



DEVORE WATER COMPANY

18185 Kenwood Avenue, Devore, California 92407

Board of Directors Regular Meeting Agenda December 18, 2024 7:00 pm

1. **Call to Order** - By President Kirkland
2. **Roll Call of Board Members:** Steve Avila, Brian Gilbert, Bill Klapp, Mario Leos, Karan Slobom, Julie Costa, Doug Claflin, and Paul Kirkland
3. **Review / Adopt Agenda and Minutes:**
 - a. Adopt the agenda as presented or amended
 - i. Motion _____
 - ii. 2nd _____
 - iii. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).
 - b. Adopt the minutes of the regular meeting held on November 20, 2024 as presented or amended.
 - i. Motion _____
 - ii. 2nd _____
 - iii. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).
4. **Business Items:**
 - a. Operations
 - i. July Well Depths 2A- 39.7 ft, 3 - 26.4 ft, 4 - 98 ft
 - ii. August Well Depths 2A- 40 ft, 3 - 30 ft, 4 - 100 ft
 - iii. September Well Depths 2A- 41 ft, 3 - 33 ft, 4 - 101.2 ft
 - iv. October Well Depths 2A- 45 ft, 3- 41 ft, 4- 110.0 ft
 - v. November Well Depths 2A- 44 ft, 3- 39 ft, 4- 118 ft
 - vi. Update on system operations - Brandon Goldman
 - vii. Discussion and action related to tank inspections proposal.
 1. Motion _____
 2. 2nd _____
 3. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).
 - viii. Discussion related to remote read meters
 1. Mesh Solution
 2. LoRa Solution
 3. Cell Solution
 - ix. Discussion regarding hiring practices and processes.
 - b. Office / Personnel / Volunteers

- i. Office Update
- ii. Discussion and action for approval of part time bookkeeper contract - *Backup to be distributed if available prior to or at the meeting.*
 - 1. Motion _____
 - 2. 2nd _____
 - 3. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).
- iii. Bylaws
 - 1. Final Restated Draft Bylaws
 - 2. Current Bylaws
 - 3. Presentation Draft
 - 4. Web Posting of Materials - Restated Bylaws, Current Bylaws, Bylaws Presentation and Comment System
 - 5. Community Meeting - December 19, 2024, Kimbark Elementary School, 6:00-8:00pm - Presentation and Questions & Answers
- iv. Annual Meeting - January 23, 2025, Kimbark Elementary School, 7:00pm
 - 1. Discussion and action to approve the following:
 - a. Notices
 - b. Election & Sample Ballot
 - c. ByLaw vote
 - d. Proxy
 - i. Motion _____
 - ii. 2nd _____
 - iii. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).
 - 2. Inspectors - Nomination for inspectors to be approved at the January 15, 2025 meeting
 - 3. Process for registration at the door - Develop / identify the process for registering and confirming shareholders / shares / proxies as they arrive at the meeting to be approved at the January 15, 2025 meeting
 - 4. Process for proxy review - Develop a method for proxy review including verification of the shareholder, number of share represented by the proxy, and if the proxy holder is a shareholder to be approved at the January 15, 2025 meeting.
 - 5. Process for election / vote tabulation and candidates - Develop a process for Bylaw Vote and Director election tabulation and reporting. Suggested idea is to print the proxy, bylaw vote, and director election

on separate color papers for easy sorting and tabulation to be approved at the January 15, 2025 meeting.

v. Discussion and action related to purchasing and contracts.

1. Motion _____
2. 2nd _____
3. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).

c. Financial Report

i. Discussion and action regarding the financials from November 1, 2024 to November 30, 2024.

1. Motion to Accept and File: _____
2. 2nd _____
3. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N)

ii. Review of 2024-2025 Budget

d. Projects and MAP Update & Status Report

i. Nitrate Project Update

1. Discussion and action regarding nitrate blending engineering proposal from Cal Rural (Nate Thomas) proposal for Nitrate Blending
 - a. Motion _____
 - b. 2nd _____
 - c. Roll Call Steve Avila (Y/N), Brian Gilbert (Y/N), Bill Klapp (Y/N), Mario Leos (Y/N), Karan Slobom (Y/N), Julie Costa (Y/N), Doug Claflin (Y/N), Paul Kirkland (Y/N).
2. Status of Memorandum or Understanding (MOU) with San Bernardino City Municipal Water District (SBCMWD) regarding water service and associated fees
3. Status of lift station / generator on Devore Road

ii. Rancho Booster Project

1. Updates related to the project

iii. Sanitary Survey Update

5. Shareholder Comments – Shareholders comments may be limited to a maximum of 3 minutes per person in order to accommodate all that may want to speak.

6. Announcement of next board meeting

a. Wednesday, January 15, 2024 at 7:00pm

b. Location: Devore Water Company Office

7. Executive Session at _____ pm

a. Claims (Property/Liability)

b. Employment

8. Reconvene to Regular Meeting at ____ pm

a. Report of any actions taken in Executive Session

9. Board Meeting Adjournment

a. Motion to adjourn at _____ p.m.

b. Motion _____

c. 2nd _____

d. Voice Vote Y_____, N_____, Abstain _____.