

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

9:00 A.M. Friday, July 18, 2025

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, Bob Pusanik, Larry Bittner, Rob Rossi and Robert Campbell, Marvin St Pierre, Paul O'Malley

Board Members Absent: None

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

Consultants' Present: Don Chartrand

Guests: Rachel McLellan, Aleks Wydzga, Chris Knauer, Chad Crawford

II. PUBLIC/SHAREHOLDER COMMENT – None

III. REVIEW and APPROVAL OF MINUTES –

- a. March 21, 2025, Regular Meeting Minutes - Motion to approve made by Marvin St Pierre, seconded by Rob Rossi. Motion passed 7/0.

IV. DISCUSSION AND CONSIDERATION OF APPOINTMENT OF OFFICERS – Motion made to keep officers the same approved by Rob Rossi and seconded by Larry Bittner. Motion passed 7/0.

V. DISCUSSION AND CONSIDERATION OF PROPOSAL FROM SPICE TO UPGRADE THE OFFICE AUTOMATION SYSTEM FROM WINDOWS 10 TO WINDOWS 11– Chad Crawford from Spice IT Services briefly discussed the upgrade from Windows 10 to Windows 11. Motion to approve made by Rob Rossi and seconded by Larry Bittner. Motion passed 7/0.

VI. PRESENTATION ON MARRE WEIR ACTIVITIES (INFORMATION ONLY) – Don Chartrand the Executive Director of Creeklands gave a PowerPoint presentation on Marre Weir and provided an update on contracts and agreements.

VII. CONSIDERATION AND APPROVAL OF A CONDITIONAL CAN AND WILL SERVE AGREEMENT FOR LOT 69 – Staff recommendation that the Board of Directors approve the Conditional Will Serve Letter for Lot 69. Motion to approve made by Larry Bittner, seconded by Paul O'Malley. Motion passed 6/1. Rob Rossi – abstained.

VIII. DISCUSSION AND CONSIDERATION OF CPI ADJUSTMENT FOR BUDGET PRORATION AND SALARY SCHEDULE – Dwayne Chisam recommendation is to increase a 2.1% for budget proration and salary schedule. Motion to approve made by Paul O'Malley and seconded by Marvin St Pierre. Motion passed 7/0.

IX. GENERAL MANAGER'S REPORT –

June 2025

Administration

- Annual Meeting Preparation
- Shareholder Audit
- Annual Health Benefits Packet Renewal
- Workers Compensation/ Sub-Contractor Annual Audit
- Annual CCR Report
- Utility I position has been filled by Elijah Herrera
- Staff continue to work on certifications

Operations Report

By Assistant General Manager, Ryan Smith

Water

- Water Sampling taken on March 14, 2025, all results came back non-detect and under MCL limit.
- Electrical has been completed in the new shop and move in is 90% complete.

- Operators painted and conducted maintenance on all tanks for the 3-year Sanitary Survey by the State. After two months of hard work, we passed the Sanitary Survey with a great report and no violation.
- Below are the weekly hardness test results for June:

On the 4th of June we will begin mixing Lopez water with State Water and well 5a 50/50.

Test date	WTP (delivered)
June 2 nd	483 Wells/State mix
June 14 th	482 Wells/State mix
June 27 th	498 Wells/State mix

Wastewater

- Semi-Annual Wastewater Samples and monitoring Wells samples taken along with stream samples results pending.
- All 3 solar monitoring pumps will replace 3 new 20 GPM pumps, making them more efficient and more reliable running off a portable generator.
- Aerators to help BOD have arrived and will be installed in June. We did investigate the electrical supply, and it needs to be upgraded to accommodate them. We may need a new electrical conduit to accept the bigger electrical cable.

Capital Projects

Water

- New Shed enclosers complete at tanks for electronics
- New meters have been installed in Heron Crest

Wastewater

- Aerators have been ordered to help with the BOD numbers at the Wastewater plant they will be installed in May
- Well, 5A was pulled and a new pump was installed along with a new motor.
- Manholes have been ordered, and replacement will begin in July

Professional Services Contracts

- Marre Weir
- Wastewater Alternative Study
- Committee Report

X. FINANCIAL STATEMENT

The Board Management Report for June 30, 2025, was presented by General Manager, Dwayne Chisam with the following highlights:

Cash and Reserve Funds as of June 30, 2025, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$115,197	\$330,835	\$2,128	\$6,108,046

XI. PRODUCTION REPORT – The water mix for the year is 53% State Water 47% Well Water.

XII. BOARD MEMBER COMMENT – None

Adjourned to executive session 10:48 am

XIII. EXECUTIVE SESSION – No reportable action

Closed Executive Session 11:09 am


XIV. ADJOURNED – 11:10 am

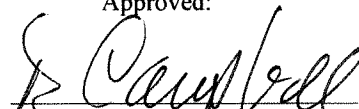
Proceeding reported by:

Anel Perez, Administrative Services Manager

Respectfully Submitted,

Approved:


Michael Nordstrom, President


Robert Campbell, Secretary