

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

Monday, August 08, 2011 (rev 09-06-11)

**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, August 08, 2011 beginning at 4:30 p.m. pursuant to the written Notice of Meetings. Board members Bob Wood, Steve Ursenbach, Earl Zeigler, and Tom Hayes. Bill Gilbert was absent. 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 July 2011 board meeting were approved as submitted.*

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

The board reviewed the financial reports for July 2011, which were emailed previously.

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

At this time, the MWC is approximately \$5,500 ahead and tracking well with regard to budget.

The board held a discussion regarding delinquent accounts and options such as filing liens and small claims court.

**7. Manager's Report**

Tom Vannoy provided a written report via email prior to the meeting.

Tom reported Ken Newstead has projected late August to early September for the building stain project to begin.

The Mutual Water Company health insurance applications were submitted in July and new cards should be received by employees in the next few weeks.

Tom reported he received telephone calls from Dave Walker (job foreman) and Dick Nogleberg (President) of Placer Electric providing assurance they will provide materials and labor to correct the voltage problem with the auto transfer switch at the Waste Water Treatment Plant at no cost to the Mutual Water Company.

Tom reported only one company was able to give a quote on the replacement probes for the water tank. He will order in the next couple of weeks so that he can replace the probes when the transducer is installed. The cost of the probes will fall within the monies allotted for the transducer purchase.

Tom has ordered a transducer and controller from Frontline Sensors and Systems for the water tank (\$1,675 + tax and shipping). Their field representative stopped by our plant and inspected the existing wiring. He determined the existing wiring will work with the product they have. The field rep also offered to help with installation if necessary.

Tom and his staff have been very busy working on the shoulders and drainage of Whitehawk Drive. He and his staff also completed three address post installations in July. The current cost for an address post kit is \$171 and installation cost can vary. The Mutual Water Company purchases all materials and provides labor and then homeowners are invoiced by the MWCO.

Alberto's Maintenance has continued to haul pine needles from the temporary burn area and the regular burn area. Tom estimates that 85% of pine needles dumped have been hauled off. Tom has placed a sign that directs pine needle dumping to one area.

The CSD has asked for an estimate for fencing around the bocce ball court. This would be an additional project and would be billed based on time and materials. (The estimate is for \$650 in materials and \$600-\$700 in labor.)

The Fire Department accidentally backed over the stop sign and lamp post on the corner near the maintenance shop and community center. Tom and his staff have already replaced the stop sign but the lamp post will be a bigger project. Ivan Randall has said the replacement cost (time and material) should be billed to Graeagle Fire Protection District.

Tom reported he has checked around for a used backhoe and has found they range in price from \$25,000 to \$35,000. He also has done some research on a wing plow for the Ford truck. He has found wing plows can be tough on the frame of trucks when dealing with the heavy type snow we get in Plumas County. Tom will continue to look at backhoes, used trucks and plows.

Tom reported the radios that staff uses to communicate on the ranch are old and failing. They are down to 2 working radios. The cost to purchase 2 new radios would be \$859.79.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the expense of \$859.79 to purchase 2 new hand held radios.*

Terri Skutt thanked Tom Vannoy for helping to position the log in front of the water fall on the yellow trail. It provides a great place to sit and view a spectacular land and waterscape.

## **8. Old Business**

**a. Water Rights Update – Tom Hayes**  
no report

**b. Water Company Operating Priorities – Tom V.**  
no update

**c. Conflict of Interest Policy**  
Joleen Cline presented a draft conflict of interest policy for the board to review.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the Conflict of Interest Policy as drafted.*

**d. Whistleblower Policy**  
Joleen Cline presented a draft whistleblower policy for the board to review.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the Whistleblower Policy as drafted.*

**e. Retention and Destruction Policy**  
Joleen Cline presented a draft retention and destruction policy for the board to review.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the Retention and Destruction Policy as drafted.*

## **9. New Business**

**a. Annual Meeting Presentation Topics Review**  
The board held a discussion on the Annual Meeting reports and potential discussions for the annual meeting.

Dave Heaslett is working on the securities permit renewal which is due in October of this year.

## **10. Adjournment**

*After review, upon motion duly made, seconded and unanimously carried, the board moved to adjourn at 5:20 and opened an executive session.*