SIERRA PARK WATER COMPANY

Board of Directors Meeting Minutes September 21, 2024

Date: October 19, 2024
Time: 11:00am
Location: Lodge at Sierra Park
Zoom: Zoom Link Here

I. Call to Order : Aileen Loe called the meeting to order at 11:01.

II. Attendees:

Board Members Present In Person and via ZOOM: Curt Cowan, Heidi Ordwein, Wanda Lenhardt and Aileen Loe
Board Members Planned Absence: Trever Thompson, Bachar Balach, and Brad Niess
All Other Attendees either in person of via ZOOM: Richard Williamson, Reid Johnson, Patty Schaffer, and Richard Valentine

III. Review and Approve Agenda

The meeting agenda was approved with one additional item under Old Business - Item VIII. b) Subcontractors - under SPWC Contract with JOL Consulting .

IV. Executive Committee Report.

The Board met in executive session after the August 10, 2024 session to determine which board members would fill new Vice President positions. Trever Thompson is the Vice President over Operations and Heidi Ordwein is the Vice President over Administration.

V. Approval of Minutes

a) Board of Directors Meeting August 10, 2024: The minutes from the August 10th Meeting were approved. Curt made the motion to approve them and Heidi seconded the motion. The board voted unanimously to approve the minutes from the August 10, 2024 meeting.

b) Special Meeting Minutes: Two meetings were held to take action on time sensitive topics. On August 14, 2024, the Board considered two items: repair of the backhoe and additional work needed to re-bid the Water Treatment Plan project.. The minutes were approved. Heidi moved approval, Curt seconded the motion. The board unanimously approved those minutes.

On August 26, 2024 the Board took action on an equipment purchase and on repairs to the Corporation Yard. Heidi seconded the motion which was then approved unanimously by the board.

c) Board Committee Meeting Minutes (if any)- None

VI. Engineer and Manager Reports

a) Chief Operator/Company Engineer

Deborah. A report was made regarding low water pressure. Upon investigating it was determined that a pressure reducing valve on the property owners side of the line was the cause of the reduced water pressure. The manganese and iron in the water can impact the functioning of the pressure reducing valves homeowners install. These can be cleaned periodically by homeowners. Well 5 is offline due to a repair that needs to be made. This repair is in progress. Well 6 is working well and meeting the needs of the system.
2. Projects Update - A bid opening for the iron and manganese treatment plant will be on October 23, 2024. A pre-bid meeting will be held on September 23, 2024. The bidding process has taken longer than anticipated but it is still possible to meet the deadlines we are needing to meet. The work schedule has been revised and the work will be done in phases. Efforts are being made to purchase the equipment so it will be available for installation in the spring.

Richard Valentine inquired about where we are with the meter project. Reid reported that construction drawings for the meter project have been prepared and submitted to the Department of Drinking Water. The water line replacements will be handled separately.

b) Business Manager

1. Financial overview: Rich Williamson reported that he analyzed data from Carlson's 2023. He reported that we are in excellent condition. Rich is looking at information to determine what percentage of capital costs will not be covered by the state funds. He is looking into the costs of operating the new filtration plant. Rich is also looking into future improvements we will need. He discussed the need for funding to pay our contractors up front while we wait for the state to reimburse us for expenditures made. We will do this through a Bridge Loan. We will only pay interest on the amount of money we use. Rich is also looking into a 5 year Capital Improvement Plan.

VII. Board Committee Reports

a) Partnership - Curt reported that the committee will be meeting within the next month and will then meet with the OFSRA Board or subcommittee of that Board.

b) System Improvements - Nothing to Report.
c) Communications - Nothing to Report.
d) Resilience in Business - Heidi reported that this committee is working on developing "best practices" and will be finalizing some recommendations.

VIII. Old Business

a) Customer Service Line Inventory - A direct link to the survey has been emailed to customers. Reid will be working on completing necessary forms for the state. Efforts have been made to meet the requirements of this project with the state. Rich indicated that we have done a good job and have gone above and beyond in meeting our requirements. We do not have 50% participation

from the community yet. The state will provide directives of next steps. It is anticipated that additional information can be captured when meters are installed as service lines will be seen at that time.

b) SPWC's contract with Reid Johnson (JOL Consulting) allows him to hire subcontractors to meet the demands of his contract. The Board must approve those he brings to assist him. The Board has previously approved John Turner who is a certified water operator. Reid has requested additional support from several individuals Rick Nisbet, Dave Roy, Trever Thompson, and Walter Canto to work under Reid's direction. It was made clear that any and all services provided by Trever Thompson were being provided under a volunteer basis as he does not wish to be paid. This removed any conflict of interest within the Board. Rich indicated that the cost of these services will be important to track for future rate cases. Curt made the motion to approve the individuals listed above as Reid's assistants. Heidi seconded the motion which was unanimously approved.

IX. New Business

a) Disconnection Policy - The disconnection policy is based on our Tariffs. The Tariffs require 79 days of nonpayment after bills have been sent. Most customers pay their bills in a timely manner. We have a few who owe more than $1000. Rich recommended we put liens on properties who owe large amounts. He will look into this further. Wanda said she would assist as needed.

X. Officer Reports

a) Treasurer - no report from Bachar. It was reported that the 3rd quarter bills have been sent out. Heidi and Wanda assisted in preparing the mailing to reduce costs to the company.
b) VP of Operations - Trever Thompson - Trever was not present but had provided information that an excavator has been purchased.
c) VP Of Administration - Hiedi Ordwein - nothing to report.
d) Aileen - reported that she has send out the first newsletter. She also reported that work on the new website is in progress.

XI. Questions: Dana inquired about Chromium #6 testing and whether it had been done. Reid said he is working to schedule this. He said that samples have been taken to test for PFAS and we are waiting for the results.

XII Adjourn: The meeting adjourned at 12:39 p.m..