

San Miguelito Mutual Water Company

Minutes of the Board of Director's Meeting

9:00 A.M. Wednesday, March 20, 2019

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Board President John Delehant at 9:00 a.m.

Board Members Present: John Delehant, Rick Koon, Ben Banks, Gerri Hall, Rob Rossi and Martin Suits.
Board Member Absent: Marvin St. Pierre
Staff Members Present: None
Consultants Present: Tim Carmel, Legal Counsel

Guests: Heron Crest Residents: Bob Pusanik and Larry Bittner, Kingfisher Residents: Robert Campbell, Carol Hayden, Quail Canyon Resident Gary Garcia, Indian Hill Residents Heather Nelson and Dan Nelson, Once Upon a Time Trustee, Paul Metchek, Covelop Holding's, Pat Arnold, and Rossi Enterprises, Steve Rossi.

- II. PUBLIC/SHAREHOLDER COMMENT – Gary Garcia made a comment about the Coffeeberry well venting off and has concerns about the proxies. Gary Garcia asked if we are still in a drought. Rick Koon answered that we are still in stage 2 drought with a 25% reduction mandated. Gary also asked how we could be considering any new development. Rick Koon answered that the only development considered are people who already have a state water allocation and are currently paying for it.
- III. REVIEW and APPROVAL OF MINUTES
- a. February 20, 2019 BOD Meeting – Motion to approve made by Gerri Hall Seconded by Rob Rossi. Motion passed 4 – 0, Suits & Banks abstained (did not attend meeting), St. Pierre absent
- IV. DISCUSSION AND CONSIDERATION TO ESTABLISH THE DATE FOR BOARD OF DIRECTOR CANDIDATES TO SUBMIT THEIR QUALIFICATIONS FOR REVIEW AT THE APRIL 17TH MEETING AND BE INCLUDED IN THE ELECTION NOTIFICATION PACKET – Staff proposed April 12, 2019 as the cutoff date for candidates to have their name printed on the mail out ballot, April 17th 2019 to be the date of the BOD meeting were they review The Annual Meeting Letter and Ballot mail out and April 19th 2019 to be the date of mailing for The Annual Meeting Letter and Ballot. Motion to approve was made by Ben Banks seconded by Martin Suits. Motion passed 6 – 0, St. Pierre absent.
- V. DISCUSSION AND CONSIDERATION TO ESTABLISH PROCEDURE FOR HANDLING PROXY VALIDATION AND COUNTING VOTES – Staff recommends that we hire a 3rd party qualified person such as a City Clerk to be in attendance at the Annual Meeting to take part in the counting and certification of votes. Motion to approve was made by Martin Suits seconded by Rob Rossi. Motion passed 6 – 0, St Pierre absent.
- VI. DISCUSSION AND CONSIDERATION TO ESTABLISH OFFICIAL CLOSE OF BUSINESS DATE FOR 2019 ANNUAL SHAREHOLDER MEETING – Staff recommends close of business day to be May 3, 2019 - Motion to approve was made by Martin Suits seconded by Gerri Hall. Motion passed 6 – 0, St. Pierre absent.
- V. GENERAL MANAGER'S REPORT -
- Administration
 - Water Diversion report completed and submitted.
 - Annual report to Drinking Water Program completed and submitted.
 - CPA's office is finishing up the 2018 Financial Summary.
 - Employee Handbooks updates completed and given to all employees.
 - Fire Extinguishers system wide yearly certification completed.
 - VSP vision plan renewal no change in cost for the next year.
 - Working on the ABR request for a Conditional Will Serve letter. Current timing is to have the matter for Board review and approval at the April meeting.
 - Competed General Insurance policy renewal questionnaire. This year we added \$200,000. for the SCADA system to the insured facilities list.

- Operations
 - Skylark Meadows continued water meter replacements 21 of the 65 replaced.
 - New 3hp jockey motor installed at the Heron Crest booster station.
 - Weed abatement and overgrown shrubs and trees trimmed back system wide.
 - Indian Hill and Skylark Meadows manhole inspections and maintenance.
 - WW3 vents repaired and painted.
- Capital Projects
 - Pond 2 sludge removal.
 - Continued to program telemetry system.
 - 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

VI. FINANCIAL STATEMENT

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

Cash and Reserve Funds as of February 28th, 2019, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$71,759	\$355,293	\$152,214	\$3,044,550

VII. BOARD MEMBER COMMENT – None

VIII. UPCOMING BOARD MEETING AND AGENDA ITEMS

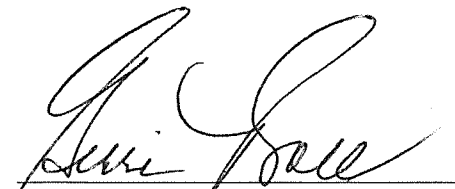
a. April 17, 2019

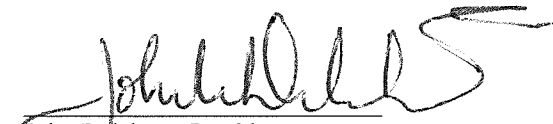
IX. ADJOURNMENT –Meeting was adjourned at 9:56 a.m.

Proceeding reported by:
Michelle Edson, Accounting & Administrative Manager

Respectfully Submitted,

Approved:


Gerri Hall, Secretary


John Delehant, President