SIERRA PARK WATER COMPANY

BOARD OF DIRECTORS MEETING MINUTES

July 13, 2024 1:00 p.m.

The meeting was held virtually by Zoom: There was not an in person meeting due to extreme heat conditions.

CALL TO ORDER at 1:10 p.m..

Attendees of Board of Directors: Aileen Loe, Wanda Lenhardt, Heidi Ordwein, Bachar Balach. Excused Absences: Brad Niess, Curt Cowan, and Trever Thompson.

Other Attendees: Business Manager Rich Williamson, Company Engineer/Chief Operator Reid Johnson, Mark Cowan, and Arlene Bradley all attended. Mark Meyers joined after the meeting commenced.

Executive Session: Executive Sessions were held on May 28 and May 29 2024; there was nothing to report. An executive session was held on June 14, 2024 to approve a contract agreement with Rich WIlliamson as business manager.

Special Board Meeting: The Board of Directors held a Special Meeting on June 11th, 2024 for time sensitive action related to the Business Manager position. See separate meeting minutes.

Approval of the May 11, 2024 Meeting Minutes: Heidi Ordwein made the motion to approve the May 11, 20204 meeting minutes as prepared by Aileen Loe. Wanda Lenhardt seconded the motion that was then unanimously approved.

REPORTS:

President: Brad Niess Nothing to report.

Vice President: Aileen Loe reported that there has been good progress on the projects - information to be provided by Reid.

Treasurer: Bachar Balach reported that SPWC has its money diversified in different banks to protect it. There is a total of $517,860 in the bank and that leaves us in a good financial position as we approach the projects.

Secretary: Wanda Lenhardt reported that she had merged her email list with our Accountant's list and sent an email to everyone regarding the CCR. Some customers notice they are getting emails to accounts they don't usually receive our emails from. If you want to change your email in our records, just let us know.

Water Company Building Needs and Improvements, Curt Cowan: No Report

Summary of Compliance Matters:

- SB 1398 Lead Service Line Inventory Requirement due October 2024. Complete your surveys!

Company Engineer/Chief Operator's Report: Reid Johnson

- The SPWC Facilities have been vacated by the OFSRA, making necessary room for the upcoming projects. The Key box was moved inside.
- Operations Plan Update (June 2024) Reid updated the Operations Plan to reflect updates in the SPWC Flushing procedures. Flushing releases accumulated iron and manganese that has built up. The west side of the park will be flushed more frequently than the east side. Reid consulted with DDW in making revisions to the existing plan. The new plan also provides for the system to be checked on a weekly basis. Wanda Lenhardt made the motion to approve the revisions to the Operations Plan. Heidi Ordwein seconded the motion that was then unanimously passed.
- Project Updates
  - Water Treatment Plant - Reid reported that the bids will be opened on Monday, July 15th. Dana Christensen inquired as to whether we would be testing for Chromium. Reid indicated that we would.
  - Meters/Pipeline - Reid reported that this project is moving forward. There will be some cost savings due to the valve boxes and lockable valves already being in place.

Business Manager's Report: Richard Williamson - Ailleen introduced Rich as this was his first meeting with us. Rich has a great deal of experience working with water systems. He has owned and run many companies. He has worked as a license operator and he is an engineer. Rich said that Reid is doing an incredible job! He acknowledged that a team is being built and he is looking forward to working with us.

Rich has reviewed our project documents. He discussed the need for a bridge loan to allow us to pay our contractors in a timely manner while waiting for the State to reimburse us. The State can take 2 to 4 months to send money back to us.

Rich indicated that we are working to remain in compliance with Low Income assistance for our customers.

Rich also discussed the water meters. We are moving toward using AMI meters. These meters will provide ongoing information about water use. If a cabin has a leak, using a large amount of water, these meters can assist in identifying the leak. Information will be provided on an automatic basis and will not require a contractor to read the meters. The new meters will impact our billing. We will have to explore the best and most efficient way to proceed with getting billing done. Aileen mentioned that a potential vendor for the meters, Neptune, is assisting us by conducting an evaluation of how to best proceed with the meter project.

In closing RIch said that projects we have will leave us in good shape with control of our system and finances.

BOARD COMMITTEE REPORTS

1. Partnership - Curt Cowan - SPWC is working to create a separation of property with the OFSRA in accordance with the expectation of the CPUC. More progress should be made in the next month. Aileen suggested that this committee's mission be expanded to all matters that involve our partnership with the OFSRA. Heidi made the motion and Bachar seconded. A vote was taken and was unanimous.

2. System Improvements - Aileen Loe reported that this committee has been working on exploring the Bridge Loan, Meter systems and the bid opening. All work will continue.

3. Communications - Wanda Lenhardt - nothing to report.

4. Resilience - Nothing to report.

Old Business -

1. Chief Operator - Subcontractors
   Reid is exercising the provision in his contract to hire subcontractors. Reid has identified John Turner from Twain Harte as a licensed Operator as his professional back up. Reid remains our chief operator and all other subcontractors will report to him. Wanda made the motion to approve Reid Johnson to hire John Turner as a subcontractor, as allowed by his current contract. Heidi seconded the motion that was then passed unanimously.

2. Update from May 26, 2024 Annual Shareholder Meeting
   Wanda thanked everyone for making the Annual Shareholder Meeting a success. We met our quorum and were able to conduct business. She thanked Dana Christensen for her service of the past year and acknowledge the research Dana was willing to do for SPWC. Wanda also thanked Heidi Ordwein for joining the Board again. We are looking forward to the year ahead with her assistance.

3. Policy on use of Company logo - Aileen drafted a policy regarding the use of the company logo. Heidi made the motion to adopt the logo policy which indicates that the logo can only be used for official purposes. Bachar seconded the motion and it passed 4-0.

New Business

1. Updated Conflict of Interest Policy - Our attorney has provided an updated conflict of interest policy. All members of the Board of Directors must sign a conflict of interest statement. All contractors working for SPWC will also be required to sign a conflict of interest statement. Heidi made the motion to adopt the updated Conflict of Interest Policy. Bachar seconded the motion and a vote was taken. The motion passed, 4-0.

2. Workplace Violence Prevention Policy - Heidi has been working on a Workplace Violence Prevention Policy. SPWC does not have employees but we do have contractors and we will have more moving forward. It is important for all to feel safe while working within our community. The policy is in need of further revision and will be revisited in future meetings.

3. Magnets - Heidi is looking into ordering magnets for customers that will have our new logo on it. This was done in the past and worked well as it made it easy for customers to reach us when they needed us. She has not received pricing information. Wanda made a motion to approve up to $350 for magnets. Bachar seconded the motion that was approved 4-0.

4. Purchase request: Adobe Acrobat licenses - Aileen has been using her personal Adobe Acrobat License to conduct SPWC business and she is no longer able to do so. Aileen requested 3 licenses at $14.99 per license per month. This comes to $540 a year. The 3 licenses would be assigned to the Vice President, Secretary, and Business Manager. She further requested the ability to purchase an additional 2 licenses if needed. Heidi made the motion, Bahar seconded it. The board voted 4-0 to approve the purchase of up to 5 Adobe Acrobat Licenses.

Meeting Adjourned at 2:40 pm.

Next meeting: August 10, 2024 @ 1pm in person and on *Zoom*

Please email questions to
message@sierraparkwater.com