

**DIAMOND “A” MUTUAL WATER COMPANY**  
A California Non-profit Mutual Benefit Corporation

**MEETING NOTES**

A virtual Meeting of the Corporation was held via Zoom at 7:00pm, Monday, September 20, 2021 pursuant to order of the Board of Directors acting by authority of the Corporation By-Laws.

Board Members:

Richard Bryan.....President -  
Joe Lieber.....Vice-President  
Celia Schake.....Secretary  
Dave Martinelli.....Treasurer  
Peter Hohorst.....Director  
Patrick Treacy.....Director  
Ron Matteson.....Director

Staff:

Dee Young- Administration and Finance Manager  
Bill Angeloni-Operations Manager

Members: John Walker  
Colleen McCarty  
Yong Liu

1. Call to order and quorum determined.
  
2. The minutes of the Board and Annual Meeting held on June 21, 2021 were **approved by the Board**
  
3. Committee reports and discussion
  1. Operations and Administration
    - i. The water surface elevation was checked at well #4 and it was consistent with readings of the past 5 years in spite of recent heavy usage.
    - ii. There were no water quality issues since the last board meeting.
    - iii. A new home is being constructed at 4042 Pepperwood Court and the earthwork contractor requested permission to connect to the fire hydrant in at the Pepperwood turn-around. The water company’s policy over the years has been to not allow contractors connect to the water system in

this manner. The Board of directors considered the request and decided to continue with the established policy.

- iv. JDY furnished a copy of the updated Biological Sampling Plan approved by the state with Gary Mickelson of JDY as the new 24/7 contact person
- v. The electrical work for generator connections at well #2 and at the White Oak Pumping Station are scheduled for completion on September 30th.
- vi. The water main leak on Kenleigh was repaired by Oak Grove Construction.
- vii. An orientation walk was conducted over the entire water system with 2 engineers from Brelje and Race Engineers. They will be doing a study of the water system to update the Waterworks Map, develop a system data base and look at future efficiencies during regular and emergency operations
- viii. The well and tank sites have been cleaned up and they are very much improved.
- ix. There is a wet spot on Canyon Road and JDY will have technicians check for a leak.
- x. A new well has been drilled on the property at XXXX Grove. We have a copy of the driller's log filed with the County for evaluation.

xi. System Control status

- 1) We are now able to monitor the electrical current being drawn by the well pumps and the transfer pump at Grove St. This allows us to verify pumps are working as needed plus the power measurements will provide an indication of motor health.
- 2) The Iconia monitoring system continues to intercept potential failures before any impact to customer water supply.
- 3) Iconia is proceeding with two additional deliverables that were in the original 2019 Iconia agreement.
  - a. Develop the capability to monitor the water level in the wells. Diamond A will pay for any hardware in excess of \$100 / site.
  - b. Create a backup/replacement to the telephone relay system driving the transfer pump from tank 4 to tank 3 (Viewcrest). Diamond A will pay for any hardware in excess of \$100. Estimate for additional cost is \$600. (2 Radio units at \$250 and 1 contactor and box).
- 4) Additional work not in contract:

Remote activation of the transfer pump at White Oak that delivers water to Grove Tank. This would allow us to easily accelerate the fill rate of Tank 4 at Grove. This additional

functionality will also be installed for the Viewcrest transfer pump at the Grove Street location.

Develop system descriptions, schematics, flow charts etc.

**The Board approved \$8,000** to fund the additional work by Iconia as described in 4) above.

## 2. Financial

### i. Financial update

- The financial status was reviewed as presented in a separate financial report issued with these meeting minutes. There are no financial issues of concern.

## 3. Communication

### i. Water conservation

- Initial letter sent to all members requesting conservation
- Letter sent to 20 high volume users (greater than 100,000 gallons in 2Q21)
- Letter sent to highest volume user
- For reference, the average water use by member is approximately 500 gallons per day. The Board recommends self-monitoring of use on a more frequent basis than the volume reflected in the quarterly invoice.
- Members are allowed to install private water meters on their water supply provided the meter is installed at least 5 feet from the water company meter. Follow installation instructions carefully. Improper installation could result in faulty readings. If you have any questions the water company will be glad to review a proposed installation.

## 4. Governance

### i. Contingency planning status (plan designed to take a possible future event or circumstances into account)

- Past actions
  - a. Tank replacement
  - b. Temporary Backup power
  - c. Engaged licensed operator to maintain the system
- Future
  - a. The Board is in discussion with a certified hydrogeologist to develop an assessment of groundwater potential to identify potential future well sites on Diamond A Water Company property.

- b. Development of technical and process information required to respond to system failures (Documented, detailed system description, system monitoring and controls and hydraulic model) See System Status Item 4 above
  - c. JDY (licensed operator) and Brelje and Race (licensed engineers) will be developed as the stand-alone responders by providing to them all of the available operations information needed in responding to an emergency.
  - d. Once all of the static information has been developed, a Hydraulic model will be developed to predict flow in the system that will allow modifications to the distribution piping. This will provide for rapid response to major pipe breaks that require altering the configuration of the piping and for future modifications to improve the efficiency of the system.  
White Oak Lot Survey status
- ii. The tank lot survey has been completed and the **board has approve a “deer” fence to be erected** along the west boundary line.
- iii. An audit and reconciliation of Membership Certificates was performed. In the future, when a home is purchased, the property owner will be sent a letter stating that, with the purchase, the owner will become a member of the Diamond A Mutual Water company and will be provided with the membership certificate number that is appurtenant to the property and advised that the paper certificate is on file with the Secretary of the Corporation. Article 2, Memberships 2.1 of the bylaws pertaining to membership will be included in the letter along with a link to the complete bylaws document on the Diamond A website.  
The current company bylaws are being filed with the county to establish that memberships are appurtenant to the property.
- iv. A training course for water company Directors is required every 6 years. The last training done by the board on 11/19/15
  - Training for 2021 will be obtained by each board member through agencies that provide certified training.
- v. December 6, 2021 Board meeting will be in-person at the Rec Center. Provision will be made for board members not able to attend physically to participate electronically.

4. Comments from shareholders (limited to 3 minutes each)
  1. A paper containing approximately 30 questions was sent to the Water Company by a member. The Board will respond to the questions and arrange a meeting to review
  2. A member expressed approval of the water company and its effort to look forward and respond to unanticipated situations such as the loss of a well
  3. A resident asked to have water service started. The Board asked that the request be submitted in writing.

6. Adjournment of meeting at 8:00pm

7. Open closed meeting at 8:05pm

Topics discussed:

- a. Overdue bill payments by members were reviewed
- b. Excessive and disproportionate water consumption by members.

8. Adjournment of closed session at 8:35pm

Notes:

1. Postings on the Diamond A Ranch website (<http://diamondasonoma.com> ) under Water Company/Board Postings include:
  - a. Quarterly and Annual Board Meeting Notifications, Agendas and Notes
  - b. News Letters
  - c. Annual Reports (financial information)
  - d. Annual Consumer Confidence Reports (results from State water testing program)
2. Members may obtain a copy of the posted information upon written request to Diamond A Municipal Water Company, PO Box 150, El Verano, CA 95433.

Attachments:

Financial Report