

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

9:00 a.m. October 20, 2023

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, Marvin St Pierre, Rob Rossi, Paul O'Malley (arrived 9:01am), Robert Campbell, Larry Bittner, and Bob Pusanik

Board Member Absent: None

Staff Members Present: Michelle Koon, Dwayne Chisam & Ryan Smith

Consultants Present: None

Guests: Rossi Enterprises: Steve Rossi

II. PUBLIC/SHAREHOLDER COMMENT – None

III. REVIEW and APPROVAL OF MINUTES –

- a. September 15, 2023, Regular Meeting Minutes – Motion to approve the minutes made by Marvin St. Pierre seconded by Rob Rossi. Motion passed 6/0.

IV. REVIEW AND DISCUSSION OF THE DRAFT 2024 COMPANY BUDGET – Dwayne Chisam gave a power point presentation of Staff's work on the 2024 budget. The Board would like to see what the budget would look like without any cost increase. The Board requested that the Staff to inquire about the possibility of becoming a non-profit. Marvin St Pierre requested staff to complete an economic analysis of tractor rental and contractor cost for the last 5 years, to justify the purchase of a tractor requested in the capital budget. Staff will adjust and present the budget for approval in the November 17, 2023, meeting.

V. REVIEW AND DISCUSS CAPITAL RESERVE INVESTMENT POLICY – The Board of Directors were given a draft investment policy for their review. Larry Bittner would like the addition of 10% of the Capital dollars that can be invested in stocks and bonds. The Board of Directors directed Staff / The Financial Officer to consolidate all accounts to one financial institution/brokerage.

We will move this item to the November agenda for approval.

VI. GENERAL MANAGER'S REPORT –

GM Report with the following highlights:

- Administration
  - Advertising for a new operations & maintenance employee
  - Triannual lead & copper testing

- Operations

Water

- Monthly water Sampling taken on September 5th
- The leak in Indian Hills between homes on Quail Way has been fixed
- Water production is from well 5A with a mix of State Water
- Below are the weekly hardness testing results for June:

<u>Test date</u>	<u>Hardness reading</u>
September 1st	532 mg/l
September 15th	524 mg/l
September 29 <sup>th</sup>	520 mg/l

Wastewater

- Monthly Wastewater Sampling was completed September 7<sup>th</sup>
- New piping was installed to recirculate water in the settling pond
- Level transducer failed as Lift Station #1, Operators have fixed the situation and installed a new one

Capital

- The new well boxes are almost completed and will be installed on Wells 4A and 5A this month
- The old generators at heron Crest and LS #3 were sold for \$7,000. And credited back to the general ledger line for that project.

Marre Weir

- Board directions are to revise the current design to accommodate our requested design which was previously designed by Bob Jones
- The Board of Directors unanimously directed Staff to write a Letter of Explanation making SMMWC's expectations to protect our freshwater supply clear. We will have this signed by the Board President and sent to Creek Lands Conservation representative with a request that it be forwarded to all participating agencies.

Wastewater Study

- Took a tour of the Cloacina Package WWTP Friday 10/13/2023
- WSC preparation exhibits for committee in preparation of RFP
- Set WW options committee meeting first week in November

VII. FINANCIAL STATEMENT

The Board Management Report for September 30, 2023, was presented by Administrative & Accounting Manager, Michelle Koon with the following highlights:

Cash and Reserve Funds as of September 30, 2023, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$61,683	\$355,827	\$136,828	\$4,967,298

VIII. PRODUCTION REPORT – The water mix for the month is 46% Sate Water 54% Well Water with the Annual mix being 48% State Water and 52% Well Water.

IX. BOARD MEMBER COMMENT – None

X. EXECUTIVE SESSION 10:56 a.m.

- Shareholder request for Relief – After careful consideration the Board did not approve relief.
- Potential State Water sales update – No action

10:56am Rob Rossi left meeting.

Return To Open Session – 11:00 a.m.

XI. ADJOURNED – 11:17 a.m.

Proceeding reported by:

Michelle Koon, Accounting & Administrative Manager

Respectfully Submitted,



Michael Nordstrom, President

Approved:



Robert Campbell, Secretary