

## **Belmont Terrace Water Board Meeting**

April 13, 2021

Approved

Board Members in attendance: Denile Kosten, Ed Thompson, Ann Thompson, Claire Schlecht, Jean Tillinghast and Sandy Pete

Absent: None

Others in attendance: Bruce Petersilge, Debby Turner, and John Rosenblum

The meeting was held on Zoom. It was called to order at 7:00 p.m.

March's minutes were approved with minor corrections.

### **Reports/Project Updates:**

**O&M Update from Bruce:** 3/18 picked up booster pump. On 4/15 meeting with Tyler from Week's regarding minor adaption of piping needed for installation. For electrical work Tony estimated \$750. Will request quote from Week's for electrical as comparison. Started USA application but need electronic Google earth map of system to complete. System flush on 3/20 took 3 hours and used approximately 15751 gallons.

**From Debby:** Debby took samples from both wells after flush. New requirements for Annual Report include billing statement, amount of water used in system flush, and plans for upcoming drought. There has been a 24% increase during last year's two heat waves. Debby will send Board the water usage statics.

**Action Plan:** Ed will set reduction of 10 to 15% for the whole system. Suggestions to reduce water usage were mulch, water at night, reduce watering timers, and satellite monitoring. Advertise by sandwich boards, our newsletter and Next Door.

**Booster Pump(s) Replacement/Upgrade Review – John/Bruce:** Covered under O&M

**Tank Reroof and Cleaning:** Ed had no update. Bruce stated both projects should be in the lowest water usages months of Dec, Jan, and Feb. Ed, Bruce and Debby will talk with structural engineer, Dan Ritter, regarding roof design as the current access is unsafe.

### **Old Business:**

**Insurance Carrier:** Ann requested copy of current policy. She received a list of local mutual water companies from John. Jean and Ann will review and make recommendation. What about earthquake coverage?

**Annual Meeting Review:** There was a slightly larger attendance. Advertising was provided in multiple messages. It seemed Zoom was easier but not very interactive. Discussed the possibility of breakout rooms. Claire was willing to canvas membership on list of topics that we would want feedback.

### **New Business:**

**Payroll Company:** The Board approved Susan's recommendation to keep the same company until their rate increases. The Board will review Susan's recommendation for a replacement and research to see if other companies are available at lower rates.

**Company VISA:** The Board approved moving to a RCU VISA to replace the EB VISA.

**Operator Job Descriptions:** Ed asked Bruce and Debby to write their job description (by April 30) including tasks that could be assigned to less experienced operators. Denile recently gave Jean a copy of a "Well Operator Job Description" document that she found in her B.T. files. Denile will also email this document to Ed, Debby and Bruce.

**Web Security:** Sandy doesn't think we should post financials on our web site. She will research legal requirements and canvas other mutual water companies' web sites. Sandy will send link for the Secretary of State copy of our Articles of Incorporation.

**California Consumer Confidence Requirements:** In June, Claire will give us an update on the requirements including periodic review for compliance.

**Adjournment:** The meeting was adjourned at 8:23.

**Next Board Meeting:** Tuesday, May 11 at 7:00 pm