BOARD OF DIRECTORS
Minutes of Meeting May 11, 2024

The meeting was held in person at the Lodge building at Sierra Park and virtually by Zoom:

BOARD MEMBERS
PRESENT: Brad Niess, Aileen Loe, Trever Thompson, Dana Christensen, Bachar Balach (via Zoom).
ABSENT: Wanda (excused), Curt Cown (excused)

OTHERS PRESENT: Jesse and Maryanne Worsham, Eric Nelson, Robbie Bettencourt, Mike van Gundy, Gary Colombo, Steve Nemeee (plus two guests), Lori and Greg Crivelli, Rick Nisbet.

Brad opened the meeting at 1:02pm and reported out from Executive session held April 30, 2024 at which time the Board voted unanimously to authorize spending to be used in the recruitment for a water operator in the amount of up to $1,300. Allotted money can be used for printing, advertising, facilitating travel or any other miscellaneous expenses associated with these costs. The Board also voted unanimously to authorize spending to be used in the recruitment for an Interim Compliance Officer/Administrator in the amount of up to $1300. Allotted money can be used for printing advertising, facilitating travel or any other miscellaneous expenses associated with these costs.

Subsequent Executive sessions were held on May 7 and May 8. Nothing to report.

DIRECTOR REPORTS:

President: Brad Niess - announced the resignations of Compliance Administrator Lael Potter (last day was May 3) and Operator Dave Roy (effective June 1). Recruitment for an Operator is now underway; about six applications have been received so far. For the second position, proposed responsibilities in addition to Compliance were summarized. There was a question about billing and whether SPWC will maintain its working relationship with Carlson; no changes proposed at this time. Lori Crivelli encouraged SPWC to retain copies of all invoices for payment as based on her experience, she learned that Carlson was not retaining them.

Vice President: Aileen Loe - has been focused on the recruitment efforts; noted successes so far with Attorney Jim Ciampa and Reid Johnson that the support for SPWC is strengthening and we are looking forward to building on that.

Treasurer: Bachar Balach - financial health is solid; a little higher balance this year. Healthy bank account, receivables v. expenses are good. Brad reviewed the balance sheet.

Secretary, Wanda Lenhardt: (Aileen in Wanda's absence)
Meeting Minutes: Minutes of the April 13, 2024 Meeting were read aloud and approved; minutes of the April 3 Special meeting were read aloud and approved.

Water Company Building Needs and Improvements, Curt Cowan: (Absent, no report)

Summary of Compliance Matters: Brad reminded everyone to please complete their service line surveys. The water company has an obligation to respond to SB 1398 Lead Service Line Inventory by October 16, 2024.

Brad reviewed information about meeting the fire flow requirements per SB552 by 1/1/2032. To achieve adequate fire protection under the new law2, the flow requirement is 1,500 gpm, the existing 4" distribution line can only provide 400 gpm. In order to meet this requirement, the distribution lines must be increased in size from 4" to 6" and 8". SPWC must also meter all service connections by 1/1/2032.

BOARD COMMITTEE REPORTS

A. Partnership - Curt Cowan (absent - no report)

B. System Improvements - Aileen Loe: met 4/24 to review and discuss the bid package - comments were finalized and provided to Black Water to address prior to submitting to the State). Question about how Black Water was selected to prepare the bid package. SPWC amended its contract with Black Water to complete the work they had started on other pre-construction work; the bid package was the main deliverable. When SPWC originally advertised for a contract for pre-construction work, Black Water was the only bidder. Question about the sludge tank for the treatment plant and if material had to be hauled away or if it could be spread out on the ground. Reid clarified that the Iron and Manganese had to be hauled away so that it did not leach back into the groundwater.

C. Communications - Wanda Lenhardt (absent, no report)

D. Resilience - Aileen Loe: met on 4/29 to receive recommendations from Lael Potter related to software and business needs associated with installation of meters. Lael identified criteria for the Board to consider, such as cost, efficiency and customer expectations.She recommended that the software be compatible with the billing software, which is Quickbooks.

Old Business -

1. Pipeline/Meters Project
   Small Community Drought Relief Grant: Department of Water Resources Funding Agreement (4600015674) for $1.82 million fully executed on February 15, 2024

   For the meters, most valve boxes have been located now; Reid will provide a list of addresses for which valve boxes have not yet been located - and needs help finding.

2. Water Treatment Plant
   Emerging Contaminants Program: State Water Resources Control Board Funding Agreement (D2302009) for $1.5 million fully executed on February 27, 2024

   Notice of Invitation for Bids is out and posted publicly. A mandatory pre-bid meeting will be held on-site scheduled for June 5; bids are due and will be opened on June 19th. Contract award anticipated in July. Completion scheduled for March 2025, closeout by July, 2025. When bids are open, the proposed cost will likely require an amendment to the Funding Agreement with the State. Representatives from the State Division of Financial Assistance came to view the site on Thursday, May 9th.

3. Preparations for the 2024 Annual Meeting - join us at 1pm on Sunday, May 26th for the annual meeting.

New Business

1. System Operator Update - **Action Item:** with Dave Roy's departure, SPWC proposes to amend the current contract with Reid Johnson to service as Chief Operator; Trever moved approval, Dana seconded. Motion carried.

2. Tank Maintenance - **Info Item:** SPWC received an estimate of approximately $49,000.00 from Superior Tank Solutions to perform repair and maintenance on Tank 210 - both inside and out. The State is also planning to make an inspection of the tank later this year that may result in additional work items. Since making the repairs will require emptying and cleaning the tank, the SPWC plans to undertake this work after the completion of the treatment plant. This way, treated water will fill the tank after it is cleaned and repaired. Question about seeking multiple bids. Reid noted that this is specialized work, but that SPWC could decide to seek additional bids if they so choose. Question about whether the outlet from the tank could be upsized for the future 8" distribution line. Reid Johnson indicated that it would be a good idea to incorporate that into the scope of work.

3. Operations Plan Update - **Info Item:** the SPWC Board has asked Company Engineer Reid Johnson to update the Operations Plan.

4. Update on Recruitment Efforts - **Action Item:** In addition to the primary positions (Administrator and Operator) being recruited, the SPWC is proposing to create a new position of Water Operator Assistant. Ideally, there may be 2-3 individuals who would be hired Assistants to support the Operator and work under their direction and supervision, but the position itself would not require an Operator's license. A question was raised about the reporting relationship of the Assistant to the Operator and how the contracts would be aligned in accordance with required supervision and legal responsibilities.

5. Technical Support for Annual Meeting - **Action Item:** The SPWC proposes to enhance the virtual meeting experience for the annual meeting with technical support by Alan ___ (last name?) with a $100 stipend. The motion was made by Trever and seconded by Dana and the motion carried.

Meeting Adjourned at 2:28pm

Next meeting: May 26, 2024 @ 1pm in person at the lodge and via Zoom:
https://us02web.zoom.us/j/81984453075?pwd=OTlMUzhFQm5Bd0s4NmhqTFFNV2NkZz09
Meeting ID: 819 8445 3075
Passcode:316535

To facilitate thorough responses, please email questions in advance to message@sierraparkwater.com