

Quarterly Board Meeting – 5 June 2018

Palomino Lakes Mutual Water Company

The meeting was called to order at about 5:00 PM

Directors present: David Taber, President; Brenda Thomas, Treasurer; Jim Walter, Secretary

Topic 1 Board member duties

As we have two new board members, we need to divide up duties.

Dave Taber was elected President. After some discussion, Brenda Thomas was elected Treasurer and Jim Walter, board secretary. The overview of duties: Dave will take on all regulatory and compliance issues, and will lead the Tank #2 construction project. Brenda will deal with all issues of accounting and finance. Jim will take on all issues regarding operations and customer relations. As we need to have back-stops, there will be grey areas and opportunities for cross-training.

Topic 2 Consulting Contract for Doug Chamberlin

As Doug has over 5 years of experience on the water board, there are several areas where he has specific knowledge, documentation, and experience that we will need over the next year. As he is no longer on the board, it is now proper for him to be compensated for his time. We will set up a consulting contract with him that will follow the model that was set up with Rick Correia after his board transition. Dave will do the drafting and negotiation of this agreement.

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Topic 3 Water bills

In August we need to do a full meter reading and billing cycle. Brenda and Lee Tolbert will work on the meter reading, and Dave will generate the “billing file” that feeds Erica’s invoicing process.

Topic 4 Redwood tank maintenance

We need to research the usefulness of oiling the redwood tanks to extend their life, as replacing them will represent a significant expense in the future. It is not clear where to start, or the efficacy of oiling the tank wood from the outside. Brenda will investigate.