

San Miguelito Mutual Water Company
Minutes of the Regular Board of Director's Meeting

11:00 A.M. Friday, April 17, 2020

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Board President Marvin St Pierre at 11:17 a.m.

Board Members Present: Marvin St Pierre, John Delehant, Michael Nordstrom, Rob Rossi, Gary Garcia, Martin Suits, Rick Koon
Board Member Absent: None
Staff Members Present: Michelle Edson
Consultants Present: Tim Carmel, Legal Counsel
Guests: Dylan Wade and Spencer Waterman, Water Systems Consulting
Heron Crest Resident: Larry Bittner, Karla Bittner, Bob Pusanik, Kingfisher Resident: Beverly Henry, Carol Hayden, Jeanette Krone, Pelican Point Resident: Sherri Danoff, Robert Peterson, Indian Hill Resident: Heather Nelson, Skylark Meadows Resident: Nancy Thompson, Rossi Enterprises, Steve Rossi, and Once Upon A Time Trustee, Paul Metchik

II. PUBLIC/SHAREHOLDER COMMENT - Bob Pusanik had some questions; 1. How does the water supply analysis measure water? 2. Does the supply analysis consider the Coffeeberry well as a resource? 3. May Shareholders add to the Shareholders meeting agenda? Larry Bittner requested that the Board of Directors have the procedure on how to amend the bylaws published for the annual meeting.

III. REVIEW and APPROVAL OF MINUTES –

- a. February 21, 2020 BOD Meeting – Motion to approve with addition and spelling correction made by Martin Suits seconded by Rob Rossi. Motion passed 6 – 0. Michael Nordstrom abstained
- b. December 13, 2020 Special Meeting Minutes Motion to approve made by John Delehant seconded by Rob Rossi. Motion passed 7/0

IV. WATER SYSTEMS CONSULTING PRESENTS THE DRAFT REPORT ON SECTION 2.2 ADDITIONAL WATER RESOURCES NEEDED AT BUILDOUT- Spencer Waterman and Dylan Wade gave a PowerPoint presentation. The Board of Directors requested that calculations be converted from gallons to acre feet, commercial development be re-checked and compared to current Inn's usage. Spencer and Dylan agreed to modify and get the information back to the Board.

V. DISCUSSION AND CONSIDERATION TO APPROVE A ONE YEAR TIME EXTENSION TO THE CONDITIONAL WILL SERVE FOR AVILA BY THE SEA – There was a brief discussion to explain the necessity for the extension and make sure that there have been no changes to the original plans. Motion to approve the one-year extension to the Avila by the Sea will serve made by Michael Nordstrom, seconded by John Delehant. Motion passed 6 – 0. Rossi, abstained

Due to time constraints President St. Pierre suggested to take the agenda items out of order and go into closed session, all members agreed. The Board went into closed session at 12:44pm.

XI. CLOSED SESSION – Personnel- A Motion to approve looking for other SMMWC Management alternatives and exploring what a contract with the committee's recommended alternative might look like made by Michael Nordstrom seconded by Rob Rossi the motion passed 6/0. Koon abstaining.

The committee of Nordstrom, Rossi and Suits will explore the contracting part of the motion. Director Nordstrom will provide the list of special projects he would like the Board to consider as part of the job description for the GM position. Director Koon will put together a job description on managing the SMMWC. Board President St Pierre will compile this information into an overall job description for the Board's consideration.

Board Members Rossi, Garcia and Suits left meeting at 1:45pm when Board came out of closed session.

VI. DRAFT ANNUAL FINANCIAL REVIEW – Motion to approve by John Delehant seconded by Marvin St. Pierre. Motioned past 4-0. Rossi, Suits and Garcia absent.

VII. DISCUSS AND CONSIDERATION TO ESTABLISH MAY MEETING DATES, TIMES AND MAILER – No Action

VIII. GENERAL MANAGER'S REPORT -

- Administration

- Worked with WSC to provide usage data.
- Emailed requested information to the CPA's office for annual audit
- Staff finished the RWQCB self-assessment annual report
- Insurance renewal information set to Atascadero Insurance
- Received and approved annual insurance policy from JPRMA for \$23,637
- Started CCR's
- Renewed Contract for Sycamore Mineral Springs and received payment for 6month lease
- Issued the SMMWC COVID-19 work directive to Staff
- Issued COVID-19 system status for public distribution

- Operations

- WWTP aerator troubleshoot and repair
- Installed new air-vac and sampling station on Shearwater Court
- We no longer have a part-time trainee. At this time, we will not fill that position.
- New air-vac on Estrella del Mar
- Installed new power supply at lift station 3.
- Cleaned out rain gutters and installed guards
- Water & Wastewater rounds daily

- Capital Projects

- Reprogrammed the SCADA system so the Operators can control

- Additional Project

- SMS Sewer Service Contract – on hold
- Reserve Replacement Study – Developing an outline for a 10year plan.
- Marre House – Waiting on engineering drawings.

IX. FINANCIAL STATEMENT

The Board Management Report for March 2020 was presented by General Manager Rick Koon with the following highlights:

Cash and Reserve Funds as of March 31, 2020, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$111,484	\$355,407	\$119,890	\$3,585,399

X. BOARD MEMBER COMMENT –

XI. See Above Closed Session

XII. ADJOURNMENT – Meeting was adjourned at 2:03pm.

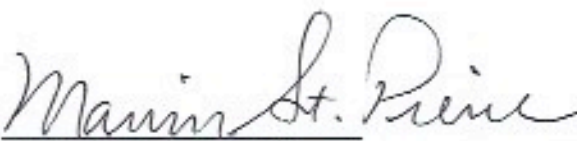
Proceeding reported by:

Michelle Edson, Accounting & Administrative Manager

Respectfully Submitted,

Approved:


John Delehant, Financial Officer


Marvin St Pierre, President