

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

9:00 A.M. Friday, January 23, 2026

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Board President Michael Nordstrom at 9:00 a.m.

Board Members Present: Michael Nordstrom, Rob Rossi, Robert Campbell, Marvin St Pierre, Paul O'Malley, and Larry Bittner

Board Members Absent: None

Staff Members Present: Dwayne Chisam, Ryan Smith, Anel Perez

Consultants' Present: None

Guests: Tim Carmel (attended via teleconference)

II. PUBLIC/SHAREHOLDER COMMENT – None

Adjourned to executive session 9:00 am

IV. EXECUTIVE SESSION– No reportable action

Closed Executive Session 9:28 am

III. REVIEW AND APPROVAL OF MINUTES –

- a. November 21, 2025, Regular Meeting Minutes - Motion to approve made by Paul O'Malley, seconded by Rob Rossi. Motion passed 6/0.

V. CONSIDERATION AND APPROVAL FOR A 3 YEAR EXTENSION TO AVILA BY THE SEA WILL SERVE - Motion to approve made by Marvin St Pierre, seconded by Paul O'Malley. Motion passed 6/0.

VI. GENERAL MANAGER'S REPORT –

December 2025

**Administration Report**

**Presented by Administrative Service Manager, Anel Perez**

- Transitioned to ADP payroll
- Drought and Conservation Reporting
- Rate change newsletter

**Operations Report**

**Presented by Assistant General Manager, Ryan Smith**

**1. Staff Section**

- Elijah has passed his D2 and T2 tests and is well on his way to becoming an outstanding operator for San Miguelito Mutual Water Company.
- Derek is finishing up his wastewater hours and will be taking his Wastewater Grade 1 test in the coming months.
- Luis has signed up for his T1 certification and will be taking the exam sometime in February.

**2. Water Report**

- All tests for water came back non-detect.
- A second sample of TTHM was taken, and the results were 39 ppb, which is very low. We seem to be back on track and have designed an SOP for the coming years to keep our THMs down.
- Staff continues to clean up facilities and organize shops during the winter months.
- Staff is preparing for winter by ensuring all equipment is running and ready for any storm emergencies.
- We took 2,122,797 gallons of water from Well #6 during December.
- We took 2,023,182 gallons of Lopez State Water during December.

- We produced 4,145,979 gallons total for the month of December.

**Summary:** Total water production for December was 4,145,979 gallons, which includes contributions from Well #6 and Lopez State Water.

**3. Wastewater Report**

- No wastewater samples were taken during December. Additional samples will be collected in January.
- Staff continues spot spraying for weeds to maintain facility grounds.
- Well 1, Well 2, and San Luis Bay have all received their six-month cleaning, and the collection systems continue to run smoothly.
- Lift Station 3 generator received its first service and oil change, ensuring reliability during winter operations.
- Discharge for the effluent treatment plant for the month of December was 2,492,668 gallons.

**4. Hardness for Water**

We continue to run a 50/50 Lopez and well water combination, which is giving us a consistent hardness level throughout the month.

- December 3rd: Hardness level was 481 mg/L
- December 12th: Hardness level was 488 mg/L
- December 29th: Hardness level was 492 mg/L

**5. Capital Improvement Projects**

Not much activity occurred for capital improvement projects during December, as this is the end of our year and all of our planned projects have been completed. We are looking forward to starting 2026 capital improvement projects to better our system and provide the best possible outcomes for our shareholders and customers.

**Small Projects Accomplished by Operators:**

- Gutters have been installed in certain areas to help with rain and runoff, diverting water away from flooding vulnerable spots and electrical boxes.
- A generator box was installed at Tanks 100 and 200, built by Derek, to protect our portable generator assets.
- Luis and Elijah worked on solving a mud issue at Tanks 100 and 200 by installing additional rock and stepping stones. This improvement keeps the electric room clean and free of mud while ensuring worker safety by reducing slips, trips, and falls.

**Professional Services Contracts**

**Marre Weir**

- CDFW:
  - Full proposal submitted back in May, waiting to hear if funding was awarded. We should know sometime around the end of the year or early next year
- Coastal Conservancy
  - Nothing new to report

**Wastewater Alternative Study**

**VII. FINANCIAL STATEMENT**

The Board Management Report for December 31, 2025, was presented by General Manager, Dwayne Chisam with the following highlights:

Cash and Reserve Funds as of December 31, 2025, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$260,089	\$337,838	\$118,553	\$6,466,894

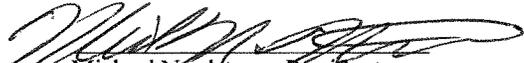
**VIII. PRODUCTION REPORT** – The water mix for the year is 51% State Water 49% Well Water.

**IX. BOARD MEMBER COMMENT** – Board President Michael Nordstrom announced the passing of Board Member Bob Pusanik. The Board extends its sincere condolences to Mr. Pusanik’s family. The Board seat will remain vacant until further notice.

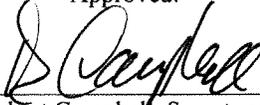
X. ADJOURNED – 10:04 am

Proceeding reported by:  
Anel Perez, Administrative Services Manager

Respectfully Submitted,



Michael Nordstrom, President

Approved:  
  
Robert Campbell, Secretary