

**New Avenue Mutual Water  
Company  
Board of Directors Meeting Minutes  
Summary**

June 8, 2023

Armstrong Residence,  
Gilroy, CA

Board Members New Avenue Mutual Water Company (NAMWCO) present; Mike DiPietro, Joe Cardinalli, Alan Heinzen, Jim Armstrong, Jae Schwartz on phone.

Board Members absent: None

Guests: None

1. Welcome - Meeting called to order by Mike DiPietro at 7:10 pm
2. Review and Approval of Minutes for May 24, 2023 : Motion to approve minutes made by Jim and Second by Alan. Vote taken, all in favor, minutes approved.
3. Financial Report, Jim Armstrong.

Jim reported the following information as of June 8, 2023: Chase Checking balance \$136,247. Chase Savings balance \$168,693.

(Last meeting May Chase Checking balance \$145,403. Chase Savings balance \$168,692).

Discussion followed on lack of service and collection of past due accounts with Egleberry Bookkeeping Services:

1.

Board continues to look for a replacement for Egleberry Bookkeeping Services. Joe reported that his bookkeeper contact (Cindi recently retired bookkeeper) does not use Quick Books, she uses Microsoft Dynamics AX. Board is looking for someone efficient in QuickBooks. Joe will let her know the decision to find someone with experience in QuickBooks. Alan has a Bookkeeping contact in Hollister, he will reach out to them.

### **Amended to the Minutes - Correction, as of 6.12.23**

#### **Insurance Issues and Updates: From Jim Armstrong**

During Covid our insurance agent advanced to NAMWCO the insurance premium so NAMWCO didn't have to re-instate. Evidently everything was lagging. The insurance company in turn owed the money back to the agent and when he called the insurance company they figured out that they didn't invoice us for the premium of around \$3,000 in June 2021. Jim looked at our insurance payments and this is correct. We only paid approximately 3k in 2021 when we're normally pay around 6k per year.

Jim will update and is in the process of having Egleberry issue the check for the invoice.

Late fee discussion by the Board; we do not have a late fee policy. Mike made the suggestion to give a 60 day grace period to our customers to pay their bill without a penalty. After 60 days a charge of 1 ½ % of their outstanding bill will be charged as a late fee. Everyone agreed to use as a late fee policy, however we will be open to individual special cases to be discussed for payment options, if we have a request.

4. Web Site Discussion: Joe presented what he has been researching. To follow up from last month's meeting Joe re-contacted Cesar Vasconcelos from Gilroy Web Design. The quote to update existing site and add in new sections is \$350. Then a monthly service fee to update as needed. To revamp the entire site a flat fee of \$800. Mike and Joe recommended we only update site for the \$350, everyone agreed. Joe will contact Cesar to get started. Estimated time line after all information is sent to Cesar and agreement is signed, it will take 7 to 10 days to get our information loaded on web site. After that they will be able to upload to our website within 24 hours.

Joe recommended the following next steps and the website be divided into the following sections:

- a. First project: To update all current information on website.
- b. The following are the 8 Sections/Tabs we would like to add to website.
  1. Monthly Board Meeting Minutes: Add to the website Board Minutes for the month ( 2-3 pages)
  2.  
and Board Meeting Documents (Keep them under the Board minutes section or tab) : Examples, Water usage, water quality and water testing, well updates, etc. These are the handouts we share at the Board meetings.
  2. Monthly Board Agendas: Add to the website Board Agendas for the month (1-2 pages).
  3. Special Projects: projects we are working on. Examples Well 3 - Manganese Water issues, Drilling a new well, Drought actions, etc.
  4. Special Notices: Example - 2023 Annual Shareholders meeting ... June 14, 2023, 7 pm, location, etc. and the reports that will be discussed, etc.
  5. Emergency Notice Section on homepage that the Board members can add in themselves, examples: Example: Water is out and will be back on, etc., road work under repair, etc. Planned and unplanned issues that pop up, water problems usually happen on weekends and nights so we need access to add in.
  6. General Information: News about New Ave Mutual Water Company and other general news information.
  7. Private section password protected where Board Members can file reports and documents the Board needs to save.
  8. Bill Paying: Process for Shareholders to pay monthly bills on line.

Joe explained Stripe.com, is a billings service that can be connected to our website. This was recommended by Cesar; he uses this company with other accounts he services and it is compatible to our needs. Stripe charges 2.9% and 30 cents per transaction.

It was agreed to first get the new website up and running and at a later date, when we get a new bookkeeping service, to follow up with a bill pay service on our website.

3.

5. ATEC manganese's removal project and cost estimate: Board discussed the packet from ATEC. Final estimate was close to \$500,000. We do not have that amount of money in our accounts. After a very in-depth discussion Alan will act as General Contractor on the project and can subcontract out much of the pre-work. Alan estimates we can save an estimated \$250,000. Alan will contact ATEC and see how we can get estimate and scope of work around \$250,000. In all scenarios we will need to do a special assessment to all the 109 shareholders. Board estimates the special assessment would be around \$2,000 to \$2,500 per shareholder due in the first year of the project.

All agreed we need to get Well 3 back on line. Each year that Well 3 is back in operation we can save between \$40,000 and \$50,000 in Well Tax. Also more importantly, if either Well One or Well Two should fail we do not have enough water to supply the needs of all the shareholders. All this information will be brought forward at the annual shareholders meeting.

6. Shareholders Meeting Discussion:

Shareholders meeting is next week June 14, 2023, @ 7 pm at Alan's house 2482 Howell Lane.

Refreshments: Alan will provide ribs and hot food. Alan will purchase food and snacks as need, Board approved the expenditure. Joe will bring salsa/dip and chips. Mike will bring wine and Jim will bring cookies.

Board presentations were discussed:

Each Board Member will send their presentation to Jae to assemble.

Note: Power point presentation to be send to Jae to put together. Jae please bring lap top to plug into Alan’s big screen TV. Jae please make the following slides:

4.

Cover Page Slide: Mike will take care of introductions & welcome

New Ave Mutual Water Company  
2023 Annual Shareholders Meeting  
June 14, 2023  
Mike DiPietro – President

Introduction of Board of Directors– Recognition of Dave Biasotti  
Brief overview of NAMCO

1. Website Update.....Joe Cardinalli
2. Finance.....Jim Armstrong
3. Water Quality/Manganese Issues .....Jae Schwartz
4. Maintenance and Capitol Projects.....Alan Heinzen
5. Summary/Rate Increases.....Mike DiPietro
6. Q & A .....All Directors
7. Voting for Officers.....Joe Cardinalli
8. Adjourn Meeting.....Mike DiPietro

Presentation Slides: Each member to send Jae their presentation to be included in power point/slide show.

7. Voting for Board of Directors: Current members are being re-nominated and two new Directors will be added to the ballot. Mike will confirm with them first before they are added to the ballot. Joe will prepare the ballot after Mike confirms
10. Next Board Meeting: Annual Shareholders meeting, June 14, 2023, @

Alan's House, 7 pm. Next Board meeting, Monday, July 24, 2023, Mike's House, @ 7 pm.

Meeting adjourned 8:40 pm. Minutes respectfully submitted by Joe Cardinalli, Board Secretary.