

**Minutes of the Meeting of the Board of Directors of SMCWD  
November 12, 2019**

The Board of Directors of the SMCWD met in regular session on Tuesday, November 12, 2019, at 5627 Inverness Avenue, Santa Rosa, Sonoma County, California. The meeting was called to order at 7:03 p.m. by the President of the Board of Directors, Tom Gillett.

**Roll Call / Minutes:**

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

Staff and Guests present: Janice Jonson (GM)

M/s/c Directors Fox/Cronin to approve the minutes of the board meeting of September 10, 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:**

Director Cowley reported that the trees around the tank yards and small brush have been trimmed/cut down. The contractor left a pile of chips at the pumphouse that needs to be spread. Director Ary mentioned he could use some at his house and he can help Director Cowley spread the pile.

*President Gillett expressed the gratitude of the board to Director Cowley for ensuring that the main tank was full before the power shut offs.*

SMCWD is still waiting to get more information from RH & Sons on their option of which valves to replace. GM will send another email and if there is no response, will follow up with a letter on letterhead.

**General Manager's Report:**

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

Director Ary questioned why the check list total and the expenses on the income statement for the same period did not match. GM explained that the checks written included amounts from liability accounts used for payroll withholdings. Withholdings are not an expense to the District.

M/s/c Directors Fox/Ary 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:**

None.

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**Old Business:**

President Gillett stated that we should go ahead with the purchase and placement of a shed to use for chlorine storage.

**New Business:**

The board discussed the plan for moving forward with the generator purchase. Director Cowley will get two quotes for the purchase of a 22KW propane generator to be approved at the next meeting. In the meantime, he will coordinate with the operator the placement and construction of a pad for the generator. This should be completed by the end of the year.

Director Cowley has an appointment with McPhails on Thursday to discuss the tank size needed, placement requirements, type of pad and cost estimates.

M/s/c Directors Ary/Fox nominated Tom Gillett as President and Tom Cronin as Vice-President. Both nominees accepted.

Gillett; Aye Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

M/s/c Directors Cowley/Ary to adjourn the meeting at 8:03 p.m.

Gillett; Aye Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Janice Johnson      1/14/20  
SMCWD General Manager      Date

Approved by:

Thomas Gillett      1/14/20  
SMCWD Board President      Date