Delinquency Letters by certified mail to all Shareholders who are at least 2 quarters behind with their payments.
<b>Next Board of Directors Meeting</b>	The next Board of Directors meeting is scheduled for Wednesday January 17, 2024 @ 7pm at 41855 Quail Run Drive, Three Rivers.	Information item.
<b>Adjournment</b>	Meeting adjourned at 9:10 PM	Informational item.