

Minutes of the Meeting of the Board of Directors of SMCWD

July 12, 2016

The Board of Directors of the SMCWD met in regular session on Tuesday, July 12, 2016, at 5627 Inverness Avenue, Santa Rosa, Sonoma County, California. The meeting was called to order at 7:11p.m. by the President of the Board of Directors, Tom Gillett.

Roll Call / Minutes:

Directors Present: Tom Gillett, Ron Cowley, Stephanie Harris, Chris Ary and Russ Moreci
Directors Absent: None

Staff and Guests present: Janice Jonson (GM)

M/s/c Directors Harris/Ary to approve the minutes of the Board meeting of May 10, 2016.
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Public Comment:

None.

Superintendent's Report:

None.

General Manager's Report:

The financial documents were delivered with the agenda to all directors along with an email from Gerald Corsi inquiring about the maintenance of the fire hydrants. Director Harris volunteered to contact Bennett Valley Fire Department. She will also ask what the process is to install the blue reflectors that indicate a hydrant's location. The board would like to require the fire department call the SMCWD phone number and President Gillett when drawing water from our system in order to ensure that our water levels remain adequate for our customers.

M/s/c Directors Moreci/Ary to approve all financials.
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Director's Report:

President Gillett suggested that we contact Brejle and Race to update the system map that they originally prepared in 1999. After discussion it was decided that SMCWD representatives would mark (red line) any known changes on the existing map.

Old Business:

The emergency generator will remain under "Old Business" until further action is taken.

Director Cowley reported that the repairs at the Inverness tank have been completed and that he will have price quotes for the Alta Monte tank improvements by the next meeting. He has shown the job to a couple of companies but informed them that the work would not start until the fall.

A couple of bids were obtained for removing the oak tree at the pump house. Atlas Tree bid \$2,160 and Summit Tree bid \$750. Due to the huge bid difference, GM accepted the low bid and authorized the work be done while the company had ample time to complete. Operator Hansen requested that we leave the wood for his personal use. He indicated that he would provide a couple of hours of work without charging SMCWD.

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New Business:

Two customers on Grange Road (Knowles and Kremer) had leaks during the May – June billing period. Both leaks were found by the GM and Director Cowley. The customers fixed the leaks almost immediately and did not allow any excessive waste of water. The GM adjusted their bills for this period prior to approval from the board due to the end of the fiscal year. An adjustment made during the July - August period would not be reflected in the appropriate fiscal year.

M/s/c Directors Harris/Ary to approve the leak adjustments.
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

The general manager reported that she had contacted the JPIA in regards to obtaining workers' compensation insurance. The application that she submitted did not get accepted due to various programs that SMCWD does not have in place, i.e. injury and illness prevention, hazard communication, accident investigation, fall protection and training record keeping. The board asked that the GM follow up with the JPIA and State Compensation Insurance Fund to make sure we have adequate coverage. She will check with the auditor and CSDA to see how other small water districts obtain coverage.

M/s/c Directors Moreci/Ary to adjourn the meeting at 8:39 p.m.
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Vanice Johnson

SMCWD General Manager

Date

Approved by:

Thomas Gillett

SMCWD Board President

10/5/16

Date