



Howell Mountain Mutual Water Company

Howell Mountain Mutual Water Company Board Meeting Minutes

**ZOOM Meeting of the Board of Director's
Wednesday, January 27, 2021**

6:30 p.m.

Call to Order: 6:35 p.m.

Frank Dotzler

- Board Members Present: Frank Dotzler, Dave Wesner, Nikki Callnan, Maurice Helmer, Kevin Dennis, Jesse Clifton, Craig Cazet
- Board Members Absent: None
- Employees Present: Tanner Hiers, Shannon Damonte
- Community Members Present: None

Approval of Agenda:

All Board Members

- Jesse moved to approve the Agenda; Craig second - 7 ayes

Approval of December 15, 2020 Minutes:

- Jesse moved to approve the December 15, 2020 Minutes; Dave second - 7 ayes

Board/Employee Use of Watershed:

Frank Dotzler

- Trespassing is an issue in the watershed. Although we do have a lot of "No Trespassing" signage on fences and gates going into the watershed, more signage within the watershed may be necessary.
- Tanner suggested a "Watershed Watch" for when board members/employees are in the watershed noting such things as trespassing, suspicious activities, or damage. There should be a list of general rules and responsibilities that will be drawn up by Tanner for the next meeting.
- Liability Waivers were discussed. Although our liability insurance coverage will cover the board and employees (as well as trespassers) it would still be a good idea to for all to sign a liability waiver. It will be too costly to have our attorney draft a Liability Waiver so Tanner will work on that as well.

2021 Board Elections

Nikki Callnan/
Dave Wesner

- Frank, Maurice and Kevin's terms are ending in 2021.
- There are two possible candidates. Curtis Sosna was on the ballot last year and is willing to run again. Maynard Logan is also interested. Our customer's on Sunnyside (Lee & Rally Tetz) are also interested but cannot make meetings on Wednesday as they have fire department training. It was decided that we cannot eliminate a particular day of the week for board meetings. Another possibility is David Hannawalt (sp?)
- Suggestions included putting information (short paragraph with 5 bullet points) on the information board at the Market where our payment drop box is and using Angwinville on social media to tell people we are seeking candidates for the Board.
- Shannon will bring printed applications to Nikki tomorrow and she will give one to Maynard Logan. Curtis Sosna already filled one out last year.

Computer Issues: Including Internet and E-Mail

Shannon Damonte

- The Office Manager computer died the last week of December 2020. Randy Fischer came out and took it in to see if he could recover the hard drive and suggested the purchase of a new one which we ordered. The hard drive was ok and he installed it into a computer that he loaned us. The cost of the new one was \$1,872.28. He was able to transfer most stuff to the new computer put in Office 365 (trial), a 500 gig SSD as well as other services. His charge was \$1,107.75 and he still needs to assist with some other issues. Total cost for new computer to date is: \$2,980.03
 - Microsoft 365 - Subscription. After the computer death it was recommended that we subscribe to Microsoft 365. Board Approved.
- Randy suggested getting Valley Internet WiFi from Dick Crain using his property as a relay. It would be fast and better than Viasat (Wildblue). He also suggested moving away from Napanet and get better e-mail addresses. There was some discussion about Kelton Consulting and Xfinity/Comcast as well.
 - I (Shannon) has concerns about this. During the fires no-one in Angwin had internet, phones, cell phones etc. While our internet is not the fastest it did work as long as we had power. I was able to use my cell phone (wifi calling) through the internet and had the answering service transfer calls to me. There is no guarantee that Dick Crain would be able to power up the relay in that situation. It would also be expensive to install and more expensive (+ \$100) a month.
 - It was decided that we should keep Viasat as an internet provider for the time being.

December 2020 Financial Reports:

Shannon Damonte

- This report is without the year-end adjustments from our Accountant Bob Withrow. Those adjustments are minor and will not have much bearing on income or expenses just accrued vacation pto and depreciation.
- **December Financial Report:** Income over under projected budget by \$4,211 for the month and over \$64,397 for the year. Gen and Admin expenses were over projected budget \$25,091 for the month and over \$61,197 for the year. (This has to do with the Inundation mapping/EAP's). Operating expenses were over projected budget \$4,495 for the month (due to generator costs, and distribution/Glass Fire Expenses) and under \$8,338 for the year.
- It was noted that depending on everything that happened in 2020 it is a miracle we are in the black at all.
- Maurice moved to approve the December Financial Report; Dave second - 7 ayes

Deer Park Tank:

- Mission Control Troubleshooting: There was an RTU chip that was recalled and we will be fixing it soon.

Water Treatment Plant:

- TTHM Removal: After doing testing, we discovered the TTHM's are being formed in the main tank at the TP. The Max MCL is 80 ppm. In the Main Tank it was 40 ppm, before the DP Tank it was 52 ppm, after the DP Tank it was 64 ppm and in Deer Park and the sample station it was 75 ppm. We have ordered the UVA jar testing equipment and will be researching changing coagulants and/or dosages. If we do not succeed at removing the organics we will have to look at aerators and air blowers.

Distribution:

- Lead and Copper Sampling: We received a citation for not getting the sampling done by September 2020. We will need to pay a small fine which is equivalent to 1 hour of time it took to write the citation. We did the first samples but the lab sent up non-regulatory bottles and we will need to do it again.
- Backflow Testing: The backflow testing and repairs have been done. Parts to repair were about \$500.
- Sunnyside Pipe Extension: We are adding a wharfhead down by Bob Thall's property. There are no hydrants and no way to flush the lines. We will be upgrading Bob Thall's meter to a 1" and will most likely be need to replace all of the Deer Park customers' 5/8" meters with 1".
- There were 2 leaks and one customer who had a hose left on in the Deer Park Area. On Mund we fixed (clamped) a leak on the 20ft section of pipe that already has 5 clamps. This section really needs to be replaced. The other leak (quick fix with Dennis Watson's help) and hose left on were both on Champion Lane.

Watershed:

- We went from 50 % capacity in the lakes last month to 52%. I will be working on calculating an average gallon per year for drought purposes.
- We did some corrosion control before the storms. We seeded and put straw down at Cooksley and above the trench. There is a lot of green growth in the watershed. So far there has been no damage from corrosion.

MISC:

- **Request for Public Assistance (RPA) FEMA/CalOES:** The Grants Portal still states that the RPA is PENDING FEMA RPA REVIEW.
- **Unaccounted Losses:** There is no current system to determine our unaccounted water losses. This would come in handy for finding leaks, recognizing water theft, saving money, recognizing necessary system improvements, and water resource/source capacity management. Normal unaccounted water loss represents under 10% of production. **We will be purchasing a hydrant meter so we can start monitoring the water used in flushing.**
- **New Employee:** We are searching for an OIT to replace Eric. We would like to continue recruitment even if we find a suitable candidate for this position as Jay will be leaving and we would like to have a bank of resumes and candidates. Our goal is to be able to promote employees up and keep them for longer. Jay has recently been promoted from Operator in Training to Operator 2. Shannon has sent out a mailing to 200 people with T1/T2 licensing from the SWRCB list.

MISC: (Continued)

- Generator Problems: We did the repairs suggested by Generac Energy Power Systems. We purchased the parts for about \$1800, did the work ourselves and saved about \$6000 which they quoted us for labor.
- Nikki had some concerns about her water smelling like chlorine. It could be that there needs to be more flushing in her area or the water is stale in the pipes. Tanner will check on it tomorrow.

2021 Budget Review and Approval:

- The 2021 Budget Proposal was provided to the Board. It was based on actuals from 2020 with some minor revisions such as Glass Fire Expenses, Projected Glass Fire losses of revenue and some items such as truck repairs and computer expenses that came up in late 2020. It also included a 7% increase in wages.
- Dave made a motion to approve the 2021 Budget Proposal; Craig second – 7 ayes

**Confirm Future Meetings: Next Board Meeting will be a ZOOM meeting.
Wednesday, February 24, 2021, 6:30 p.m.**

Respectfully submitted by: Shannon Damonte