

Minutes of the Meeting of the Board of Directors of SMCWD

March 12, 2026

The Board of Directors of the SMCWD met in regular session on Thursday, March 12, 2026, at 6097 Bennett Valley Road in Santa Rosa, Sonoma County, California. The meeting was called to order at 1:07 p.m. by the President of the Board of Directors, Tom Cronin

Roll Call / Minutes:

Directors present: Tom Cronin, Susan Dove, Nancee Fox (via phone), Laurel Christensen and Ron Cowley

Directors absent: None

Staff and Guests present: Janice Jonson (Outgoing GM), Kristine Adams (New GM)

M/s/c Directors Dove/Christensen to approve the minutes of the board meeting of March 12, 2026.
Cowley; Aye Fox; Aye Dove; Aye Cronin; Aye Christensen; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Public Comment: None.

Superintendent's Report:

President Cronin and Director Cowley attended a RCAC Training/Cross Connection in American Canyon. Compliance is coming and a few things need to happen: Make a Resolution, appoint a Program Coordinator (among board members), send letter to all customers letting them know what is coming along with survey. We need to be in Cross Connection Compliance. Director Cowley received a sample letter from seminar that we can go by.

Director Cowley reported that the yard pruning and weeds around the tank areas and pumphouse have been removed by Azteca Landscaping. Waiting on invoice for \$250.00 with Board approval to pay.

General Manager's Report:

The financials for (January and February) were sent with the agenda. Director Christensen reviewed the bank statements and financial reports prior to the meeting, and the bank statements were initialed at the meeting.

A customer disputed the \$25.00 late fee and the Board agreed to waive the late fee.

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

The conversion from Sage accounting software to Quickbooks Online Software was completed. Director Christensen reported conversion matched perfectly into Quickbooks.

Director's Report:

Director Cowley spoke with Lee Parks at Parks Electric. Lee stated that the claim he submitted through his insurance was denied due to length of time that passed since incident. Lee has agreed to credit SMCWD \$2,000.00 worth of future electrical work. The board has decided that it is fair.

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Old Business:

Cross Connection Plan submitted to State Department of Water Resources Drinking Board has not been approved by the State as of this meeting.

GM reported that she has still not received the State Inspection report that was done July 31, 2025.

New Business:

Kristine will send an email to Michael Celentano CPA to see if he is interested in preparing our June 30, 2026 and 2025 Audit. No RFP was needed at this time.

The new signers on the WestAmerica Bank that was decided by an email vote will be President Cronin, Vice President Christensen and GM Kristine Adams.

SMCWD has officially changed software to Quickbooks online. The Board agreed on the monthly subscription fee of \$52.50 mo. QBO subscription, \$35.00 mo. QBO payroll, and Payroll core worker charge of \$5.25 mo. per employee via email Feb 7, 2026

Kristine Adams was hired as General Manager starting February 3, 2026. Janice will continue receiving her salary for February and March 2026 to facilitate transfer of duties to Kristine.

Janice Jonson will receive an hourly pay rate of \$50.00 per hour for further training as needed. Director Christensen made a motion to approve \$50.00 per hour for further training.

M/s/c Directors Christensen/Cronin to approve the motion.

Fox; Aye Dove; Aye Cronin; Aye Christensen; Aye Cowley; Abstain
Ayes: 4 Noes: 0 Abstain: 1 Absent: 0

Discussed interest in acquiring a business credit card from WestAmerica Bank for miscellaneous expenses. Kristine will contact bank and gather info on credit limit, and request two cards. One for GM and one for President Cronin. Kristine will send an email to all board members for final approval on credit limit. Director Cowley made a motion to approve business credit card.

M/s/c Directors Cowley/Christensen to approve the motion.

Fox; Aye Dove; Aye Cronin; Aye Christensen; Aye Cowley; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

M/s/c Directors Christensen/Dove to adjourn the meeting at 2:36 p.m.

Cowley; Aye Fox; Aye Dove; Aye Cronin; Aye Christensen; Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Approved by:

Tam Cronin 5/14/26
SMCWD Board President Date

Tam Cronin 5/14/26
SMCWD General Manager Date
Kristine Adams