

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

9:00 A.M. Friday, October 15, 2021

I. CALL TO ORDER AND ROLL CALL

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

Board Members Present: Marvin St Pierre, Rob Rossi, Rick Koon, Paul O'Malley, Larry Bittner and Robert Peterson

Board Member Absent: Michael Nordstrom

Staff Members Present: Brad Hagemann & Michelle Edson

Consultants Present: Timothy Carmel, Legal Counsel

Guests: Heron Crest Resident: Bob Pusanik, Rossi Enterprises: Steve Rossi, Indian Hill Resident: Heather Nelson, Pelican Point Resident: Terri Belsley, Sycamore Mineral Springs: John King and Jeff Davenport

II. PUBLIC/SHAREHOLDER COMMENT – None

III. REVIEW and APPROVAL OF MINUTES –

- a. September 17, 2021 Regular Meeting Minutes - Motion to approve the minutes made by Paul O'Malley seconded by Rob Rossi. Motion passed 6/0. Nordstrom, absent.

IV. DISCUSSION AND CONSIDERATION OF A CONSULTANT SERVICES AGREEMENT WITH WATER SYSTEMS CONSULTING INC. TO ASSIST WITH WWTP GENERAL PERMIT APPLICATION – Motion to approve an initial contract amount of \$15,000. if additional funds are needed Staff will bring back to the Board for approval made by Rob Rossi seconded by Paul O'Malley. Motion passed 6/0. Nordstrom, absent.

V. DISCUSSION AND CONSIDERATION OF A CONSULTANT SERVICES AGREEMENT WITH WALLACE GROUP TO UPDATE THE WATER AND SEWER ATLAS MAPS – Motion to approve for an amount not to exceed \$6,000. made by Larry Bittner seconded by Rob Rossi. Motion passed 6/0. Nordstrom, absent.

VI. DISCUSSION AND DIRECTION ON ADDING ADDITIONAL FLOW TO THE SEWER SERVICE AGREEMENT WITH SYCAMORE MINERAL SPRINGS – Motion to direct staff to work with SMS and their consultants and bring back a draft revised Agreement made by Paul O'Malley seconded by Bob Peterson. Motion passed 4/0. Rossi and Bittner, abstain and Nordstrom, absent.

VII. DISCUSSION ON DRAFTING A COMPANY CAPITAL RESERVED INVESTMENT POLICY – After a brief discussion a consensus of the Board do not feel comfortable risking any amount of loss with the water company's Capital Reserve Funds. The committee, with this clarifying information will continue working on a policy and will bring it back to the Board for approval at a further meeting.

Legal Counsel, Tim Carmel left the meeting.

VIII. DISCUSSION AND CONSIDERATION ON REQUESTING STAFF TO DEVELOP PROPOSALS WITH RECOMMENDATION FOR AUTOMATIC METER READING & ADVANCE METERING INFRASTRUCTURE – In the past Staff has investigated options for automatic meter reading (AMR). Over the years as aged meters have needed replacement, they have been replaced with meters that are capable of using AMR technology. The Board directed Staff to obtain additional information and budgetary quotes from 3 vendors and to bring this issue back to the Board at a future meeting.

IX. GENERAL MANAGER'S REPORT –

- a. Draft 2022 Budget – GM Hagemann used an overhead presentation to go over the Draft budget and asked the Directors to give feedback on the direction that Staff is going with the budget. Staff will edit the budget with those suggestions and present the budget again in the November Board meeting.

GM Report with the following highlights:

- Administration
 - New employee training
 - 2022 Draft Budget preparations
- Operations
 - Installed new run-time meters at Lift Station #1 and well 6a.
 - Performed the Annual, Quarterly and Monthly sampling at the WWTP pursuant to the revised Monitoring and Reporting Program. The sampling event took over 9 hours and we needed two staff members and two contractors from Cleath Harris. Lab fees for all the samples will likely be around \$15,000.
- Capital Projects
 - Tank 200: The contractor has completed the structural member and roof repair and installed a new vent. The tank roof and bottom have been recoated. The tank will be disinfected in October and put back into service by November 1st. After Tanks 200 is back on-line, staff will drain Tank 100 for cleaning, inspection. Repair work for tank 100 will be included in the 2022 Capital Improvement program.
- Additional Projects
 - Staff obtained a quote and coordinated with Cleath Harris Geologist (CHG) to complete the well drawdown analysis. CHG is currently in the process of the drawdown analysis and will prepare a Technical Memo documenting the procedures, test data and an interpretation of the results.
 - Staff prepared and sent a professional services contract to PACE Engineering to conduct the groundwater treatment analysis and has been providing analytical data and support to PACE.

X. FINANCIAL STATEMENT

The Board Management Report for August 31st was presented by General Manager Brad Hagemann with the following highlights:

Cash and Reserve Funds as of August, 2021 are:

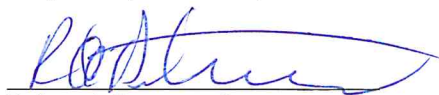
Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$269,808	\$355,456	\$248,770	\$4,370,798

- XI. BOARD MEMBER COMMENT – Larry Bittner inquired about the location of the water company’s after-hours answering service. The service was previously local but in the last couple of years has been centralized to a location out of the area. Bob Peterson requested that landscaping be planted by the Water Treatment Plant. He was advised to talk to the San Luis Bay Estates Home Owners Association as that would be their decision.


- XII. ADJOURNMENT – Meeting was adjourned at 11:04am

Proceeding reported by:
Michelle Edson, Accounting & Administrative Manager

Respectfully Submitted,


Robert A Peterson, Secretary

Approved:


Marvin St Pierre, Vice President