

Phoenix Lake Country Club Estates

Mutual Water Company

(PLCCEMWC)

21296 Paseo De Los Portales

Sonora, CA 95370

March 17, 2025 **Board Meeting Minutes**

In Attendance: Tim Glick – President; David Harris – Vice President; Steve Lee – Director; Bill Knobloch – Secretary/Director Rayanne Tamayo – Director; Toivo Valtatie – Director, Randy Hoover; Operations Manager, Not present: Melvin Wingal – Operations Manager, on Workman's comp

Meeting called to order at 6:15 pm, Agenda with additional items

1. **Review of last meeting minutes** –Rayanne approved the minutes of the last meeting on February 24th; Toivo seconded.

Discussed the meeting with Melvin who refused to sign the employee handbook although it was communicated to Melvin that he must sign and agree to before coming back to work. Still uncertain about Melvin's return date. Still need to get someone to help Randy in the interim. Possibility of Toivo to pursue D2 cert training and coming on board to help Randy

2. **Treasurer Report / Expenses** – Dave Harris mentioned concern that we need more money in reserves to pay for necessary expenses within the water company. Especially with the modernization projects related to meter reading, billing and distribution system monitoring. Tim's concerned that Carlson is not categorizing things properly in terms of infrastructure expenses vs general account expenses. Steve just signed a check for the monthly bill for Carlson for \$2500 whereas at Wheeler we were spending only \$1400 per month on average. Largest concern is that our insurance has skyrocketed for the last 3 years. 14K in 2023, 23K in 2024 and 28K in 2025. Need to get counter quotes. Lastly Tim asked that we approve \$200 for his wife to stuff 1000 envelopes for customer billing and communications

3. **Status of Water System / Maintenance report** – Did not do a new report since that last meeting. Need to get the 1099 paperwork through to start paying Toivo an hourly rate and to pay for his D2 registration training and testing plus time spent retroactively,
4. **Website:** Sonja presented and demonstrated the new website PLCCEWater.org and .com. It is a requirement for water companies. Main features are for customer communication for water leaks, water quality, shut off policy and scan documents for EAR reports, Also provides a customer link to a portal for billing information. Board approved a development and support fee of approximately \$8k, Tim motion to approve and Bill seconded.
5. **Additional items:** Security cameras for the water company site for Tim and board member to be able to access remotely. Dave clarified that Conifer Controls billing amounted to \$25K while Melvin has been out of pocket also securing the plumber for an additional \$7,000 to name a few whilst Melvin on leave. There are only 2 customers that have liens on their homes because of non-payment of water bills. Some customer owe over \$3000, another 10 owe over \$1000 and Tim stated there are over 80 customers that owe in excess of \$250 on their currently monthly bill. As this is our only source of revenue customers need to get their bills paid! Lastly the new insurance kicks in on April 1st and we need to trim down the policy as \$28K is not affordable.

Meeting adjourned: 8:15 pm

Next Meeting: April 28th