

## BOARD of DIRECTORS MEETING

December 16, 2021

### MINUTES

I. Call to Order / Roll Call, at 6:00 pm with Ken Toy, Jeff Ahlstrom, and Curtis Hill as board members, also present were Samantha Nelson, David Baumwohl, Jo Ann Morgan, and Dave Tanksley.

II. Approval of the Minutes of the October 21, 2021, Regular Meeting. The minutes were approved with unanimous approval.

III. President's Reported as follows:

- a. Report on Annual Meeting October 21, 2021. Meeting was adjourned due to lack of a quorum.
- b. Director Recruitment, Ken recruited Samantha Nelson to join the board upon his retirement.
- c. CRWA Letters of Support, Ken presented a letter and the board approved the letter of support.

IV. Legal Pres. / General Counsel

- a. Bar M Easement Agreement Update: the county rejected the easement and requested additional information, which varied from their past practice. The agreement is projected to be completed by the next meeting.
- b. Update Cross Connection Policy (see below)
  - i. 2021 Certifications: There is an issue with Sierra Green a commercial property, Sierra Green has not responded to any correspondence. Discussion of next steps doing the testing and recouping cost or shutting off the water in accordance with our policies. May require further review by counsel. Ken has submitted correspondence by certified mail.
  - ii. Need to update the policy to include residential properties with fire systems.
- c. Zoom Class Action Notice of Settlement Pres / General Counsel: We received notice that the water company was eligible for a settlement in the amount of fifty dollars. Due to the low amount the board voted unanimously to not submit a claim.

V. Financial Report CFO / Bookkeeper

- a. Review of Fund Balances, Jo Ann Morgan stated the water company's balances. She discussed Don Porter conducting his review of the water company's financial records; later she clarified the CPA's role in connection with her office.
- b. Report on IRS & FTB 2020 Tax Filings: the tax filings were received and money was returned as this was the first year the water company filed as a non-profit corporation.

c. Bar M Renovation Expenditures to date: discussion was held.

#### VI. 2022 Budget CFO / Bookkeeper

a. Discussed budget for 2022 and the consumer price index increasing, inflation. Tim Rudolf prepared an engineering report of the equipment in the water company's service and replace life and cost. The report recommended increasing the fees by \$21 a month more than the present fees to maintain the water system as of 2018. The Board voted to approve fee increases in the amount of \$7 a month for 2022 with two more catch up increases to reach the recommended amount. The 2022 budget was calendared to be voted on February 17, 2022.

#### VII. Operations Report System Mgr.

a. Bar M Renovation Update: waiting for concrete

b. O'Reilly Well Tank Anchors: Need new proper sized anchors, and will require moving the water tank. Rudolf drew up the plans.

c. Emergency Generators Update. A motion was made, 2<sup>nd</sup>, a passed by unanimous approval for the items below.

i. Review & Approval of O'Reilly LPG Tank Site Plan

ii. Review & Approval of Bar M GenSet Site Plans

d. Update Approved Contractor List CFO/ Ahlstrom: He is still working on this list, and he aims to have it ready for the February meeting.

VIII. Update Service Termination Policy CFO/ Ahlstrom: A motion was made to approve the new policy, and after a second, it passed with a unanimous vote.

IX. Report on CBT & Webpage V. Pres.: no report

X. Board Membership V. Pres.

a. Resignation of Director Kenneth Toy: Ken tendered his resignation effective December 31, 2021.

i. ByLaws; Article VIII, Section 5

b. Appointment of Samantha Nelson with a unanimous vote of approval.

c. Appoint Officers: deferred to the next meeting when more board members may be present.

XI. Future Agenda Items

a. Establish a Fee Schedule deferred

b. Capital Improvement Plan (COLA) deferred

c. Update Cross Connection Policy deferred

d. Barlow Well 6 – Easement: Discussion of need to reclaim access to well

e. Approve Service Termination Policy deferred

f. AB 54 State Mandated Required Training for all Board Members, specifically Samantha

i. CalMutual AB54 Training, deferred

XII. Adjourn Meeting finished at 8:54 pm

Next Regular Meeting: February 17, 2022