

# MARKLEEVILLE WATER COMPANY ANNUAL MEMBERSHIP MEETING

August 1, 2020

1. Call to Order and Establishment of a Quorum – 40 members in good standing constitutes a quorum (Minimum of 20% of Corporation's membership interests represented by members present at the meeting)
2. Reading of Minutes
3. Approval of Minutes (Quorum required)
4. Approval of Balance Sheets (Quorum required)
5. Presidents Report
6. Any other Matters to Come Before the Members (Items not appearing on this agenda can be acted upon only in emergencies but can otherwise be discussed and placed on the agenda of a later meeting. Items may be proposed for action at this meeting only if one-third of the membership interests are represented by members at this meeting)
7. Adjournment to Next annual Meeting of the Membership

# AGENDA

1. Call to Order
2. Reading of Minutes
3. Approval of Minutes ( Quorum required)
4. Approval of Balance Sheets (Quorum required)
5. Presidents Report
6. Any other Matters to Come Before the Members (Items not appearing on this agenda can be acted upon only in emergencies but can otherwise be discussed and placed on the agenda of a later meeting. Items may be proposed for action at this meeting only if on-third of the membership interests are represented by members at this meeting)
7. Adjournment to Next annual Meeting of the Membership

# AGENDA

MARKLEEVILLE WATER COMPANY

PROFIT & LOSS

July 1, 2019 to June 30, 2020

Income

402 – Interest	32.02
524 – Generator from County	-1,800.00
Residential Water	146,468.00
Vacant lot (Standby)	16,200.00
102- 8087 Grant Funds	<u>48,279.00</u>
<b>Total Income</b>	<b>209,179.02</b>

Expense

206 Employment Development Dept.	2,672.18
501 Salaries	50,200.00
502 Utilities	14,219.57
503 Water Analysis Fee	4,810.00
504 Office expense	1,651.74
506 Repairs and Maintenance	38,119.01
507 Operating Supply	7,091.04
508 FedX – USPS mailings	1,578.86
509 Licenses-Permits-Fees-Liens	2,870.29
510 Insurance	6,908.20
513 Tax Preparation	2,100.00
514 Franchise Tax	814.86
515 EFTPS – Federal payroll tax	5,884.95
517 Legal Fees	3,272.50
522 Travel and mileage	1,519.49
523 Grant funding cost	<u>48,278.57</u>
<b>Total Expense</b>	<b>191,991.26</b>
<b>Net Income</b>	<b>17,187.76</b>

\*\*\*\*\*

Amount billed per quarter

Amount received per quarter

• 3 <sup>rd</sup> qtr. 2019	74,655.99	40,657.28
• 4 <sup>th</sup> qtr. 2019	74,301.01	39,444.14
• 1 <sup>st</sup> qtr. 2020	77,673.43	38,107.16
• 2 <sup>nd</sup> qtr. 20120	78,743.11	42,697.09



1. Call to Order
2. Reading of Minutes
3. Approval of Minutes ( Quorum required)
4. Approval of Balance Sheets (Quorum required)
5. Presidents Report
6. Any other Matters to Come Before the Members (Items not appearing on this agenda can be acted upon only in emergencies but can otherwise be discussed and placed on the agenda of a later meeting. Items may be proposed for action at this meeting only if on-third of the membership interests are represented by members at this meeting)
7. Adjournment to Next annual Meeting of the Membership

# AGENDA

# President's Report – Company Overview

- MWC is a Mutual Water Company – we are owned by our members
- Five elected, unpaid members of the Board of Directors - make business management and administrative decisions
  - Kris Hartnett                      - Steve Hibbs
  - Mark Schwartz                      - Lloyd Van Doren    - Mary Young
- Three part time employees
  - Joanne Oehlerking, secretary treasurer
  - Buck McLelland, Plant and Distributions System Licensed Operator
  - Kris Hartnett, Operations under the supervision of the Licensed Operator

# President's Report – Company Overview

- Joanne Oehlerking, secretary treasurer
  - Many thank to Joanne being cheerful and dedicated to MWC
  - Handles billing and financial record keeping
  - Keeps the Board on track with agendas and minutes
  - Takes care of daily correspondence and monitoring e-mail account
- Buck McLelland, Plant and Distributions System Licensed Operator
  - MWC is very fortunate to have Buck
  - Buck works full time for South Lake Tahoe PUD and brings a high level of professionalism and experience to MWC
  - Buck made modifications to our process that improved water quality, reducing disinfection byproducts to below state mandated levels

# President's Report – Company Overview

- Kris Hartnett, operations
  - Works with Buck to help deliver high quality water
  - Is available locally to respond to water line breaks and other issues requiring immediate attention
  - Instrumental in obtaining and installing a backup generator at the treatment plant
  - Also serves on the board of directors

# President's Report – Major Achievements

- Water Quality – Operator Buck McClellan and Director Kris Hartnett
  - System is in compliance with all State Water Quality Standard
  - Due to what is now a history of compliance with disinfection byproducts we were able to amend the 2013 Directive and reduce testing to the standard practice of quarterly sampling
  - Due to a history of compliance we were able to obtain a waiver for sampling for Synthetic Organic Chemicals (SOC), and Volatile Organic Chemicals (VOC)
  - Continued with our ongoing program of hydrant flushing to clean water lines, and cleaning raw and treated water tanks

# President's Report – Major Achievements

- Governance and Legal – Steve Hibbs
  - Finalized “History of Early Markleeville Water Company Memberships and Memberships Interest” which documents our history and answers many questions asked by board members over the years
  - Worked with our attorney, Wes Strickland, to review our insurance company and get our engineering consultants under contract
  - Coordinated our first “vote by mail” election for the board of directors, allowing us to be in compliance with laws governing Mutual Water Companies
  - Completed our updated Schedule of Rates, Fees and Charges for approval by the board
  - Continued revisions to our bylaws

# President's Report – Major Achievements

- Website and Communications – Mark Schwartz
  - Spearheaded “Are You Ready When Your Water is Shut Off” flyer and blog post. This document was in response to the possibility of losing water service during a wildfire event and is available on our web site
  - Coordinated communications on MWC’s COVID-19 response
  - Set up MWC Zoom account and facilitates all our online meetings
  - Oversees our web page and assists Joanne in monitoring our e-mail account



# President's Report – Major Achievements

- O&M and Capital Improvements– Kris Hartnett
  - Purchased and installed two new booster pumps at the treatment plant
  - Purchased and installed a new turbidity meter at the treatment plant
  - Purchased gravel and work with Fritz Thornburg to install new gravel driveway at treatment plant
  - Repaired water line breaks throughout the system
  - **Obtained and Installed Emergency Generator at the Treatment Plant!**

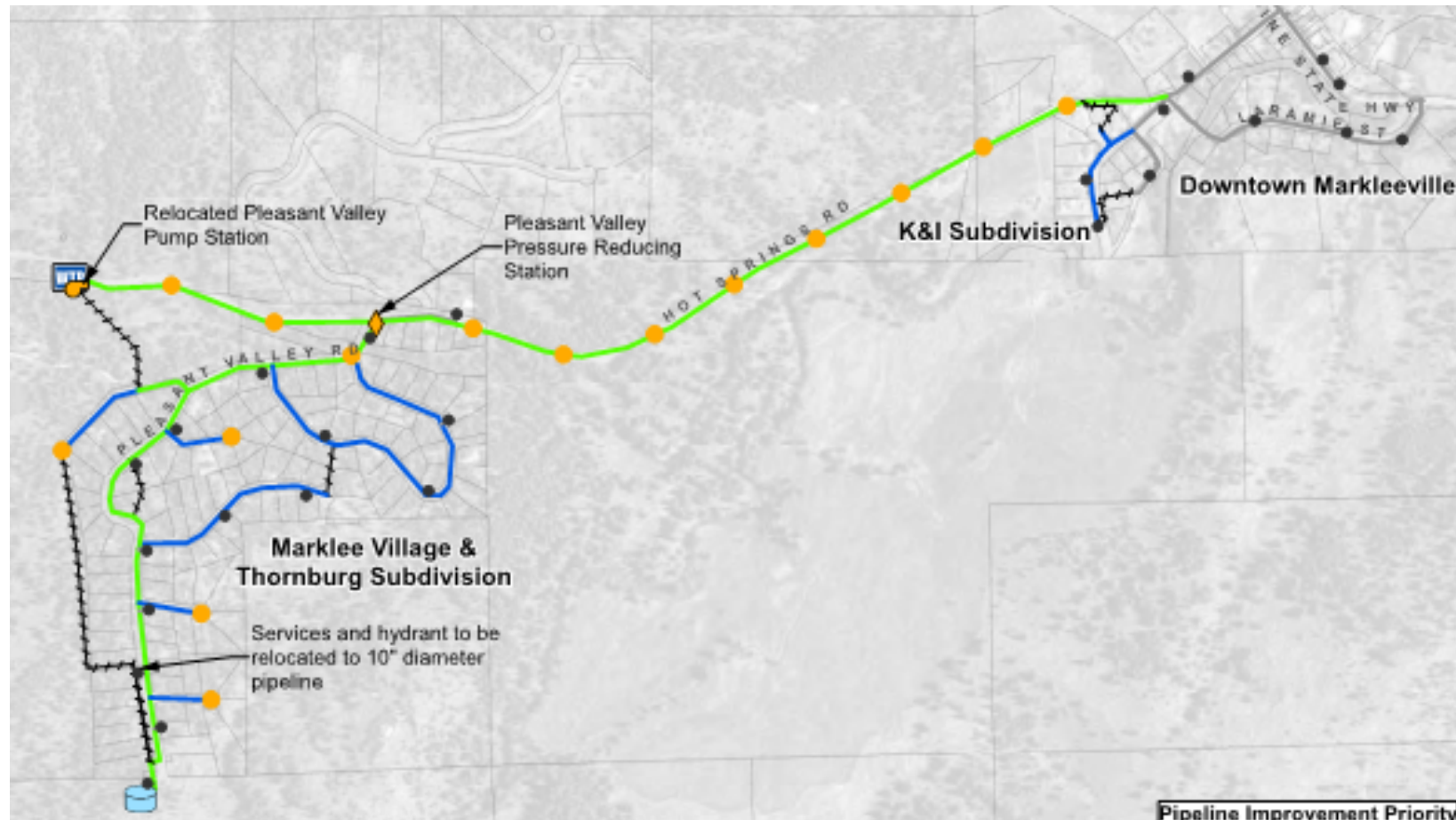


# President's Report – Major Achievements

- Grant Funding – Mary Young, Steve Martin
  - Published a Request for Proposals, obtained two proposals, and selected West Yost Associates as our consultant for engineering services under our \$434,700 planning grant with the California State Water Resources Control Board Drinking Water State Revolving Fund (DWSRF)
  - Worked with West Yost to prepare and submit the Draft Water System Improvements Project Preliminary Engineering Report which includes the improvement shown on the next slide. Improvement construction will be funded under a future DWSRF construction grant
  - Many thanks to retired board member Steve Martin who spearheaded the income survey that qualified MWC for the grant and continues to work on the planning grant project

# President's Report – Major Achievements

- Planning Grant Funding – Used for the Design of \$10,000,000 in System Improvements to be funded under a future DWSRF construction grant



# President's Report – Continued Water Restrictions

- The State of California and Markleeville Water Company have ongoing Water Restrictions
- Our water restrictions are based on Truckee Meadows Water Authority rules
- A copy of the rules can be found on our web site and is shown on the following slide

**Markleeville Water Company**

PO Box 131  
Markleeville, CA 96120  
(530) 694-2924

## **Water Use Rules and Guidelines**

Remember, state-mandated water use restrictions are permanent. MWC cannot control them. We can only pass them through to you, and we are required to enforce them as if they were our own, even when supplies are plentiful. *Thank you for your understanding!*

*These rules are mandatory and remain in effect until further notice:*

- Landscape watering is allowed at even-numbered physical addresses only on Mondays, Wednesdays, and Fridays, any time between 6 and 10 AM and between 6 and 10 PM.
- Landscape watering is allowed at odd-numbered physical addresses only on Tuesdays, Thursdays, and Saturdays, any time between 6 and 10 AM and between 6 and 10 PM.
- **Total landscape watering time is allowed up to two hours per day.**
- Landscape watering is not allowed on Sundays in order to allow our finished water tanks to replenish/refill.
- Water runoff or spray onto areas that are not landscaped is not allowed, nor is standing water.
- Water spraying into the wind is not allowed.
- Watering is not allowed on days when it rains or snows.
- **Water may not be used to wash sidewalks, driveways or the street.**
- Washing cars with is allowed only with a shutoff nozzle on your hose.
- Pressure washing to prepare your house for painting is allowed.
- Aprilaire and similar whole-house humidifiers that operate with a continuous waste water stream, are not allowed.
- Places serving food may serve drinking water only on customers' request.
- Hotel and motel guests must have the option of not having towels and linens laundered daily.
- Water may never be exported from a parcel supplied by an MWC service connection.

*It's always illegal for any privately-owned water tanker to fill up at a fire hydrant or other water outlet in Markleeville or Marklee Village. If you see this happening, please record the license plate and report it to the Sheriff at **530-694-2231**. For your safety, do not challenge the driver! Please don't let your water be stolen!*

*Please note that members (property owners) are responsible for the compliance of tenants on rental properties. Penalties for violations will therefore be charged to members. **Owners – please inform your tenants of these rules!***

*Thank you for your help. By working together, we can all be good water custodians!*

Updated May 22, 2020 and ordered by the Board of Directors, Markleeville Water Company, **Effective Immediately and Until Superseded**

# President's Report – Proposed Budget

#	EXPENSE CATEGORY	DESCRIPTION	2019-2020 BUDGET AMOUNT	July 1 2019 to June 30 2020 Actual	2019-2020 % of Total	2020-2021 Budget Amount
1	202	FEDERAL WITHHOLDING	\$0.00			
2	203	EDD,UI,ETT,SDI @ 5.39%	\$2,944.02	\$2,672.18	91%	\$3,000.00
3	204	FICA	\$0.00			
4	205		\$0.00			
	206					
5	501	SALARIES (2 OPERATORS, 2 LABORERS, 1 SECRETARY - ALL PART TIME)	\$54,260.00	\$50,200.00	93%	\$55,000.00
6	502	UTILITIES	\$14,000.00	\$14,219.57	102%	\$14,000.00
7	503	WATER ANALYSIS	\$11,000.00	\$4,810.00	44%	\$5,000.00
8	504	OFFICE EXPENSE	\$2,200.00	\$1,651.74	75%	\$2,200.00
9	506	REPAIRS, MAINTENANCE & IMPROVEMENT	\$33,980.00	\$38,119.01	112%	\$61,500.00
10	507	OPERATING SUPPLIES	\$7,800.00	\$7,091.04	91%	\$7,800.00
11	508	FED X , USPS MAILINGS	\$2,420.00	\$1,578.86	65%	\$2,200.00
12	509	LICENSES, PERMITS, LIENS, FEES	\$4,500.00	\$2,870.29	64%	\$4,500.00
13	510	INSURANCE ( LIABILITY,PROPERTY, E&O, WORKER COMP)	\$7,260.06	\$6,908.20	95%	\$7,200.00
14	511	TRAINING	\$0.00			
15	512	REIMBURSEMENTS	\$0.00			
16	513	TAX PREPARATION	\$2,000.00	\$2,100.00	105%	\$2,300.00
17	514	FRANCHISE TAX BOARD	\$825.00	\$814.86	99%	\$800.00
18	515	EFPTS (FEDERAL PAYROLL TAXES SS @6.2%, MC @ 1.45%)	\$4,150.89	\$5,884.95	142%	\$7,500.00
19	517	LEGAL FEES	\$6,400.00	\$3,272.50	51%	\$6,000.00
20	522	TRAVEL & MILEAGE	\$2,000.00	\$1,519.49	76%	\$1,800.00
21	523	GRANT FUNDING COSTS	\$1,500.00		0%	
22	900	GRANT SERVICES*	\$1,400.00		0%	
23						
24						
25	SUBTOTAL (expense categories line item1-22)		\$158,639.97	\$143,712.69	91%	\$180,800.00
26	CONTINGENCY @ 5%		\$7,932.00			\$9,000.00
27	TOTAL OPERATING EXPENSES		\$166,571.97	\$143,712.69	86%	\$189,800.00
28	ANNUAL CAPITAL IMPROVEMENT FUND CONTRIBUTION \$13,500.00		\$13,500.00	\$ 11,544.00	86%	\$ 12,000.00
29	BUDGET TOTAL 7-1-19 THROUGH 6-30-20		\$180,071.97	\$155,256.69	86%	\$201,800.00



1. Call to Order
2. Reading of Minutes
3. Approval of Minutes ( Quorum required)
4. Approval of Balance Sheets (Quorum required)
5. Presidents Report
6. Any other Matters to Come Before the Members (Items not appearing on this agenda can be acted upon only in emergencies but can otherwise be discussed and placed on the agenda of a later meeting. Items may be proposed for action at this meeting only if on-third of the membership interests are represented by members at this meeting)
7. Adjournment to Next annual Meeting of the Membership

# AGENDA

1. Call to Order
2. Reading of Minutes
3. Approval of Minutes ( Quorum required)
4. Approval of Balance Sheets (Quorum required)
5. Presidents Report
6. Any other Matters to Come Before the Members (Items not appearing on this agenda can be acted upon only in emergencies, but can otherwise be discussed and placed on the agenda of a later meeting. Items may be proposed for action at this meeting only if on-third of the membership interests are represented by members at this meeting)
7. Adjournment to Next annual Meeting of the Membership

# AGENDA