

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

9:00 A.M. Friday, July 19, 2019

## I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Board President Marvin St Pierre at 9:00 a.m.

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

Board Member Absent:

Staff Members Present: Michelle Edson

Consultants Present: Tim Carmel, Legal Counsel

Guests: Heron Crest Resident: Bob Pusanik, Larry Bittner, Kingfisher Residents: Robert Campbell

II. PUBLIC/SHAREHOLDER COMMENT – Bob Pusanik asked about the surcharge agreement for Avila Beach Resort. Larry Bittner requested a consolidated financial statement. He also brought up selling state water, the cost of irrigation at the golf course and the cost of having the company's attorney present at the board meetings. John Hostetter asked about a cost analysis for the treatment of the new well and the wastewater treatment plant lease and.

## III. REVIEW and APPROVAL OF MINUTES -

a. June 21, 2019 BOD Meeting – Motion to approve by John Delehant seconded by Rob Rossi. Motion passed 7 – 0.

VI. DISCUSSION AND CONSIDERATION TO APPROVE BUDGETED ADJUSTMENT TO THE SALARY SCHEDULE – Gary Garcia went over the salary schedule committee's (GG, MN & MS) review of salary's and recommended a 2.5% to 3% adjustment. Motion to approve a 3% adjustment to the salary schedule was made by John Delehant seconded by Michael Nordstrom. Motion passed 7 – 0.

V. REVIEW AND DISCUSSION OF MID YEAR BUDGET – Rick Koon used a bar graph and the monthly financials to go over what the actual expenses are in comparison to the budgeted mid-year expenses.

## VIII. GENERAL MANAGER'S REPORT -

### - Administration

- Staff had a Health Insurance Employee Meeting with HUB Rep.
- Staff submitted the workers Compensation Audit Information.
- Employee Reviews given
- Staff filed the corporate Statement of Information with updates

### - Operations

- Staff finished up water meter replacements in Skylark Meadows. 64 of the 65 have been done.
- The Fire Station service line break was repaired and the road repaving completed.
- Staff repaired and angel stop in Avila Village.
- Weed spray at the wastewater treatment plant and around buildings.
- Jacob passed his Grade 2 wastewater treatment exam.

### - Capital Projects

- Pond 2 sludge removal continues with the pond.
- New aerator for the Wastewater Treatment Plant.
- Continued to program telemetry system by installing additional data receivers.
- Researching small utility vehicle for maintenance/meter reading tasks within the estates.

### - Additional Project

- SMS Sewer Service Contract – on hold
- Reclaimed Water Use Study – on hold
- Reserve Replacement Study – Developing an outline for a 10year plan
- Marre House – on hold

IX. FINANCIAL STATEMENT

The Board Management Report for June 2019 was presented by General Manager Rick Koon with the following highlights:

Cash and Reserve Funds as of June 30<sup>th</sup>, 2019, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$75,783	\$355,329	\$219,055	\$3,252,927

XI.. BOARD MEMBER COMMENT –After noticing utility trailer line item on the capital budget Michael Nordstrom let BOD know that he would be able to get a good price on a dump trailer if someone from the Operations Staff wants to make contact with him.

Rob Rossi gave a summary of a PG&E meeting that he attended. He also stressed the necessity for our generators to be kept full with fuel to be prepared for possible outages.

XII. UPCOMING BOARD MEETING AND AGENDA ITEMS

- a. Aug 16, 2019
- b. September 20, 2019


XIII. ADJOURNMENT –Meeting was adjourned at 10:50 a.m.


Proceeding reported by:

Michelle Edson, Accounting & Administrative Manager

Respectfully Submitted,

Approved:

  
\_\_\_\_\_  
Gary Garcia, Secretary

  
\_\_\_\_\_  
Marvin St Pierre, President