

**Minutes of the Meeting of the Board of Directors of SMCWD  
July 8, 2020**

The Board of Directors of the SMCWD met in regular session on Wednesday, July 8, 2020, at 5454 Alta Monte Drive in Santa Rosa, Sonoma County, California. The meeting was called to order at 5:53 p.m. by the Vice President of the Board of Directors, Tom Cronin.

Prior to the meeting, we gathered to acknowledge the service of Tom Gillett for the past ten years. VP Cronin presented him with a recognition award. Past President Gillett left before the meeting was called to order.

**Roll Call / Minutes:**

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

Staff and Guests participating: Janice Jonson (GM) and Laurel Christensen

M/s/c Directors Ary/Fox to approve the minutes of the board meeting of May12, 2020.  
Cowley; Aye Ary; Aye Fox; Aye Cronin; Aye  
Ayes: 4 Noes: 0 Abstain: 0 Absent: 0

**Public Comment:**

None.

**Superintendent's Report:**

Director Cowley reported that two of the three customers with meters inside the yard of the Alta Monte tank had leaks. Tractor work was being done on one of the parcels and the lines were broken. Superintendent Hanson fixed one of the customer's leaks because he was in the area and available. The other line was fixed but then got air locked. Director Cowley worked with the contractor and customer to open the air relief valve that is located on the property behind his. The meter got air locked again. Director Cowley and Operator Hanson found a small leak on our side of the meter caused by tree roots. They fixed it and there have been no more air locks.

**General Manager's Report:**

General Manager reported that the Consumer Confidence Reports has been posted to our website. An email was sent to all customers with a direct link to the report. The invoices also referenced that the report is available and its location on the web.

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

M/s/c Directors Ary/Fox to approve all financials.  
Cowley; Aye Ary; Aye Fox; Aye Cronin; Aye  
Ayes: 4 Noes: 0 Abstain: 0 Absent: 0

**Director's Report:**

VP Cronin asked Director Ary if he had a meter hook. It was determined that Cronin will give Ary the hook that he has to ease the process of taking the lids off the meter boxes when reading the meters.

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**Old Business:**

Director Cowley reported that we are still waiting for approval of the permit from the County before ordering and installing the generator.

The soft starts have been installed. Director Cowley met with an electrician (KW Electric Construction) at the pumphouse. It was determined that our operation requires 56 amps and the generator that we plan to purchase is rated 100 amps. The electrician will be installing the electrical portion of this project.

**New Business:**

Director Ary had noted on the meter read sheet that two of the meters are hard to read because they are fogging. It was decided to replace the two meters. GM will notify Operator Hanson.

General Manager questioned who the new signer on the bank account would be. VP Tom Cronin will be added and Tom Gillett will be deleted. GM will contact bank to inquire if all the signers need to go into the bank to update the signature card.

Tom Gillett was our JPIA representative. Tom Cronin will fill the vacancy. GM will inform the Joint Powers Insurance Authority.

Laurel Christensen accepted the offer to fill the board vacancy. She signed a Form 700 and was sworn in by VP Cronin.

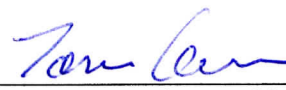
M/s/c Directors Cowley/Ary to adjourn the meeting at 6:41 p.m.  
Cowley; Aye Fox; Aye Ary; Aye Cronin; Aye Christensen; Aye  
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Minutes submitted by:

Approved by:

  
\_\_\_\_\_  
SMCWD General Manager

Date

 9/8/2020  
\_\_\_\_\_  
SMCWD Vice President

Date