

**MINUTES of the MEETING OF THE BOARD OF DIRECTORS  
WHITEHAWK RANCH MUTUAL WATER COMPANY**

Monday, May 09, 2011 (rev 5-21-11)

**DRAFT**

**1. Call the meeting to order**

A regular meeting of the Board of Directors for the Whitehawk Ranch Mutual Water Company was held in the community center at Whitehawk Ranch on Monday, May 09, 2011 beginning at 11:30 a.m. pursuant to the written Notice of Meetings. Board members Bob Wood, Steve Ursenbach, Earl Zeigler, Tom Hayes and Bill Gilbert were present. Also present were Administrative Assistant, Joleen Cline and Water Company Manager, Tom Vannoy and several community members.

**2. Roll Call**

See attendees noted above.

**3. Public Comment**

none

**4. Approval of the Agenda**

The agenda was approved as submitted.

**5. Approval of Previous Minutes**

*After review, upon motion duly made, seconded and unanimously carried, the minutes from the April 2011 board meeting were approved as submitted.*

**6. Treasurer's Report & Delinquent Accounts Review**

The board reviewed the financial reports for April 2011 that were emailed previously.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the financial reports April 2011 as submitted.*

**7. Manager's Report**

Tom reported the contractor installed a flushing valve on the Creekside project and that the project was complete.

The propane line has been hooked up to the new generator. Tom is in communication with the electrician to finalize the generator installation.

Tom reported at the end of the snow removal season he inspected the equipment and found the backhoe has suffered a gradual loss of power. They need to get a diesel mechanic out to inspect and diagnose it.

Tom reported the old dodge overheated and lost power when it was needed. It appears the catalytic converter might need to be replaced. He will have more information after having a mechanic look it over.

*After review, upon motion duly made, seconded and unanimously carried the board approved the expenditure of up to \$1,000 for the diagnosis and potential repair of the backhoe.*

Tom requested replacement of a chainsaw. A 28inch saw could be purchased for \$700.00.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the expenditure of up to \$700 for the purchase of a new chainsaw.*

## **8. Old Business**

### **a. Water Rights Update**

Tom Hayes reported he had a meeting with Marcia White and Earl Zeigler. He informed Marcia that in the Mutual Water Company opinion we already own the water rights for McKenzie Stream, and possibly West Stream as well. Thus the agreement she currently has with the golf course with regard to water supply and allocations is invalid due to these other findings.

Tom and Earl also met with the Golf Course owners and provided a memorandum of understanding to them. The Golf Course has taken the agreement and will request their own legal counsel review it.

The board will wait to see what the golf course comes back with. Tom H. reported Highlands (Golf Course Owners) were cooperative and understanding with the current standing of water rights and he will continue to follow up with the golf course owners and superintendent.

### **b. Water Company Operating Priorities – Tom V.**

Tom provided a written report.

Tom reported Bastian Engineering came out to look at the grading and drainage at the water tank. Bastian informed Tom that some work should be done to armor the bank with rock. In addition to grading work a drain should also be installed.

Tom reported he sent out a summary of additional hours which were needed to fulfil the responsibilities of the Community Services District maintenance contract. Tom reported the additional costs were \$2,622.00. These costs were strictly employee labor to provide the added pool servicing after the replastering.

### **c. Snow Removal Update – Tom**

Tom provided a report detailing the hours spent on snow plowing. Steve reported at the HOA meeting earlier today, the HOA approved the reimbursement of costs of \$4,500 to the Water Company for expense related to sapling removal and drainage work.

The contract with the HOA for snow removal was \$28,000 last year. Snow removal costs were \$29,600. The board held a discussion and decided the Water Company would not request any additional funding from the HOA.

**d. MWC Services to Parcel H**

Tom Vannoy reported the owner of Parcel H is now requesting potential sewer services and is no longer requesting water service. Sewer lines would have to be installed through CSD owned property (easement would be needed) and they would also need to install a pumping system for sewer service..

The board held a long disucssion regarding fair rates, stock fees, reserve costs for such services as well an infrastructure requirements. Tom will draft a letter and email it to Steve and Bob for review.

**e. Facilities Lease**

Steve reported he amended the facilities lease to clearly state the facilities included in the contract are the Maintenance Building and the Front Bays of the Fire Station when they become available. The board reviewed the amended lease.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the facilities lease as amended.*

**9. New Business**

**a. CSD Contract Responsibilities and Renewal**

Steve reported the new facilities maintenance contract includes a 2% increase over last years contract. In addition all duties have been clearly described as opening and closing the pool, pool maintenance, CSD landscape maintenance, CSD Building Light Maintenance, burn area operating support; and opening and closing the Community Center.

The contract will be presented to Dennis Blanc for CSD review tomorrow afternoon.

*After review, upon motion duly made, seconded and unanimously carried, the board approved submission of the contract to the CSD at a rate of \$40,428.00 for the 2011-12 year.*

**10. Adjournment**

*After review, upon motion duly made, seconded and unanimously carried, the board moved to adjourn at 5:35and opened an executive session to discuss employee benefits.*