

**SHEEP CREEK WATER COMPANY**  
**REGULAR BOARD OF DIRECTORS MEETING**  
*November 19, 2024 ~ 6:00 PM*  
**SNOWLINE SCHOOL DISTRICT-PRESCHOOL SERVICES 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- 6:00 PM**

- a. The Regular Board of Directors Meeting of November 19, 2024, was called to order at 6:02 PM by Vice President Luanne Uhl. General Manager Joseph Tapia led the Pledge of Allegiance. Director David Nilsen led the Invocation.
- b. Attendance:
  - a. Luanne Uhl is in attendance as presiding President.
  - b. Kellie Williams is in attendance as Secretary/Treasurer.
  - c. David Nilsen 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- October 22, 2024*
- b. Bills:
  - a. *October 22, 2024 through November 19, 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 the accuracy of the meeting minutes.

**4) Old Business**

*Information Items:*

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

- b. Nilsen asked about Well #13's waterline project and the manager said they are on day 3 of the line installation.
- b. SCWC Customer Leak Policy
  - a. Discussion followed, Peter Barnes asked a question that was asked online about a customer who said they paid their bill in full and presented their leak to the board and followed the Leak Policy would they be reimbursed? The board is committed to support SCWC customers and is always committed to working with them.
  - b. Nilsen moved to accept the policy as presented. Williams seconded the motion.  
Motion passed 3 yes, 0 no.
- c. 2025 Operating Budget with Rate Increase Approval
  - a. Nilsen moved to approve the budget as follows. Uhl 2<sup>nd</sup> the motions.

Motion passed 3 yes, 0 no.

#### 5) **New Business**

##### *Action Items:*

- a. Account 820

No action, Account 820 is not present. Williams suggested putting on next month's agenda to show grace because of the new change to be present at the meeting to present the issue to the board.

Account 820 will be posted on next month's agenda.

- b. Approval of Full-Time Hires

The General Manager is requesting we hire the full summer help and the office staff full time.

Nilsen moved to hire SCWC part-time summer help and office staff full time. Williams 2<sup>nd</sup> the motion.

Motion passed 3 yes, 0 no.

- c. Employee Holiday Gifts

Williams moved to approve the Christmas and Thanksgiving gifts for a total of \$700 each. Nilsen seconded the motion.

Motion passed 3 yes, 0 no.

#### 6) **Next Scheduled Meeting**

- a. December 17, 2024
- b. December 20, 2024, Employee Christmas Dinner, no agenda
- c. January 21, 2025

- 7) **Closed Session**
  - a. No closed session
  
- 8) **Adjournment 6:25**

Nilsen moved to adjourn the meeting at 6:25 pm. William's 2<sup>nd</sup> the motion.

Motion passed

Respectfully Submitted,

***Kellie Williams-Secretary/Treasurer***

*Sheep Creek Water Company*

*Board of Directors*

*Regular Board of Directors Meeting – Managers Report*

November 19, 2024

## **PRODUCTION**

- October Production-54.25 AF- 2024 Year to Date Production- 518.44
- October Meter Service Usage- 43.67 AF; 2024 Year to Date Consumption- 401.14

## **Well soundings, 2024:**

- Static Water Levels compared October 2023 to October 2024:

**Well, 2A.** Static level is up 4 FT.

**Well, 3A.** Static level is up 4 FT.

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

**Well, 5.** Static level is up 2 FT.

**Well, 8.** Static level is up 2 FT.

**Well, 11.** Static level is up 2 FT.

**Tunnel** the Tunnel flow is currently averaging 288 GPM.

- Total pumping capacity as of October 2024 is 2,487 GPM.
- Current usage is averaging 504,000 gallons per day, 319 gallons per minute.

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

- Work orders as office requests.
- Well soundings – weekly.
- Samples- weekly.
- 0- Meter upgrades.
- 0-Mainline leaks / 0- service line leaks.
- Completed DDW service lines Records.
- Pulled Well 11 for rehab.
- Installed 700' of 8" C900 and 3 8" Gate Valves to eliminate a dead in line.
- Hydrant Flushing.
- Well 13 Update:
  - Waiting on SBC building permit.