



**Directors present:** Bruce Fiock, Rick Lemos, Tony Bishop, Jim Morris, Rod Dowse

**Absent:** Jeff Fowle

**Others in Attendance:** Leah Grassman (SSWD Staff), Ryann Morales (Previous SSWD Staff), Rhonda Muse (SSWD Staff), Kim Bellhouse (SSWD Staff), Bonnie Jespersen (Bookkeeper)

**1. Call to Order**

- a. **Establish Quorum-** a quorum is established. Meeting called to order by Chairman Fiock at 6:00pm.
- b. **Agenda Adjustments and Approval –** ACTION: Approve Agenda with removal of item 8.. MOTION: Dowse; SECOND: Bishop; AYES: Fiock, Morris, Lemos, NOES: none; ABSTENSIONS: none.

**2. Approval of Minutes**

**a. November 29, 2023 Regular Board Meeting**

ACTION: Approve minutes as presented: MOTION: Bishop; SECOND: Lemos; AYES: Fiock, Morris, Dowse; NOES: none; ABSTENSIONS: none.

**3. Public Comment – none**

**4. Board Election and Appointment of Officers:**

**Swear in New Board Members-**

District Administrator Bellhouse reported that the newly elected board members had completed their Oaths of Office.

**a. Chairman-** Rod Dowse

**b. Vice-Chair-** Jeff Fowle

**c. Secretary-** Tabled

**d. Treasurer-** Tabled

ACTION: Rod Dowse was nominated for Chair and Jeff Fowle was re-nominated for Vice Chair. Secretary and Treasurer positions were tabled to the next meeting. Discussed possibly combining the Secretary/Treasurer as one position.

MOTION: Bishop; SECOND: Morris; AYES: Fiock, Dowse, Lemos; NOES: none; ABSTENSIONS: none.

**5. Appointment of Board Director to sign checks.**

Fiock and Fowle will continue with the addition of Dowse.

**6. Appointment of Board Directors for AD-HOC Budget Committee.**

Fiock, Dowse and Fowle volunteered for the AD-HOC Budget Committee.

**7. Possible Approval of SWB Agreement Extension.**

Deputy WM Grassman reported that the agreement would be effective starting 1/28/2024 and extended through 2026.

Action: Discussed and Approved SWB Agreement Extension. Motion: Bishop; SECOND: Dowse; AYES: Fiock, Morris, Lemos; NOES: none; ABSTENTIONS: none

**8. Policy for Employee Benefits and Personal Vehicle Use-Discussion and possible action.**

-Removed item from agenda-

**9. Financials**

**a. Review and approval of the District's financial reports.-**

- Bookkeeper provided financial reports to the District.

ACTION: Reviewed and approved the District's financial reports for 2023. MOTION: Dowse;  
SECOND: Morris; AYES: Fiock, Lemos, Bishop; NOES: none; ABSTENTIONS: none.

**b. Review and ratification of the District's payroll and expense transactions- December 2023 and January 2024.**

ACTON: Reviewed and approved ratification of payroll and expense transactions. MOTION: Bishop; SECOND: Dowse;

AYES: Fiock, Lemos, Morris; NOES: none; ABSTENTIONS: none.

**c. Request for refund of VMP payment in 2022.-** Muse requested a VMP refund in the amount of \$304.71 for service in 2022. ACTION: Approved refund for 2022 VMP payment. MOTION: Dowse; SECOND: Bishop;

AYES: Fiock, Lemos, Morris; NOES: none; ABSTENTIONS: none.

**10. Review and possible approval of Annual Use Statement to SWRCB.-** WM Grassman presented the Annual Statement of Use for review and approval.

ACTION: Reviewed and approved.; MOTION: Lemos; SECOND: Morris; AYES: Bishop, Fiock, Dowse.; NOES: none; ABSTENTIONS: none.

**11. Review and possible approval of Scope of Work for Bookkeeper.-** Muse reported that the "Scope of Work for Bookkeeper" will replace the Business/Account Manager position in the SOP.

ACTION: Reviewed with Bookkeeper and Directors-Approved. MOTION: Bishop; SECOND: Dowse; AYES: Fiock, Lemos, Morris; NOES: none; ABSTENTIONS: none.

**12. Discuss possible approval of Farm Bureau Room/Office Rental.-** Chairman Fiock reported the details and that it would be shared office space. Discussed possible pros and cons of shared office space.

ACTION: Discussed and approved the office rental. Discussed and approved a \$1000.00 cap for office furnishings. MOTION: Dowse; SECOND: Morris; AYES: Bishop, Fiock, Lemos; NOES: none; ABSTENTIONS: none.

**13. Report on Elections-** No action taken.

**14. Staff and Board Member Reports.**

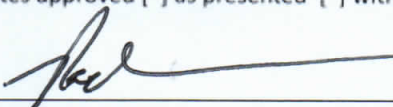
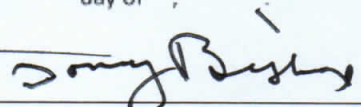
- a. Watermaster Report- WM Grassman provided a written report. WM Grassman reported on the progress of training the Water Measurement Technician.
- b. District Administrator Report- Muse provided a verbal report that she will continue to work with the new Administrator. Gave instruction to the Board regarding accessing files online.
- c. Board Directors Report- None

**15. Next regular meeting- March 27, 2024 @ 6:00pm**

**a. Set dates for 2024 Board Meetings;**

- May 29, 2024 @ 7:00pm
- July 31, 2024 @ 7:00pm
- Sep 25, 2024 @ 7:00pm
- Nov 27, 2024 - Changed to Nov 20, 2024 @ 6:00pm

16. Adjournment 7:13pm.

Minutes approved [ ] as presented [ ] with corrections on the            day of ,	
	
Signature of Board Chairman	Signature of Secretary