

Minutes of the Meeting of the Board of Directors of SMCWD
September 10, 2019

The Board of Directors of the SMCWD met in regular session on Tuesday, September 10, 2019, at 5468 Alta Monte Drive, Santa Rosa, Sonoma County, California. The meeting was called to order at 4:02 p.m. by the Vice President of the Board of Directors, Tom Cronin.

Roll Call / Minutes:

Directors Present: Tom Cronin, Ron Cowley, Chris Ary and Nancee Fox. Tom Gillett attended via phone call.

Directors Absent: None

Staff and Guests present: Janice Jonson (GM)

M/s/c Directors Ary/Fox to approve the minutes of the board meeting of July 9, 2019.

Gillett; Aye Cowley; Aye Ary; Aye Fox; Aye Cronin; Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Public Comment:

None.

Superintendent's Report:

The information that was received from RH & Sons on the valve exercising project was delivered with the board packet. It does not include specific information on the condition of each valve. Director Cowley has requested more information as to which valves are not opening/closing completely and which valves are the highest priority for replacement.

General Manager's Report:

The GM reported that she sent an email to the customers that were selected to read their own meters asking for their meter reads. Two customers responded within the time allowed and two customers needed to be contacted again.

GM also reported that there were sixteen customers that opted for an emailed invoice. The July – August invoices were the first to be emailed. A few customers have responded to the email. One customer requested to go back to the paper version and a few others stated that they missed not having the information that was on the paper version. One way to address this is for SMCWD to send an annual summary to customers requesting it.

The financial documents for the two months (July and August) were delivered with the agenda to all directors. Vice President Cronin reviewed and initialed the bank statements.

Director Ary inquired about the check additional to the GM. She stated that it was reimbursement for stamps and chlorine.

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

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Director's Report:

Directors Cronin and Cowley reported that purchasing a 22kw propane generator with all the necessary installation costs would probably cost \$10,000 - \$12,000. The board decided that this project should be done around April or May 2020. All board members shall be trained on how to put the generator in operation when needed.

Old Business:

Director Cowley reported that he had contacted the tree trimming companies recommended at the last board meeting. Neither Brush Busters nor Diamond Tree returned his calls.

Gromala Brothers bid the job at \$1,500. Director Cowley wanted to make sure the board was ok with giving them the job. No one objected.

New Business:

The GM reported that she had contacted our bank and got information on a program where our customers can click on a button to make a payment (similar to Pay Pal). The Merchant Processing Agreement itemized the fees. The program has a \$100 set up fee, \$25 annual fee, \$79 annual PCI fee, a minimum \$10 monthly transaction fee and a \$20 minimum monthly internet fee. It would be costly to provide this service for just a few of our customers. GM stated that she would report the feedback from not having this service available during this billing cycle at the next board meeting.

Director Cowley stated that the board should consider putting a shed near the pumphouse to store and house the chlorine and chlorinator. He also suggested that the monitoring system be updated. SMCWD received an alarm that the main tank was low. Director Cowley went to the tank and the level was at 87%. At the pumphouse, both booster pumps were running indicating that the level did get low. The system was late in giving us the message. The alarm was acknowledged and the system did not call again.

It was decided that SMCWD get proposals/bids for these two projects for the board to determine if and when they would proceed.

M/s/c Directors Ary/Fox to adjourn the meeting at 4:53 p.m.
Gillett; Aye Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Vianica Venson
SMCWD General Manager

Date

Approved by:

Thomas A. Gillett
SMCWD Board President

11/12/19
Date