

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

### **September 8, 2020**

The Board of Directors of the SMCWD met in regular session on Tuesday, September 8, 2020, at 5454 Alta Monte Drive in Santa Rosa, Sonoma County, California. The meeting was called to order at 5:40 p.m. by the Vice President of the Board of Directors, Tom Cronin.

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

Directors participating: Tom Cronin, Ron Cowley, Nancee Fox, Laurel Christensen and Chris Ary  
Directors Absent: None

Staff and Guests participating: Janice Jonson (GM)

M/s/c Directors Ary/Fox to approve the minutes of the board meeting of July 8, 2020.  
Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye Christensen; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

#### **Public Comment:**

None.

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

Operator Hanson was going to drill a small hole in the meters that were foggy at the last reading. He found all of the meters clear so he did not drill. We will monitor and drill when needed.

Director Cowley stated that the new tuff shed floor should be coated with a flex seal to add more protection from the chlorine. He also recommends putting a pan or tray of some sort under the chlorinator.

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

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

General Manager reported that the Director Christensen had called her inquiring about the two different net income figures on the balance sheet and income statement. GM researched prior to the meeting and discovered the most current versions were not the ones emailed. She brought the updated reports to the meeting.

Director Christensen reviewed and signed the bank statements.

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

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

VP Cronin brought the meter hook to Director Ary.

Director Cowley reported that the line under the altitude valve on the Inverness tank had blown apart. RH & Sons came out to make the repair but needed a part that was not in stock locally. They put a cap on the line and bypassed the tank while waiting for the part arrived.

One of our customers below the Inverness tank had twice as much pressure as normal with the tank bypassed. Director Cowley was able to adjust the regulator installed during the last repair at the tank. It had not been adjusted when installed.

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**Old Business:**

Director Cowley reported that the permit has been approved and we have had our first inspection. The concrete pads for the generator and tank have been poured.

On August 11<sup>th</sup>, we got an email from Kevin at Blue Star stating the generator would be here in a week or two. That did not happen and we were not contacted so we reached out to Blue Star and were told it was still at the Kohler plant waiting on parts and it would be five weeks.

Director Cowley composed an email to Kevin at Blue Star which resulted in the generator supposedly arriving at SMCWD during the week of September 21 – 25 or sooner.

**New Business:**

Director Cowley reported that during the power outage a part on the control panel was damaged. MTL (our control company) ordered the part and was able to bypass the faulty signal in the meantime. The part has arrived and been installed but we have not received an invoice yet.

The issue of cutting the brush along the interior fence line was discussed. This would give us adequate fire clearance. We have a bid of \$5,500 and it was decided to get another bid and vote by email before proceeding.

A second bid of \$3,250 was obtained from Gromala Bros. and forwarded to all directors. The question of why the difference in the two bids came up. Gromala Bros. bid was for two guys and an excavator and the other bid was five guys for two days and hand tools. On September 14, 2020 all directors voted via email to accept the lower bid.

During the Inverness repair, it was discovered that the valve at the top on Inverness Avenue does not close. We had to close the line in back of Aberdeen to get the water shut off to make the repairs. We will get a quote from RH & Sons to replace the two valves at the top of Inverness.

GM reported that the auditor had contacted her to set up an appointment to pick up the records. The date is October 6<sup>th</sup> at 4:00. GM asked Director Christensen if she would be available to meet with him as well. She thought she would be available and will check her calendar to confirm.

VP Cronin suggested that we have some spare parts in the pump house to use during an emergency. He offered to put together a parts list.

M/s/c Directors Fox/Ary to adjourn the meeting at 6:47 p.m.  
Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye Christensen; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Janice Johnson 11/10/20  
SMCWD General Manager Date

Approved by:

Tom Cen 11/10/2021  
SMCWD Vice President Date