



Howell Mountain Mutual Water Company

Howell Mountain Mutual Water Company Board Meeting Minutes

Wednesday, April 28, 2021

Held at the HMMWCO Office - 1100 Friesen Drive, Angwin at 6:30 pm

Call to Order: 6:36 pm

Frank Dotzler

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

Addendums to Agenda:

- Employee Structure/ Job Title/ Job Description Revisions. Tanner would like to have the board go over the inconsistencies of the current Employee Structure/ Job Titles/ Job Descriptions. It was suggested that he present his ideas to the board prior to the next meeting and the board can then vote on it at the next meeting. It shall be added to the agenda next month.

Approval of Agenda:

All Board Members

- Dave moved to approve the Agenda; Nikki second - 4 ayes (Kevin was late)

Approval March 31, 2021 Minutes:

- Maurice moved to approve the March 31, 2021 Minutes; Dave second - 4 ayes (Kevin was late)

New Service Connections:

- Linda Falls Terrace Mutual Water Co would like an emergency connection. The county is requesting that they do so. There was discussion regarding the feasibility of this, how much water would they need, size of the connection, and how much would we charge them. Tanner spoke with Rob Lutz from Oakville Pump who oversees their system and he said they use about 5-10 thousand gallons a day. This would be in the event that a well pump fails and they would most likely only need it for a few days. As Linda Vista pays \$100 a month service charge for their emergency connection, we would need to be consistent with that and charge them the same. St. Helena Hospital has a special agreement because that emergency connection was paid for by Measure A funds as part of a Measure A Project.
- Maurice made a motion to approve a water right to Linda Falls Terrace Mutual Water Company; Dave second - 5 ayes

March 2021 Financial Reports/First Quarter Budget Review:

Shannon Damonte

- Financial Reports were provided. Income was over projected budget by \$7,393 for the month and over \$12,413 for the year. General and Admin expenses were under projected budget by \$216 for the month and under \$5,656 for the year. Operating expenses were under projected budget by \$6,309 for the month and under \$14,521 for the year.
- Liability Insurance of \$12,965 was paid today 4/28/21.
- Dam fees of \$31,258 will be due in May. It is less this year by \$5,610 due to a 15% one-time savings in operating expenses.
- Maurice moved to approve the March Financial Report; Kevin second – 5 ayes
- There were a few items that were adjusted from the original budget. Depreciation was lower for 2021 than expected. It was originally budgeted for \$231,000 but was changed to the corrected amount of \$194,760 per Bob Withrow our Accountant. Office Equipment was higher due to the office manager computer failure. Also, Retirement was not originally budgeted in. This is what the company pays to Bidwell and American Funds to administer the plan and for record keeping. This was added in at a cost of \$3,100.
- **Credit Card Processing Fees:** The \$3 per charge for the Credit Card Processing Fees is not working out. It does not cover the cost and it is not beneficial for the time it takes to deal with the accounting end of it. We set up a link from our website for customers to go on and make payments and I don't know how to add that \$3 charge to that feature. It is not more than a few hundred dollars a month if that. It saves time for the customer to go online and pay it themselves and a few customers want me to keep their cards on file and run it when they tell me to.
 - The issue of keeping Credit Card numbers on file was discussed and it was decided this is not in our best interests to do so. I agreed, which is why we set up the link from our website at the request of a few customers in the first place. The issue of keeping ACH payment information also was addressed. I will contact WestAmerica bank to discuss this with them. Frank was also concerned about how secure our website is and how secure is the CC processing company.
 - While the issue of our website was being discussed, the issue of ADA Website Compliance was brought up. We will need to look into this issue as I doubt it if our website is.

Customer Communications:

Shannon Damonte

- No customer communications to be reported.

Report on Operations:

Tanner Hiers

- **Drought:** Tanner is working on drafting “trigger points” so we can go about setting up drought conservation measures and send out a letter to our customers. This will include possible higher rates for higher users (tier rate) and/or fines or assessments for using over a certain amount. Last year we treated 42.8 million gallons of water; 37.7 million gallons from surface water and 5.1 million gallons from the wells. We are at roughly 50% capacity in raw water.
- **Bremer:** We have been working with Jesse Barton our Attorney regarding the Bremer Easements. The issue with Bremer is that it came to our attention that she made some kind of a deal with the past Board/Employees that she wasn't supposed to be charged an emergency connection fee if we were able to maintain our pipeline on her property. We stopped charging her the emergency connection fee but she wanted us to draft a formal agreement. This is proving to be tricky as the current easements are very old and vague and it might entail drafting a whole new easement. It was questioned as to who actually paid for the hydrant?

- **Edgemont Project Quote (final task of the Sunset project):** I have received a quote from Helmer & Sons and am going to be getting a few more.
- **Hydrant/Valve Mapping Project:** We have started to map out our Hydrants and Valves which includes painting them, weed-eating around them, exercising them, and putting the blue reflective dots in the road by the hydrants. This information will be made into a book so they can be located quickly and efficiently. This is something we would then be able to share with the local fire department as well.
- **Insulation of main going down Sunset Point:** The glass fire burnt the insulation on the pipe going down Sunset Point and going to our customer at DPK-1180. We need to do this before the weather gets much hotter.

Confirm Future Meetings: Next Meeting - Wednesday, May 26, 2021, 6:30 p.m.

Meeting adjourned: 7:54 pm

Meeting then went into Closed Session called by Frank Dotzler. Tanner and Shannon left the premises.

Respectfully submitted by: Shannon Damonte