

**SHEEP CREEK WATER COMPANY**  
**REGULAR BOARD OF DIRECTORS MEETING**  
*October 22, 2024 ~ 6:00 PM*  
**SNOWLINE SCHOOL DISTRICT-DISTRICT ROOM**  
**4075 NIELSON RD, PHELAN, CA 92371**

Anyone who would like to attend meetings in person are required to RSVP not less than twenty-four (24) hours prior to the meeting.

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**MEETING MINUTES**

**1) Open Meeting-**

- a. The Regular Board of Directors Meeting of October 22, 2024, was called to order at 6:04 PM by Vice President Luanne Uhl and led the Pledge of Allegiance. Director David Nilsen led the Invocation.
- b. Attendance:
  - a. Luanne Uhl is in attendance as Vice President.
  - b. Kellie Williams is in attendance as Secretary/Treasurer.
  - c. David Nilsen is in attendance as presiding Director.
  - d. Eric York is in attendance as presiding Director.
- c. Guest Present:
  - a. Peter Barnes
- d. Staff Present: General Manager Joseph Tapia and Therese Rodriguez, Executive Manager, were present.

**2) Consent Motions**

- a. Minutes:
  - a. *Regular Board of Directors Meeting- September 17, 2024*
- b. Bills:
  - a. *September 17, 2024 through October 22, 2024*
- c. Managers' Report: Included in Board Packet

Dave Nilsen moved to accept the Bills, Managers Report and Minutes as presented. Kellie Williams seconded the motion.

Motion passed 3 yes, 0 no

- 3) Open Forum/Public Comment-** Under this item any member of the Board or Public may address the Board on any item relating to the company not listed on this agenda. However, the Board is prohibited under AB 240 from taking any action on an item not appearing on the agenda. Board president will call on each participant and at that time you have three (3) minutes to speak. Please be advised that this meeting will be recorded for documentation purposes and to help with the accuracy of the meeting minutes.

Kellie would like to seek approval to purchase a monitor extender for her laptop to take notes during the meeting. The cost is about \$200. Nilsen suggested the company goes ahead and makes the purchase.

Barnes was inspired by the presentation to maintain and upgrade our water systems and suggests this presentation from multiple companies at our annual meeting. Nilsen followed up that the idea is good. He also mentioned how the company maintains and the master plan to upkeep and maintain our water system.

**4) Old Business**

*Information Items:*

- a. System Update
  - a. See Mangers Report below

**5) New Business**

*Action Items:*

- a. Account 863

Nilsen moved to approve that Account 863 be charged 25% off the Tier 3 rate for the months of August and September only. York second the motion.

Discussion: Account 863 is a new renter and recently moved into the home and was unaware of the leak.

Nilsen likes the concept of helping customers out once every five years with the history of using water wisely in the past. Tier 3 rate back to the Tier 2 rate for previous customers with similar requests. Nilsen suggested a policy to be brought to the board for billing and overage support. Nilsen would like the customers to come to the board to seek support in addition to their letter of support and documentation supporting leaks and what has been fixed to rectify the leaks.

Motion passed 4 yes, 0 no

- b. 2025 Operating Budget

Uhl moved to the 2025 Operating Budget to the next monthly meeting for approval. York second the motion.

Discussion: Nilsen commented on the General Manager, and staff did a great job on the 2025 Operating Budget. Nilsen wants to continue to monitor ongoing costs and legal expenses as costs increase. The cost of electricity and insurance has increased. Rodriguez mentioned the liability rates have extremely increased. With Well #13 coming online they increased the budget to accommodate the new Well electrical costs. Nilsen expressed the need to maintain and upgrade the system and appreciates this was included in the budget.

Motion passed 4 yes, 0 no

- c. SCWC Customer Leak Policy

Rodriguez suggests guidelines from the Board so the staff can create a policy moving forward. Ideas from the board include customers coming to the board with a letter, pictures, and associated costs to fix the issue.

**6) Next Scheduled Meeting**

- a. November 19, 2024
- b. December 17, 2024

**7) Closed Session 6:54 pm**

- a. Employee Evaluation

**Returned to Open Session 7:02 pm**

- Employee Evaluation was approved

Nilsen moved to approve Employee Evaluation and the move to the next step. Williams second the motion.

Motion Passed 4 yes, 0 no.

**8) Adjournment 7:03**

Respectfully Submitted,

***Kellie Williams-Secretary/Treasurer***  
*Sheep Creek Water Company*  
*Board of Directors*

## ***Manager's Report:***

October 22, 2024

### **PRODUCTION**

- September Production-72.40 AF- 2024 Year to Date Production- 464.19
- September Meter Service Usage- 48.04 AF; 2024 Year to Date Consumption- 357.46

### **Well soundings, 2024:**

- Static Water Levels compared September 2023 to September 2024:

**Well, 2A.** Static level is up 6 FT.

**Well, 3A.** Static level is up 6 FT.

**Well,4A.** Static level is up 9 FT.

**Well, 5.** Static level is up 4 FT.

**Well, 8.** Static level is up 6 FT.

**Well, 11.** In Rehab

**Tunnel** the Tunnel flow is currently averaging 281 GPM.

- Total pumping capacity as of September 2024 is 2,034 GPM.
- Current usage is averaging 520,000 gallons per day, 362 gallons per minute.

### **Work Completed or in Progress- September 2024**

- Work orders as office requests.
- Well soundings – weekly.
- Samples- weekly.
- 1- Meter upgrades.
- 2-Mainline leaks / 1- service line leaks.
- Working on DDW service lines Records.
- Pulled Well 11 for rehab.
- Ordered 700' of 8''C900 and fittings to eliminate a dead in line.
- Put together fittings for Well 13 water line project.
- Well 13 Update:
  - RBI poured a concrete slab and installed Electrical Ground Rods.

➤ **Allotment Tier 1 – All share 600 CF. Tier 1 \$0.65 per hcf**

➤ **Allotment Tier 2 – 300 CF. Tier 2 \$5.27 per hcf**

➤ **Tier 3 Overage- No Allotment. Tier 3 \$11.00 per hcf**