



# Howell Mountain Mutual Water Company

## Board Meeting Minutes Wednesday, May 24, 2023

**Located at the HMMWCO Office – 1100 Friesen Drive, Angwin, CA 94508**

**Call to Order:** 6:36 pm

**Frank Dotzler**

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

### **Approval of Agenda:**

**All Board Members**

- Greg moved to approve the Agenda; Craig seconded – 7 ayes

### **Approval of April 26, 2023, Minutes:**

**All Board Members**

- Jesse moved to approve the March 29, 2023 Minutes; Dave seconded – 7 ayes

### **Public Comments: None**

### **April 2023 Financial Reports:**

**Shannon Damonte**

- Financial Reports were provided. Income was under projected budget by \$14,088 for the month and under \$28,644 for the year. General and Administrative expenses were under projected budget \$1,290 for the month and over \$14 for the year. Operating expenses were under projected budget by \$8,790 for the month and under projected budget \$20,556 for the year.
- These figures are due to not getting any new connections this year yet, lower water sales and more leak adjustments in March after the snow event in February. Surprisingly, even with the inflationary general and administrative costs raising, we are still on budget for the year.

### **Approval of the April 2023 Financial Reports:**

- Maurice moved to approve the March 2023 Financial Reports; Dave seconded – 7 ayes

### **Addendum to Agenda:**

**Shannon Damonte**

- Westamerica Bank Signer Issue – Need to update. We need to take off past board member Kevin Dennis and add Greg Desmond. Things have changed and the bank will no longer let us take the signer cards to the board meeting to be signed so each member will have to go to St. Helena and sign in person after they fill out a Personal Information Sheet. Also, since I'm not a signer the bank personnel will not be able to discuss any issues or problems we might have with the bank. It was recommended that I (Shannon Damonte) become a signer on the account.

- *Maurice moved to remove Kevin Dennis from the account and add Greg Desmond and Shannon Damonte to the account as authorized signers. Nikki Seconded – 7 ayes.*

**Customer Communications:** NONE

**Shannon Damonte**

**Change of Meter Reading and Billing Dates:**

**Shannon Damonte**

- The state is now requiring us to do monthly drought reporting on the water produced, sold and unaccounted losses. Our billing cycle is currently from the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the next month. This makes it difficult to do these reports accurately. We would like to suggest that we change the meter reads to the beginning of the month, send out the bills in the first week of the month and have the bills due by the end of the month. I believe if we start this change in July and send a ½ months bill out first week of July, by August the billing cycle will be back to a full month. This would be better than sending out 1 ½ months bill. Once our customers get used to this change it will be a great improvement to bill on a monthly basis rather than ½ way between two months. Shannon will need to send out a letter to all of our customers next week to let them know of the upcoming change.

➤ *Maurice moved to change the Meter Reading and Billing Dates starting in July;  
Jesse Seconded - 7 ayes*

**Report on Operations:**

**Tanner Hiers**

- **THM Removal System:** We are waiting for the lead time for the VFD's. We are having a hard time getting the project manager to get on this. Tanner may need to go above her (project manager) and is also going to see if he can source them independently. The other option would be the phase converter but there is the question of using my power to run and if it will work with the Delta power.
- **Deer Park Pipeline Replacement:** The Bid Committee will look at the contract that our Attorney, Jesse Barton, drafted. After we get it signed, we will open up the information to the whole board.
- **Watershed:** Tanner was able to get ahold of the person in charge of the Konocti Fire Crews and he came out to take a look what was needed in the watershed. They will be coming out in the next few weeks to do tree work, clearing the roads, and weed eating. Dennis Watson will be coming out tomorrow to grade the roads in the watershed.
- **Cross Connection Control Program:** There are new state regulations regarding cross connection control and we need to create a Cross Connection Control Program. The first thing we will need to do is sent a survey to all of our customers. If customers do not return the survey, then we will have to charge them \$50 to have a Cross Connection Control Specialist visit their property. There is a lot of grey area regarding whose BF's they are if they break. We now charge customers \$3.75 a month to test the backflows in the system but it isn't clear who's they actually are. Now, in our New Connection Guidance packet we state that the customer is responsible for purchase and installation of their BF. Tanner feels like everyone in Deer Park should have one since they are gravity fed. Jesse's opinion is that HMMWC could own them and be responsible for them. But, then who pays for the freeze blankets, etc. We will have more discussion regarding this issue and Tanner will have a draft Survey by next meeting.

**Confirm Future Meetings:**

- **The Board would like to put RATE INCREASES on the next Board Meeting Agenda.**
- **Next Meeting - Wednesday, June 21, 2023, 6:30 pm**

**Meeting adjourned at 7:28 pm.**

**Respectfully submitted by: Shannon Damonte**