

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

9:00 A.M. Friday, Aug 21, 2020

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Board President Marvin St Pierre at 9:03 a.m.

Board Members Present: Marvin St Pierre, John Delchant, Michael Nordstrom, Rob Rossi, Rick Koon, Gary Garcia

Board Member Absent:

Staff Members Present: Brad Hagemann & Michelle Edson

Consultants Present: Timothy Carmel, Legal Counsel

Guests: Heron Crest Resident: Larry Bittner and Bob Pusanik, Kingfisher Resident: Robert Campbell, Pelican Point Resident: Thomas Rinn, Quail Canyon Resident: Paul O'Malley, Rossi Enterprises, Steve Rossi and Once Upon A Time Trustee Paul Metchek

II. PUBLIC/SHAREHOLDER COMMENT

Larry Bittner would like SMMWC to sell 150AF of State Water and become more self-sufficient

Larry also said that he has heard high praise from members of the Avila community for Brad Hagemann.

III. REVIEW and APPROVAL OF MINUTES

- a. July 17, 2020 Regular Meeting Minutes - Motion to approve the minutes with one modification to Marvin's name made by Rob Rossi seconded by Marvin St Pierre. Motion passed 5/0, Garcia abstained.

IV. DISCUSSION AND CONSIDERATION TO APPOINT A NEW DIRECTOR TO THE BOARD After a brief discussion motion to appoint Thomas Rinn to the Board of Directors made by Michael Nordstrom seconded by Gary Garcia. Motion passed 6/0.

V. DISCUSSION AND CONSIDERATION OF APPLICANTS FOR THE GENERAL MANAGER'S POSITION- Prior to this meeting, the Board Members were emailed two resumes that had been selected by President Marvin St Pierre. There was discussion on whether or not to move into the interview stage with any of the candidates or move forward with Brad Hagemann, the Interim General Manager. Motion made by Rob Rossi to offer the permanent position to Brad Hagemann seconded by John Delchant. Motion passed 7/0.

VI. GENERAL MANAGER'S REPORT -

- Administration

- Quarterly Federal and State Payroll Tax Audits Completed
- State Water sub-contractors bills processed and mailed out
- Updated Emergency Response Plan with California Environmental Reporting System
- Share Certificates from April thru July issued and mailed
- Employee Reviews

- Operations

- Monthly Water and Wastewater compliance sampling
- Monthly reports sent to regulatory agencies
- Water and Wastewater rounds daily
- Temporary water shut down and manifold repair in Pelican Point
- Repaired water line break on Coffeeberry
- Completed training for new Operations employee (R. Blessing); he is now ready to be moved into the "on-call" rotation.
- Operations staff did a good job filling in for Utility Manager while he was on a two-week vacation.

- Capital Projects

- 8" water line project is approximately 95% complete; new isolation valves at top and bottom of the line have been installed; contractor installed approximately 300 LF and associated valves and fittings of 6" High Density Polyethylene(HDPE) pipeline inside the old 8" steel line; pipeline filled, super chlorinated, sampled and put into service. Temporary asphalt put in place; final asphalt paving will be completed in August.
- Heron Crest booster station door replacement project completed.
- Sewage lift station doors replacement project has been completed.

-Additional Projects

- Marre Weir - Creek Lands, WSC and GHD Engineering are working on design plans with CDF&W
- Water Resource Analysis - Staff met with WSC to identify and clarify the existing wells and associated water quality data that WSC will use in their investigation. WSC is recommending that they analyze the ground water quality and potential yield of specific basins, i.e., west Hartford Canyon, east Hartford Canyon, etc., instead of specific wells within the basins since none of the existing wells are not suitable for potable use. Staff agrees with this approach. WSC anticipates having a draft report by the end of September.

General Manager Hagemann also went over the employee performance review results and his recommendations for merit adjustment and a possible change to the time of year that we conduct employee performance reviews.

VII. FINANCIAL STATEMENT

The Board Management Report for July 2020 was presented by General Manager Brad Hagemann with the following highlights:

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

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$157,356	\$355,413	\$32,800	\$3,815,877

VIII. BOARD MEMBER COMMENT - John Delehant recommended reading the 2015 Garing and Taylor Water Resources Analysis Report available on the SMMWC website.

IX. ADJOURNMENT - Meeting was adjourned at 10:29 a.m.

Proceeding reported by:
Michelle Edson, Accounting & Administrative Manager

Respectfully Submitted,


John Delehant, Financial Officer

Approved:


Marvin St Pierre, President