

## **Minutes of the Meeting of the Board of Directors of SMCWD**

### **October 5, 2016**

The Board of Directors of the SMCWD met in regular session on Wednesday, October 5, 2016, at 5627 Inverness Avenue, Santa Rosa, Sonoma County, California. The meeting was called to order at 7:01p.m. by the President of the Board of Directors, Tom Gillett.

#### **Roll Call / Minutes:**

Directors Present: Tom Gillett, Ron Cowley, Chris Ary and Russ Moreci  
Directors Absent: Stephanie Harris

Staff and Guests present: Janice Jonson (GM) and Chris Hanson (Operator)

M/s/c Directors Ary/Moreci to approve the minutes of the Board meeting of July 12, 2016.  
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Absent  
Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

#### **Public Comment:**

None.

#### **Superintendent's Report:**

None.

#### **General Manager's Report:**

The GM reported that the auditor would like to meet with at least one board member when he returns our records with the preliminary audit report. GM will email all directors of the time, date and place. Directors interested in attending may show up.

The financial documents for the three months (July, August, and September) were delivered with the agenda to all directors.

M/s/c Directors Ary/Moreci to approve all financials.  
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Absent  
Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

#### **Director's Report:**

Per President Gillett's suggestion to update the system map, the GM modified the map with the existing software on her computer. The house numbers were added, gate valves were assigned a number with a corresponding detail page and the known "as is" system changes that have been made were included on the revision. Each director and the operator were given a copy.

It was brought up that one of the valves at the top of Alta Monte needs to be located again. There is a lot of dirt on top of it. Director Cowley suggested that risers be placed over the valves at this location.

#### **Old Business:**

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

Director Cowley reported that he has received a bid from RH & Sons for the ground work and piping to add two additional 5,000 gallon tanks to the Alta Monte tank site. He is waiting on a bid from another company whose owner is in Barcelona and will supply it next week.

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**New Business:**

The board decided to start the first phase of the Alta Monte tank site improvements and to discuss the next phase at the next meeting.

M/s/c Directors Moreci/Ary to approve moving forward with the lowest responsible bidder for the prep work and tank hook up and the purchase of the two poly tanks for an amount not to exceed \$25,000.

Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Absent  
Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

The blue reflectors to indicate the fire hydrant locations have been purchased along with liquid nails to adhere them to the road. Operator Hansen said he would install them.

The general manager reported that she is working with the JPIA in regards to obtaining workers' compensation insurance. The executive committee of the JPIA will not meet until February 7<sup>th</sup>, 2017 where they will vote to approve or disapprove our application. There is training required for the employees i.e. injury and illness prevention program, hazard communication and fall protection. This needs to be complete prior to the JPIA safety representative (Robin Flint) performing a site visit. She will analyze our records and submit her report/recommendations to the JPIA executive committee.

The GM suggested that the old well be placed on standby status in order to save money on the testing that is required. Operator Hansen was against this idea because he said that if there was an emergency, we would have to take a Bac T sample at the wellhead prior to utilizing the well and wait for the results. GM will call the Division of Drinking Water to get further clarification.

M/s/c Directors Gillett/Ary to adjourn the meeting at 8:05 p.m.  
Gillett; Aye Moreci; Aye Cowley; Aye Ary; Aye Harris; Absent  
Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

Minutes submitted by:

Vance Johnson  
SMCWD General Manager

11/12/16  
Date

Approved by:

Thomas C. Flint  
SMCWD Board President

11/12/16  
Date