Afuera de Chorro Water Company
Meeting Agenda

Date: May 4, 2020
Time: 6:00 pm (via teleconference)
Location: 1760 Tiburon Way

Board Members:
Kathy Collins
Tim Romano
Tom Maino
Pat Rusco
Paul Vanderheyden

Operations:
Mark Lindgren

Agenda	Item	Lead
Call To Order	Public Comment	Collins
Action/Discussion	Approval of Minutes from January 13, 2020 (attached)	Collins

	Review of Finances
	• Finance report
	  ○ Financial report for 2019-20 (attached)
	  ○ Budget Proposal 2020-21 (attached)
	  ○ Checking Account Balances
	    ▪ Operating
	    ▪ Reserve
	      • Discussion on deferred/waived fee
		Rusco

	Well Status - Operations
	• Status of current wells
	• Project List – approved at previous meetings
	  ○ Repair level transducer at tank 2 - FRM
	  ○ Grade gravel roads to well 13 and 15 electrical panels ($1000)
	• Well 3
	  ○ Purchase of flow meter and transducers ($2000) – update
	• Well 13
	  ○ **Sensor** update
	• Tank Inspection -
		Lindgren

	Flume Smart Water Meter – information (attached)	Collins
	Chip and seal upper Tiburon – update	Vanderheyden

	PGE Outage – generator information
	• Discussion on needs
	  ○ Emergency back-up vs solar system improvement
	• Research information
	  ○ Generator
	  ○ Solar
		Lindgren, Maino, Romano

	Engineering – no business	
	Legal Counsel – • DOC update • Establish method to collect questions from members regarding role of water board	Board

	Will Serve status –
	• Pending tentative map approval - updates
	    ○ Forster
	    ○ Colombo
	    ○ Hannover
	• Tentative map complete and fee due
	    ○ Vanderheyden
	• Building permits in process
	    ○ Dostal
	    ○ Staniec
		Rusco

	Meeting dates: • Establish Annual Meeting Date • June 8 • September 14	Board
Discussion		
Adjourn		

Meeting support material available upon request

Afuera de Chorro Water Company
Meeting Minutes

Date: January 13, 2020
Time: 4:00 pm
Location: 1760 Tiburon Way

Board Members:
Kathy Collins √
Tim Romano √
Tom Maino - √
Pat Rusco- √
Paul Vanderheyden √

Operations:
Mark Lindgren -√

Agenda Item/Discussion	Action
Call To Order	Meeting called to order at 4:00 pm
Public Comment – • None	
Approval of Minutes from September 9,2019 - motion to approve minutes Maino / Rusco	Minutes were approved
Repots and Action Items	
Review Finances – written report provided by Pat Rusco Operating Account Current Cash - approximately $29,832 <u>Pending Receivable - quarterlies $13,250</u> Operating Total $ 42,632 Reserve Account Current approximately $ 90,427 <u>Pending Receivables (quarterlies/Overage) $10,070</u> Total Reserves $100,497 Pending Infrastructure Improvement ($12,294) For Well #3 Repairs	No action required

Well Report – from Mark
• Well performance - wells levels all excellent for this time of year
 	
• Mark presented an updated project list
  • Gravel around well 13 complete
  • Removal (topping) of dead trees at water tanks – complete
  • Repair to transducer at tank 2 – not critical and can wait
  • Fire Hydrant barriers at water tanks – done
  • Grading around water tanks by Chavez – in progress
  • Grade and gravel access road to well 13 and 15 – in Spring
  • Re-roof Computer shed – Complete
	Chavez – contracted to complete grading work around tanks ($1800) – Mark and Tom to review work

• Well #3 – replaced pump and downpipe by Farm Supply –not functioning properly – payment being withheld • Tank Inspection coming due (every 5 -10 years) – Mark and Tom to get bids • Well 13 – sensor needs to be checked • Squirrel control – spring project	Payment withheld to Farm Supply until Well 3 functioning properly Tank Inspection – Tom and Mark to obtain bids Mark to monitor Well 13 sensor
Backup Generator for PGE outages • Tom to check with electrical engineer regarding the sizing of a 3 phase generator to provide fire protection in case of power outage	Tom to contact electrical engineer
Chip and Seal upper Tiburon – Vander Hayden will be required to widen and improve a portion of upper Tiburon with lot split. There is some shared access to the water tanks and wells. The Board previously approved some level of shared cost. This will be updated as more information is available.	Paul to keep Board informed
Engineering • Information only on updated billing rates	No action at this time
Legal Counsel – meeting date • Glen Price Confirmed his attendance at the May Annual Meeting • Pat will send out a letter to the members requesting topics for discussion will be solicited from members prior • Board reminded those in attendance that the purpose of the Water Board is to obtain and manage the water supply, and other matter in the CCRs should be managed through alternate methods	Pat to send letter to member in March requesting questions and topics for Glen Price be sent to the Board prior to the April 6, 2020 Board meeting.
Will Serve process. Will Serve – the following received updated will serve notices that are in effect until May 2020. Once tentative map is approved the assessment fees are due. • Vanderheyden Pending tentative map approval for lot splits • Forster • Hanover • Colombo Updated will serve requests for building permits • Dostal • Staniec	Pat to provide invoices to collect assessment fees from those that have an County approved tentative map completed
Meeting Adjourned Meetings dates for 2020 April 6 May 4 - annual June 8 September 14	

Afuera de Chorro Water Company

Income Statement Summary

April 2019 through March 2020

			Fiscal '19-'20	Last Fiscal Year	% Change vs Previous Fiscal Year	
Ordinary Income/Expenses						
Income						
Water Fee/Quarterly			$ 56,721.22	$ 53,900.00	5.23%	1
Excess Water Usage			$ 12,142.00	$ 4,086.41	197.13%	2
Reserve Account			$ 33,960.19	$ 23,250.00	46.07%	3
New Lot Fees			$ 47,950.00	$ 250.00	19080.00%	4
Additional Credits			$ 265.00	$ 231.00	14.72%	
Total Income			$ 151,038.41	$ 81,717.41	84.83%	5
Expense						
Contracted Services			$ 10,403.40	$ 10,403.40	0.00%	
Electricity			$ 7,233.64	$ 6,381.89	13.35%	6
Insurance			$ 2,394.00	$ 2,330.00	2.75%	
Legal, Accounting & Engineering						
Accounting	$	775.00		$ 2,588.63	-70.06%	
Legal	$	2,809.72		$ 6,142.50	-54.26%	
Engineering	$	3,983.98		$ 18,498.06	-78.46%	
	$	7,568.70				
Total Legal, Accounting & Engineering			$ 7,568.70	$ 27,229.19	-72.20%	7
Office Supplies			$ 59.84	$ 270.39	-77.87%	
Maintenance			$ 9,576.85	$ 6,883.07	39.14%	8
Testing/Permits			$ 4,645.50	$ 4,526.00	2.64%	
Misc Capital Expenses (Infrastructure)			$ 14,353.67	$ 18,995.60		9
Additional Debits			$ 180.00	$ 1,041.00		10
Total Expense			$ 56,415.60	$ 78,060.54	-27.73%	11
Net Ordinary Income			$ 94,622.81	$ 3,656.87	2487.54%	
Net Income			$ 94,622.81	$ 3,656.87	2487.54%	12

Beginning Operating Balance	$ 22,606.92
Ending Operating Balance	**$ 40,499.21**
Beginning Reserve Balance	$ 23,236.00
Ending Reserve Balance	**$ 99,966.52**
Total Ending Balance	**$ 140,465.73**
Net Change	$ 94,622.81

Footnotes:

1 Full members remained at 23; undeveloped lots increased from 7 to 10.

2 See the Detail page for specifics.

3 The Reserve account received its first deposit in September of 2018, so the prior fiscal year contained only 7 months, versus a full 12 months for fiscal '19-'20.

4 There were 4 new service connection fees in the fiscal year, plus 1 lot split application fee.

5 All segments of "income" were higher, led by the 4 new service connection fees.

6 Water consumed, based on meter reads, increased 19.18% in fiscal '19-'20 versus fiscal '18-'19. More water used means more water pumped, which means more electricity used.

7 A pretty quiet year with accounting, legal, and engineering. Accounting was a tax return only (no review of finanials for DOC permit). Legal was primarily DOC related. No major engineering projects in fiscal '19-'20.

8 Three Fluid Resources Management projects totalled $5,855.45. These involved installing flow meters on wells 13/15, a new SCADA computer, and performing fire flow tests.

9 These costs applied to the repair of well 3. The cost was considered "infrastructure". As such, this amount was transferred from the "reserve" account to the "operating" account.

10 This was the cost of the room rental for the annual meeting.

11 The primary driver for the decline in overall expenses was the $21,644.94 decrease in accounting, legal, and engineering costs.

12 The almost $22,000 decrease in expenses, combined with the almost $70,000 increase in income, accounts for the majority of the $94,622.81 increase in our bank accounts.

Afuera De Chorro Budget 2020-2021 DRAFT

Operating Revenue

	2016-2017 Actual @ $400/quarter	2017-18 Actual @ $500 quarter for 25.5 members- $400 quarterly including $100 to reserves	Actuals 2018-19 budget x 25.5 @ $800/Quarter - $500 quarterly and $300 to reserves	Actuals for 2019-20 budget = 26.5 members @ $800/Quarter - $500 quarterly and $300 to reserves	Proposed 2020-21 budget = 28.5 members (24 full members @ $800/Quarter - $500 quarterly and $300 to reserves and 9 @ $250 quarter/$150 reserves)
Quarterly Assessments	$ 35,350	$ 45,600	$ 53,900	$ 56,721	$ 57,000
Assessments	$ -	$ -			$ -
Total Operating Revenue	**$ 35,350**	**$ 45,600**	**$ 53,900**	**$ 56,721**	**$ 57,000**
Other Revenue					
Other, excess use fees, etc.	$ 5,566	$ 10,647	$ 4,086	$ 12,142	$ -
New service fee - towards reserve	$ 11,925	$ 47,750	$ 250	$ 47,950	$ 11,925
Reserve Assessment fee of $300/quarter (or $1200/yr.)			$ 23,250	$ 33,960	$ 34,200
Other Income, interest	0	$ -	$ 231	$ 265	$ -
Totals for special fees and assessments	**$ 17,491**	**$ 58,397**	**$ 27,817**	**$ 94,317**	**$ 46,125**
Total Revenue	**$ 52,841**	**$ 103,997**	**$ 81,717**	**$ 151,038**	**$ 103,125**

# of members = 24 with meters and 9 with no meters (historically charged 1/2)

Operating Expenses	2016-2017 Actual	2017-18 Actual	2018-2019 actual	2019-2020 Actual	Proposed for 2020-2021
Contract Labor	$ 8,664	$ 10,269	$ 10,403	$ 10,403	$ 11,000
Testing/Permits	$ 3,222	$ 1,097	$ 4,526	$ 4,645	$ 3,500
Electricity	$ 5,190	$ 6,440	$ 6,381	$ 7,233	$ 7,500
Insurance	$ 2,231	$ 2,231	$ 2,330	$ 2,395	$ 2,450
Legal	$ 3,663	$ 9,887	$ 6,142	$ 2,810	$ 5,000
Accounting	$ 2,351	$ 2,500	$ 2,590	$ 775	$ 2,600
Engineering	$ 12,235	$ 3,922	$ 18,498	$ 3,985	$ 7,500
Office Supplies	$ 85	$ 272	$ 270	$ 60	$ 300
Maintenance w/o major repairs	$ 12,980	$ 11,349	$ 6,884	$ 9,580	$ 10,000
Misc				$ 180	$ -
Total Operating Expenses	**$ 50,621.00**	**$ 47,967**	**$ 58,024**	**$ 42,066**	**$ 49,850**

Notes:

Electricity increase due to usage and PGE rates

Permit fees fluctuate with required tests each year

Reserves for Infrastructure Maintenance/Capital Improvements

Reserves for Capitol Improvement (Revenue funds)	$ 2,220	$ 56,030	$ 23,693	$ 94,317	$ 103,000
Well abandonment 2017-18		$ -	$ (19,000)		
Repair of Sequoia 2018-19					$ -
Repair well 3				$ (14,355)	
Additional repairs					$ (20,000)
Additional debt (Returned check and bank fees)			$ (1,040)		
Carry Over from previous year	$ (14,979)	$ (12,759)		$ 23,500	$ 100,000
Profit/Loss placed into Reserve Account	**$ (12,759)**	**$ 43,271**	**$ 3,653**	**$ 103,462**	**$ 183,000**

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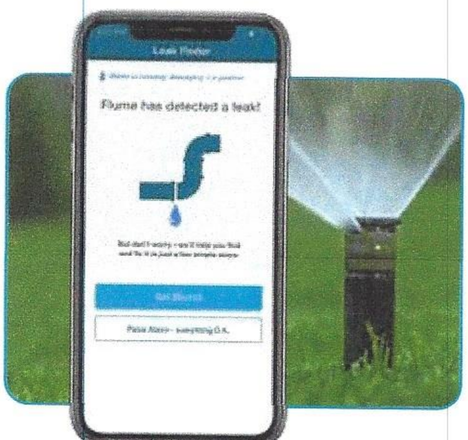
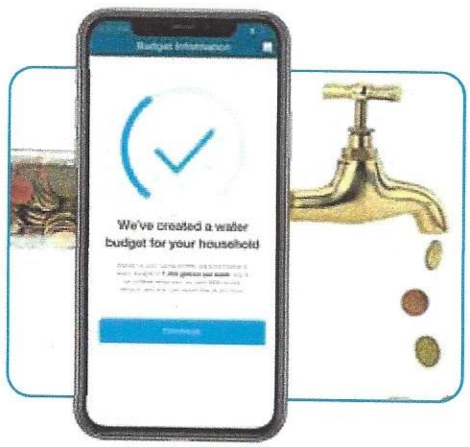


Protect your entire property



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Track your water usage

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- Monitors water use & leaks in real time
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