

## **Minutes of the Meeting of the Board of Directors of SMCWD January 13, 2018**

The Board of Directors of the SMCWD met in regular session on Saturday, January 13, 2018, at 5627 Inverness Avenue, Santa Rosa, Sonoma County, California. The meeting was called to order at 9:01 a.m. by the President of the Board of Directors, Tom Gillett.

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

Directors Present: Tom Gillett, Ron Cowley, Chris Ary, Nancee Fox and Tom Cronin  
Directors Absent: None

Staff and Guests present: Janice Jonson (GM)

M/s/c Directors Ary/Cronin to approve the minutes of the Board meeting of November 11, 2017.  
Gillett; Aye Cowley; Aye Ary; Aye Fox; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

### **Public Comment:**

None.

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

Director Ary reported that he did the meter reads for the November – December period. There were a few that were challenging but he feels that the next time will be faster.

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

The financial documents for the two months (November & December) were delivered with the agenda to all directors. President Gillett reviewed and initialed the bank statements.

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

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

Director Cronin reported that he has spoken with a couple of acquaintances about the possibility of performing the duties of SMCWD's operator. One person has a grade 3 certification and the other has a grade 5. No specifics were discussed and Director Cronin will keep checking with them.

### **Old Business:**

Director Cowley reported that Aqua Tech will demo the tank and remove the concrete in exchange for the redwood from the tank. They will work with RH & Sons in coordinating the process.

Director Cowley stated that it has been a challenge getting concrete bids due to contractors being very busy. He also stated that the electrical costs for tying in the new tanks to the control panel will probably be around \$3,000.00.

The electrician suggested that the booster pumps have flow meters added and monitored by the control panel to signal an alarm when there is no water flow. Director Cowley said we can consider this in the future.

GM received the inspection report from Misha Anderson and permit for placing Well #1 on standby. She forwarded the information to the directors. The documents did not include the two poly tanks at the Alta Monte site as part of our storage capacity. GM emailed Misha Anderson and she will add an addendum to the report to include them and increase our storage capacity. Part of the report is for an Operations and Maintenance Plan to be submitted to the Waterboard for review and approval by March 19, 2018.

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**Old Business (cont.):**

GM has downloaded a template and gathered a lot of the material requested in order to comply. She will send a draft copy to the directors for review and approval at the March meeting.

**New Business:**

Directors Cronin, Fox and Gillett were reappointed in November to serve new terms. The oath of office was administered and GM will file it with the County.

Form 700's were completed and signed. GM will file them with the appropriate agencies.

Conni Troest submitted an application to move her meter. She included a \$5,000 check as required by policy. Director Cowley worked with RH & Sons in getting an estimate for SMCWD's portion of this project. RH & Sons will move the meter from its current location at the bottom of her property. They will excavate the existing ¾" service line for the property adjoining 5441 on the uphill side and replace it with a 1" line in which they will tee off and place the meter for Conni Troest.

M/s/c Directors Fox/Ary to approve the Troest request for meter relocation in accordance with our policy.  
Gillett; Aye Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Conni Troest requested a billing adjustment. She had a leak since the September – October billing period. After receiving her invoice for that period, she contacted Roto Rooter to make a repair near her meter. That slowed down the leak but the meter was still spinning. The leak was assumed to be somewhere on her property which is overgrown with brush. Troest decided instead of finding the leak and fixing it, she wanted to relocate her meter to the uphill side of her property. The line would be about half as long as it currently is and would not be running uphill. She did not attempt to turn the meter off while at work or overnight. The water continued to run 24/7.

M/s/c Directors Ary/Cronin to grant an adjustment for the September – October period in accordance with SMCWD policy but nothing for the November – December period.  
Gillett; Aye Cowley; Aye Ary; Aye Fox; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

M/s/c Directors Cowley/Fox to adjourn the meeting at 9:50 a.m.  
Gillett; Aye Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Approved by:

Janice Johnson  
SMCWD General Manager

3/13/18  
Date

Thomas E. Gillett  
SMCWD Board President

3/13/18  
Date