

December 9, 2020
Quarterly Board Meeting - 12:00 Noon
Conference Call

Attendees:

David Taber, President
Brenda Thomas, Treasurer
Jeanne Miernyk, Secretary

Item 1: Accounts Receivable

Because the accounts receivable total remains relatively high, the following will be implemented:

- a. Delinquent accounts: As of 1/1/2021, past-due accounts will be charged 1% per month and will be subject to actions and fees as described under the PLMWC Billing Policy: <http://www.palominolakes.org/PLMWC/PLMWC%20Collection%20Policy.pdf>
- b. The board will consider recording a lien on severely delinquent properties.
- c. Delinquent accounts at vacant properties: for properties that are sold, the board will look into recovering money owed through escrow.
- d. Discounts on special assessments will not be granted, however payment arrangements can be worked out with the board.

Item 2: Financial Overview

The water company has adequate available funds for maintenance, operations and project completion through the end of the year. However, the large accounts receivable (unpaid customer bills) is reducing our margin of safety. The board will provide a detailed financial summary at the next annual meeting.

Item 3: Wood Tank Repairs

As reported in the 10/3/2020 meeting notes, there is evidence of some rot at the redwood storage tanks at tank sites #1 and #2, which will require repairs. Brenda obtained two valid bids, and a contractor has been selected. In addition to the wood tank repairs, the steel tank at site #1 will be inspected and cleaned; the tank at site #2 is essentially new, and therefore does not need to be inspected and cleaned. Work will begin after 1/1/2021.

Item 4: Computer Controls and Monitoring Malfunction

A controls malfunction on 11/28/2020 caused tank #2 to empty, resulting in either no water or low water pressure at homes served by that tank. A boil-water notice followed, David made necessary corrections, and the notice was lifted on 12/3/2020. David relayed the problems to the controls vendor for further investigation. They are developing automated alerts for this situation, but have made no promises regarding delivery of the new feature.

Item 5: Well Permit

The water company's consulting engineer is working with the State Water Resources Control Board to complete petition-for-change documents, which will finally close out the new well use permit. This is an administrative task that has been pending with the state for 7 years.

Item 6: Generator Project

The purpose of the project is to install generators at water system pumps so that they will continue to function during public safety power shutoffs (PSPS). Three diesel generators are now secured on site. Building and environmental permits have been granted. North Coast Electrical Services (NCES) manually connected the generator at tank site #2 on 10/26/2020 when PG&E cut power to that location during an actual PSPS, thereby allowing the complete water system to function for the duration. NCES has received all components necessary to complete the electrical work, which is scheduled to begin on 12/14/2020. The project, including inspections and computer controls, is forecast to be complete early January 2021.

From the October 3, 2020, meeting notes:

Item 7: Spoils at Treatment Facility

The soil, dirt and rubble from the completed Madrone leak repair project that was stockpiled at the treatment facility yard has mostly been removed, and the remainder has been roughly graded. This material was used by one of the Palomino Lakes residents for a construction project. This item is closed.

Item 8: System Operator Task List

David will create a list that describes operations, testing, maintenance and regulatory reporting that is currently performed by Weeks Drilling and Pump Company on behalf of PLMWC.

Item 9: Hydrant Map

Jeanne will create a map showing the locations of all system fire hydrants, which will be useful for property owners whose insurance carriers require such documentation.