



# Howell Mountain Mutual Water Company

## Howell Mountain Mutual Water Company Board Meeting Minutes

Wednesday, May 26, 2021

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

Call to Order: 6:32 pm

Dave Wesner

- Board Members Present: Dave Wesner, Nikki Callnan, Maurice Helmer, Kevin Dennis, Jesse Clifton, Craig Cazet
- Board Members Absent: Frank Dotzler
- Employees Present: Tanner Hiers, Shannon Damonte
- Community Members Present: Dick Crain

Addendums to Agenda: None

Approval of Agenda:

All Board Members

- Kevin moved to approve the Agenda; Craig second - 6 ayes

Approval April 28, 2021 Minutes:

- Kevin moved to approve the April 28, 2021 Minutes; Maurice second - 6 ayes

Public Comments:

### Dick Crain re: Friesen Drive

- Dick Crain discussed the current condition of Friesen Drive. The road is not in good condition with the recent heavy usage, age and lack of maintenance. The driveway at HMMWC is constantly used as a staging place and turn around spot for the Vineyard Management people. The heavy equipment is putting a lot of stress on the road.
- Dick would like the Board to know that HMMWC has paid a lot of money in the past for the road although he declined to state how much. There was very little contribution from the other land-owners.
- He thinks that someone should start a Friesen Drive land-owners group for the road upkeep and maintenance and attempt to divvy up who pays for what. This should have been done long ago. It would be proportional \$ for miles of use.
- There was some discussion about going to the County for a use permit. There was also discussion regarding the new County regulations, standards and enforcement after the fires (with people rebuilding).
- It was requested that this issue be put on the Agenda next month.

## April 2021 Financial Reports:

Shannon Damonte

- Financial Reports were provided. Income was under projected budget by \$1,077 for the month and over \$11,337 for the year. General and Admin expenses were under projected budget by \$1,646 for the month and under \$6,052 for the year. Operating expenses were under projected budget by \$6,768 for the month and under \$21,289 for the year.
- Dam fees of \$31,258 were paid on May 12th. Liability Insurance of \$12,965 was paid on April 28th.
- Maurice moved to approve the April Financial Report; Jesse second – 5 ayes

## Customer Communications:

Shannon Damonte

- Kristi Muhic called to discuss hydrants. She inquired about purchasing one for her property on Tobin. She stated that people were having issues with their insurance after the fires and are being required to have a hydrant within 1000 feet of the property. She was given a hydrant map so she could see how many hydrants are on our system. There was discussion about hydrants and their placement in the distribution system, flow, etc.
- Dave's recommendation for Ms. Muhic is a draft hydrant and tank system.

## Report on Operations:

Tanner Hiers

### Drought:

- Tanner will be working on "trigger points" for conservation and will be preparing the drought conservation letter to our customers. He will forward you a copy of it before we send it out. We are hoping to get it out by the end of the first week of June (Shannon will be on vacation from 5/28-6/7). We are just under 50% capacity in raw water. We will start with a surcharge if customers go over their property's average monthly usage from 2019 (2020 was not an accurate representation with the fires, Covid, evacuations, etc.). We will contact those people first with a warning and try to educate them, give them suggestions, etc. Then we will have to go with a tier rate further on. There will also be a moratorium on new connections. We will also have to keep an eye on customers (policing) if we see people wasting water. In our By-Laws Article 1, Section 1.04 there is Declaration of Conservation Period which outlines this issue.
- We started out ok in early 2019 when we were 100% full, but didn't get much rain. Then in 2020, we only got up to 89% full. The fire hit and there was about 10% loss from the fire. In Nov 2020 we were at 58% and in Jan 2021 we were 51%. It is our hope that we will at least get up to 70% minimum this winter. We used 5 mil gallons from the wells last year and we hope to use 10 mil this year. We have been working on unaccounted losses and production losses.
- **Bremer:** We received a quote from our attorney for \$2500 for a new agreement with Bremer. A new easement would also include about \$1000 for a survey.
- **Hydrant/Valve Mapping Project:** We underestimated the scope of this project and are still working on weed-eating, mapping and numbering valves.
- **New Service Connections:** We replaced 20 ft of main on Oak Street. We were able to hook up a new customer at 750 Deer Park Rd. They have a 1" meter. We are also working on getting the new customer at 133 Oak service up and running. Linda Falls Terrace Agreement will be the same as Linda Vista Mutual and Tanner has gotten it ready. He is waiting to hear back from them.

- **CALOES/FEMA:** It looks like we have been approved for about \$35,000 for fire related damages. This is 75% of the total amount (our share is 25%). We are still working on finalizing with FEMA the upgraded codes and standards for the Oak/Pine/Sunnyside/Mund main upgrade. If they do not approve it, we will then try for Hazard Mitigation Funds.

**Employee Structure/Job Title/Job Description Revisions:**

- Tanner provided documents from RCAP - The Big Guide for Small Systems: A Resource for Board Members. These documents detailed duties for General Manager, Office Manager and Bookkeeper/Operations Clerk.
- There was discussion regarding the current job titles and duties. There was also discussion regarding the past management and how they made changes to the job descriptions when it really didn't make sense.
- It was agreed that the guide was a good way to go about following the correct way of doing things and that Tanner could follow the recommendations outlined in the Guide from RCAP.

**Confirm Future Meetings: Next Meeting - Wednesday, June 30, 2021, 6:30 pm**

**Meeting adjourned: 8:08 pm**

**Respectfully submitted by: Shannon Damonte**