

# MeadowCreek Mutual Water Company

## MINUTES

### Board of Directors' Meeting – August 19, 2021, 6:00 pm Via Zoom

- I. The meeting was called to order at 6:02 pm.

Present at the meeting were: Board members Ken Toy, David Hite, Jeff Ahlstrom, and Terry Walker, along with staff operations manager Dave Tanksley and staff counsel, David Baumwohl.

- II. The Minutes of the June 17, 2021, meeting were received; there being no corrections or additions, were approved as submitted.

Jeff A asked if he had been appointed as treasurer. When Susan got off the Board, Ken and Dave H thought Jeff was appointed. Dave thought since Jeff was added to the bank account as a signatory, he thought Jeff was named treasurer. There was discussion on what the duties of the treasurer are. Jeff agreed to be named CFO. Ken checked the bylaws and read the duties; the responsibilities include maintaining adequate and correct records and coordination with the bookkeeper so that the books are being kept and taxes being filed on time.

Minutes were posted early, but they should not be posed until approved by the Board. Counsel stated that was correct.

- III. PRESIDENT'S REPORT

- a. AB 54 State mandated required training - Ken advised the Board that we had joined CalMutuals and that training is available anytime via webinar, with no charge now that we are members. Terry will send out a notice to the Board how to access CalMutuals' website.
- b. Computer Policy – Ken sent out the policy for the Board to review. It is the current approved policy from back to 2015. The Board will review before the next meeting and address this then.
- c. Annual Meeting October 21, 2021 – it will likely be via Zoom, but possibly there will be a physical meeting place, but we do not have a venue at this time. Ken is working on getting the notices and ballots put together. We need nominations for the ballots. We need to fill Susan's vacancy and Ken will not be running again, so there will be two vacancies. Ken has graciously agreed to be available for us to ask questions of, as he has 14 years of knowledge of Board actions.

- IV. LEGAL

- a. Bar M Easement Agreement Update. David B. is working on revising the agreement.

- b. Update on Cross Connection Policy - the notices for annual inspection are being prepared; the customers will have 30 days to comply. We are not anticipating any issues. We need to make a decision if we're going to include residential fire sprinkler systems in our policy, which may need to be approved by the State. The newly built houses require sprinklers and we need to insure there is no backflow issues. There is a new house on Shoshone being built, that will make four houses that have sprinkler systems.

V. FINANCIAL REPORT

- a. Review of fund balances. Those were sent to the Board to review.
- b. 2020 Tax Filing. The extension was filed and Joanne will finish preparation next week.
- c. Bar M Expenditure update. Total expenditure as of July 31, 2021, is \$174,378.25.
- d. Electronic Payment.  
The link is now on the invoice and there is a link on our website to make the payments. It is going well – a past due client and a client whose check was lost called in and each were able to make payment over the phone, instead of re-writing a check or drop off and they were fine with the service charge.
- e. Status of using another banking institution for electronic payments. That was not followed up on, but we can look into it in the future.

VI. OPERATIONS REPORT – Dave Tanksley

- a. Shoshone Well Pump Update. The pump is back on line today and everything is working well. The estimate of cost is approximately \$13-\$15,000. Dave T. stated he was happy with Bruce Mackey Well Service.
- b. Bar M renovation – Edison fired up today, so we have power to the meter and this allows them to connect things to the panel. As soon as everything is switched over, we will deactivate the existing control room and finish the project. We need to keep the other well pumps going until we're up and running.
- c. We need to have installed a real door on the O'Reilly Building. Currently, it's just a sheet of plywood with a hatch. A metal or fiberglass door would be preferable for durability and security. Dave will contact XIO after we get the door and talk to them about the hardware requirement for the door control.
- d. Emergency Generators Update
  - i. Review and Approval of Tim Rudolph's Emergency Generator Site Plan Preparation Cost Estimate. Discussion was held. The Bar M Well site should be the first site where we install an emergency generator. Next should be the O'Reilly site should be looked at and possibly move the O'Reilly generator to Shoshone. The Juniper site may not be able to hold a generator, as there is not enough room for a propane tank.

Jeff Ahlstrom made a motion to accept the proposal for the back-up generator site plans and engineering. Dave Hite seconded and the motion carried.

Jeff Ahlstrom made a motion we approve Tim Rudolph's preparation plans, engineering and specifications for the Bar M Well Site proposal and move forward with Bar M project at a price of \$6000. Dave Hite seconded and the motion carried.

Ken will contact Tim Rudolph and let him know to begin.

VII. TERMINATION POLICY – Jeff Ahlstrom

- a. A first draft was completed, but the Board has not seen it yet to approve. It will be sent out soon for the Board to review. Jeff stated that according to SB-998 Water Shutoff Protection Act, you must post the water service termination policy on the website. This policy is for residential customers only, not commercial customers. The policy must be posted in five languages, according to SB-998. Dave T said the language posting goes by the percentage of population, so English and Spanish is the only languages that are required. Dave B will insure we comply with the law. We may need to incorporate the 2015 amended policies and procedures. Jeff will work with David B for completion of the document. Once the document is complete, it will be sent to the Board for review, possible revisions, and approval.

VIII. \*(This item was taken out of order.)

Future agenda item: The Board received an invoice for a recent curb stop repair and \$1500 of the invoice was for landscape removal and replacement. Ken inquired how much is the water company responsible for if the landowner puts landscaping in the water easement. The rules and regulations need to address this. David Baumwohl stated if the landscaping is in the easement, the bill is the responsibility of the homeowner.

IX. CBT and Website Update – Dave Hite.

- a. When getting the payment link put on the website, it became a painstaking task to deal with CBT, as the "middleman," between us and the website manager. It takes time when dealing with a third party working on the website. It would be nice to bring the website maintenance and development in house or hire someone directly. It is covered under our monthly service with CBT, but it's cumbersome. We need to see if it's cost-effective. Dave H will look into the costs of a website service and see if it would be feasible to hire a service directly.

X. Future Items.

- a. Establish Fee Schedule
- b. Update on cross connection policy adding residential sprinklers
- c. Capital Improvement Plan (COLA) – we'll need to discuss COLA at the annual meeting so the homeowners are aware of a possible increase.

The next meeting is October 21, 2021, at 6:00 pm via Zoom and will possibly be at an in-person location.

There being no further business, the meeting adjourned at 7:45 pm.

---oOo---