

**Minutes of the Meeting of the Board of Directors of SMCWD  
March 10, 2020**

The Board of Directors of the SMCWD met in regular session on Tuesday, March 10, 2020, at 5627 Inverness Avenue, Santa Rosa, Sonoma County, California. The meeting was called to order at 7:33 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 Ary/Fox to approve the minutes of the board meeting of January 14, 2020.  
Gillett; Aye Cowley; Aye Ary; Aye Fox; Aye Cronin; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

**Public Comment:**

SMCWD received a letter from the residents at 1945 Perth stating they had changes in the color and smell of their water. They had a representative from their water system come out and troubleshoot. Customer added oxidizer and potassium permanganate to convert the iron which improved their water. A sample of their water was taken by North Coast. The chlorine level was .11 which he told them was low. SMCWD's operator was informed so he flushed the lines in the district and boosted the level of chlorine being injected.

**Superintendent's Report:**

Director Cowley reported that he heard from (Jake) RH & Sons about making recommendations on our valve replacement program. He stated that the valves are different sizes and he wouldn't be able to tell if they were opening / closing all the way unless he knew their sizes. The best way to make that determination at this point, is to turn off the valves and see if the water stops.

Director Cronin stated that there is a method to listen for water flow. He and Director Cowley will do the next valve exercise and implement this process.

**General Manager's Report:**

GM reported that a sample letter from our auditor was received. It asks the State Controller's Office to waiver the requirement of rotating auditors periodically. GM will put it on letterhead and forward to SCO.

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

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:**

Director Cowley contacted Generac and was told that if we use the current transfer switch at the pumphouse it would void the warranty on the new generator. After discussions with installers, it looks like we needed a 27kw not a 22kw. We will change directions and pursue a generator with the appropriate transfer switch and new prices.

Director Cowley will reach out to three different companies for bids and email the directors for a vote before purchasing.

The chlorine shed will be purchased on Saturday in order to utilize a \$100 off coupon received in the mail. The final cost on that is \$2,111.96.

**New Business:**

President Gillett informed the board that he will be putting his house on the market in a couple of weeks. He suggested that we start thinking about filling the vacancy his leaving will create.

M/s/c Directors Cronin/Cowley to adjourn the meeting at 8:17 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 5/12/20  
SMCWD General Manager Date

Approved by:

James Gillett 5/12/20  
SMCWD Board President Date