

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

9:00 a.m. September 15, 2023

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

Board Member Absent: None

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

Consultants Present: None

Guests: None

**II. PUBLIC/SHAREHOLDER COMMENT – None**

**III. REVIEW and APPROVAL OF MINUTES –**

- a. August 18, 2023, Regular Meeting Minutes – Motion to approve the minutes made by Marvin St. Pierre seconded by Rob Rossi. Motion passed 6/0. Michael Nordstrom abstained.

**IV. REVIEW AND DISCUSS THE EAST HARFOR WELL TRANSFER AGREEMENT –** The Board of Directors reviewed the agreement and came to an understanding that the agreement constitutes a bill of sale with a right to terminate if needed. They also reviewed the maintenance and repair portion of the contract and requested that the owner of the wells tidy up those areas. The owner agreed.

**V. REVIEW AND DISCUSS CAPITAL RESERVE INVESTMENT POLICY –** Financial Officer O'Malley reviewed the current investments and the minutes from October 2021's Board Meeting addressing the risk level of the Board of Directors at that time. The Board is satisfied with investing in Certificates of Deposits with laddering due dates and supports the use of a Money Market for more liquid funds.

The Board of Directors directed Staff or Paul O'Malley to move the funds from the Edward Jones insured bank deposit account to a money market account.

The Board of Directors also directed Paul O'Malley to sell the 2 bonds and invest those funds into 5-year Certificates of Deposit.

We will move this item to the October agenda in anticipation of the committee presenting a written investment policy.

**VI. REVIEW AND DISCUSS WATER SUPPLY FOR LOT 2 EAST HARFORD CANYON –** After some discussion on the projected usage and when a "conditional will serve" needs to be presented to the county. The Board of Directors requested to move this item to the Executive Session for discussion of state water sale. (See item VIII. C. for action)

**VII. REVIEW AND APPROVE DESIGN CONCEPT FOR MARRE WIER PROJECT –** General Manager, Dwayne Chism showed a hand drawn picture of the original Bob Jones design to be considered for the Marre Weir design. He has already confirmed with the other participating authorities their possible consideration of a design change to this previously considered plan. This solution will add additional stability to the weir and improve the fishway. Dwayne advice the BOD of the necessity to do a fish transfer study as well as a hydraulics study. The Board of Directors directed staff to move forward with the original Bob Jones concept for the weir.

**VIII. 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 August 8<sup>th</sup>
- Lead & Copper results have come back
- Water production is from well 6A with a mix of State Water
- Below are the weekly hardness testing results for June:

<u>Test date</u>	<u>Hardness reading</u>
August 2 <sup>nd</sup>	514 mg/l
August 14 <sup>th</sup>	535 mg/l
August 30 <sup>th</sup>	547mg/l

Wastewater

- Monthly Wastewater Sampling was completed August 10<sup>th</sup>
- Aerators have had their annual maintenance
- Level transducer failed as Lift Station #1, Operators have fixed the situation and installed a new one

Capital

- Meter replacement in Indian Hill is completed. Power Point presentation with future plans for this project.

Marre Weir

- Staff met with Creek Lands Conservation and others to discuss consideration of a previously considered plan for the weir

Wastewater Study

- WSC is currently on hold with their study.
- On August 21<sup>st</sup> we have a meeting with the county
- We have formed a Wastewater Planning Committee made up of Marvin St. Pierre, Bob Pusanik and Rob Rossi

IX. FINANCIAL STATEMENT

The Board Management Report for August 31, 2023, was presented by Administrative & Accounting Manager, Michelle Koon with the following highlights:

Cash and Reserve Funds as of August 31, 2023, are:

Operating Cash	Operational Contingency Reserves	State Water Reserves	Capital Reserves
\$48,473	\$355,827	74,318	\$4,854,858

X. 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.

XI. BOARD MEMBER COMMENT – Rob Rossi updated members on the City of Avila Beach’s Cloasina wastewater package plant that recently came online. He advised that we might consider this as a possibility for our wastewater alternative study.

XII. EXECUTIVE SESSION 10:40 a.m.

- a. Salary Schedule and Retention Plan
- b. Retirement Options
- c. State Water Contract

Paul O’Malley was disconnected from the meeting – 11:14 a.m.

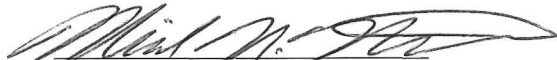
XIII. RETURN TO OPEN SESSION – 11:18 a.m.

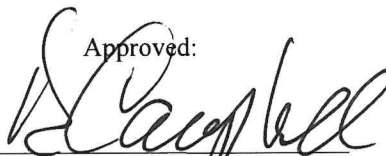
- a. Motion to approve the salary schedule and retention plan as presented made by Rob Rossi seconded by Robert Campbell. Motion passed 6/0, Paul O’Malley absent.
- b. Motion to approve retirement options as presented made by Rob Rossi seconded by Larry Bittner
- c. Motion to sell the owner of Harford Canyon Lot 2, APN- 076-180-076, additional state water necessary for the project with a buy in cost of \$21,000, an annual usage cap of 1.50AF of water and to issue a “conditional will serve” made by Michael Nordstrom seconded by Marvin St. Pierre. Motion passed 4/0 Rob Rossi and Bob Pusanik abstained, Paul O’Malley absent.

XIV. ADJOURNED – 11:30 a.m.

Proceeding reported by:  
Michelle Koon, Accounting & Administrative Manager

Respectfully Submitted,

  
Michael Nordstrom, President

Approved:  
  
Robert Campbell, Secretary