

**OTEMWC Board of Directors Meeting
Minutes March 25, 2020**

The meeting was held as a conference call. George Silva called the meeting to order at 4:31 PM. Board members participating: Nancy Eckhous, Hank Cook, Dennis Jorgensen, Mike Rhodes and George Silva. David Mexico, the OTEMWC Watermaster, was unable to attend but provided a report prior to the meeting.

Meeting Minutes

Minutes for the January 22, 2020 meeting were reviewed by the directors and approved.

Treasurer's Report

Nancy Eckhous provided a statement of income and expenditures for the period January 1, 2020 through February 29, 2020.

First Bank checking:	111,379.77	Budget Allocation:	Operating Fund	20,000.00
First Bank CD's	130,027.30		Reserve Fund	<u>221,407.07</u>
Total Bank Balances:	\$241,407.07		Total:	\$241,407.07

Nancy pointed out that expenses were low showing a \$7,603.73 favorable balance as compared to our budget. However, this may be due to a lag of expected invoices to arrive for payment. One of our CDs has matured whose proceeds now appear in our checking account (see unusually large balance above). These funds will remain there for the moment since we anticipate expenses due shortly for new shareholder meters. Nancy will contact Dave to determine when this expense will arrive. A/R Aging report through March 20th was examined. Lot #26 indicated a balance over 90 days. Nancy will contact the accountants to investigate.

Watermaster Report

During January Dave Mexico worked on the generator permit for the County of Santa Barbara. In our last meeting, he alerted the board that this would be necessary. It is nearly done and requires a \$420 permit fee. In regards to the update of shareholder water meters: he will determine GPS coordinates at each meter location for the vender to check cell reception. Since Dave was called for a water service emergency, we incorporate Dave Mexico's written report here.

(Dec 31)	R and R hypo-chlorinator discharged line.
(Jan 2)	Bacti monthly sample passed.
(Feb 1)	Wells 5 and 6 communication problem.
(Feb 3)	Bacti monthly sample passed.
(Feb 5)	R and R Alarm Agent unit and battery – old unit needed upgrading for 4g and 5g.
(Feb 13)	Annual weed spraying around meters, backflows, valves, hydrants, cisterns.
(Feb 14& 15)	Valves on main lines located and exercised.
(Feb 27)	Read meters.
(Mar 02)	Monthly bacti sample passed.
(Mar 5)	Wells 6 & 7 – Water samples taken for W6 nitrates, Uranium, Radium 228. In addition, Well 7 samples were taken for general mineral, physical, inorganics (IOC).
(Mar 16)	Annual EAR (Electronic Annual Report) submitted to Santa Barbara County.

New Business

Nancy and Dennis noted that plans for the shareholder's meeting scheduled for May 16th at St. Mark's need to be updated. After some discussion, George directed that David, Nancy, Mike and himself will need to draft their annual reports for review by the board by Monday, April 27th. In addition, by that date, Mike will prepare the director's ballot materials for the annual meeting. These materials will be reviewed by the board during a conference call meeting on Wednesday April 29th at 4:30PM. The intention is to have these materials ready for 'hard-copy' distribution by the accountants shortly thereafter. The Annual Shareholder's meeting is unlikely to take place physically but may take the form of a conference call.

Adjournment

There being no further business to come before the board, the meeting adjourned at 4:55PM

Respectfully submitted,

Mike Rhodes, Secretary