

Minutes of the Meeting
of the Board of Directors of
Crestview Mutual Water Company
November 28, 2023

1. Convened Public Meeting

The meeting was called to order by President Frank Mezzatesta on Tuesday, November 28, 2023, at 5:30 p.m. for an in-person meeting at the Hampton Inn, 50 W. Daily Drive, Camarillo, CA 93010.

Attendance and Quorum

Directors Present: Frank Mezzatesta – President
Alma Quezada – Vice President
Steven Muro – Secretary
Dave Stephenson – Director

Directors Absent: Laurie Bennett – Treasurer

Staff/Counsel Present: Durrell McAdoo – Water System Superintendent
Ann DeMartini – Business Consultant
Lauri Marino – Office Manager

2. Announcements

Ann DeMartini has been engaged as Crestview’s Business Consultant as of November 1, 2023. Ms. DeMartini has extensive background in the local water industry and the Las Posas Valley. She has managed several water companies and has experienced numerous droughts; she also is involved with local disaster relief response. Director Frank Mezzatesta announced that Durrell McAdoo has been awarded the Water System Superintendent position; the Board of Directors appreciates all of his extra effort in the interim General Manager position for the past several months.

3. Shareholders Public Forum

Roger Chittum presented two handouts to the Board with respect to the proposed budget model. These questions will be discussed in more detail during the budget presentation later in the meeting.

Mike Rolls inquired about the status of the Valley Vista Drive sinkhole. Durrell McAdoo reported that Crestview’s repairs are complete, but the shareholders still need to complete their portion of the repair.

4. Minutes

The minutes of the special meetings and Executive Sessions of the Board of Directors of October 16, 2023 and October 24, 2023 were presented. On a motion made by Director Steven Muro and seconded by Director Alma Quezada, the Board approved with four ayes the following:

Resolved, that the minutes of the special meetings and the Executive Sessions of the Board of Directors of October 16, 2023 and October 24, 2023, be accepted as presented.

5. Draft Fiscal Year 2024 Annual Budget

The updated draft budget for fiscal year 2024 was presented; all comments and notations from the last meeting were integrated. Discussion ensued. It was noted that this budget is not too far off from the previous year's budget. Further discussion ensued regarding forecasted sales, projected weather, and projected income and expenses by month. Director Steven Muro commented that it is imperative that the budget be reviewed regularly so that corrections adjustments can be made as needed. On a motion made by Director Steven Muro and seconded by Director Dave Stevenson, the Board approved with four ayes the following:

Resolved, that the FY2024 Annual Budget be accepted as presented, with the understanding that the budget will be reviewed, at the minimum, on a quarterly basis.

INFORMATION ONLY

6. Well Selection Update – Information Only

The well site selection contract will be executed within the next week by MKN Consultants. The consultants will look at each remaining site for feasibility, hydrogeology and other factors. The study is intended to be blind and unbiased and will take six weeks for a draft report and eight weeks for a completed study. The study will not include a cost analysis for the sites.

7. Water Superintendent's Report – Information Only

Durrell McAdoo reported that October 1 marks the start of the new water year; Crestview has been allocated a pumping allocation of 717 acre-feet, with 126 acre-feet pumped to date. Wells #4 and #6 are meeting all system demands. As previously mentioned, the Valley Vista sinkhole repair continues. A water leak occurred on Cerro Crest Drive the evening of November 13th due to a failed gasket on the water service; this presented a good learning experience for the two water treatment operators.

8. Treasurer's Report – Information Only

The October financial statements were presented, with explanatory notes. No further questions were received from those in attendance.

9. President's Report – Information Only

Director Frank Mezzatesta, President, reported that Crestview Staff should be acknowledged for doing well with the many changes that have occurred within the Company in the past year. Director Mezzatesta was asked what he is most proud of, what was the biggest challenge, and the least proud moment of his first year in office. Mr. Mezzatesta is happy that the tone of the monthly Board meetings has changed in a positive way and has aimed for transparency with the shareholders. His challenges have been following corporate code and Crestview's bylaws to make the best possible decisions in a timely manner

for the Company and its shareholders. He was least proud of the annual meeting and election being held in August, many months late.

10. Adjournment

On a motion made by Director Alma Quezada, seconded by Director Steven Muro, and approved with four ayes, the regular meeting was adjourned at 6:16 p.m.

Call to Order – Executive Session at 6:38 p.m.

1. Executive Closed Session

The Board in Executive Closed Session discussed the following matters:

- Personnel Matters – The Board approved the Water System Superintendent job description as presented. The Board will secure gift cards and chocolates for employee holiday gifts.
- Well #7 Site Selection – No decisions were made; nothing to report.
- Third-Party Contracts – The Board approved the trial of Microsoft 365 and Teams Online.

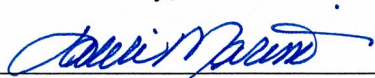
2. Adjournment of Executive Session

On a motion made by Director Alma Quezada, seconded by Director Frank Mezzatesta and approved with four ayes, the Executive Session was adjourned at 8:33 p.m.

Shareholders in Attendance:

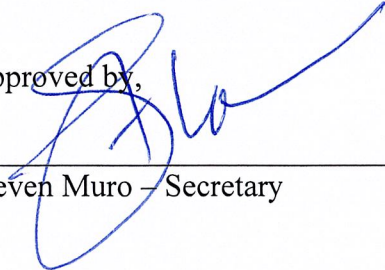
Chittum, Roger
Ono, Christopher
Rolls, Mike

Submitted by,



Lauri Marino – Office Manager

Approved by,



Steven Muro – Secretary



Frank Mezzatesta – President