

MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on January 16th, 2023, at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

Director's present and participating: Bill Vanek, Vice President; Debbie Smith (Zoom), Secretary; Roger Huff, Member at Large;

Members Not Present: Brandon Grosh, President; Dave Hymes, Treasurer;

Employees Present: Lee "Chuck" Winagura, General Manager; Kelly Mielke, Bookkeeper; Santa Carruth, Bookkeeper;

Employees Not Present: Sean Hartman, Operator;

Others Present: Carlos Bravo (Zoom), Self Help Enterprises;

Open Session:

1. **Called to order** at 6.02 PM by Chuck Winagura

2. **Update on the Fluoride Mitigation Project:**

1. Drilling to begin February 25th
2. .
3. Reviewed installation of Signage
4. XiO, P&J Electric update. A meeting is scheduled with them, QK, and PPMWC on 1/17/24.
5. Change Order #1

Roger Huff, Motion to Approve

Bill Vanek, Seconds

3 Ayes, 0 Nays, 0 Abstain.

3. **Previous Meeting Minutes:**

1. Approve meeting minutes from the November 28th Board Meeting

Roger Huff, Motion to Approve

Bill Vanek, Seconds

3 Ayes, 0 Nays, 0 Abstain.

4. Questions & Comments regarding items on the Agenda: None

5. Items not listed on the Agenda:

6. Customer Complaints/Concerns: None

7. Review and Approve Financial Reports:

1. Approval of November & December Financial Reports

Roger Huff, Motion to Approve

Bill Vanek, Seconds

3 Ayes, 0 Nays, 0 Abstain

8. Financial Monthly Update:

1. 2 properties have been clouded at the County Clerks Office
2. Review of 2023 usage/income data. Close to projection
3. Transfer \$50k from the main account to the grant account to cover current bills for QK and UFS

Roger Huff, Motion to Approve

Bill Vanek, Seconds

3 Ayes, 0 Nays, 0 Abstain

4. Deferral of 2024 budget until February.
5. Zelle is being setup. Kelly and Santa will develop a SOP before first use.
6. Claim #5 review and approval

Roger Huff, Motion to Approve

Bill Vanek, Seconds

3 Ayes, 0 Nays, 0 Abstain

9. Operational Matters

1. Employee's now receive 5 sick days per year in CA. Board agrees to keep current policy of issuing full amount of sick days January 1st of each year with no carry over into the following year.
2. A preliminary contract with a new Consultant is being reviewed. Conversations will be had with current Consultant to eliminate retainer fee and pay only hourly as needed.

3. Research and development of SOP for mutual aid to and from other local water companies.
4. Neighboring Property – Review of lawyers emails and recommendations to call Kern County Agriculture and Measurements Department as well as County Planning since there is a permit pending.
5. **Water System Managers Report:**
 - a. Distribution bacteriological samples are negative.
 - b. Manganese future concerns are still being discussed. Well 6 violated the EPA Standard again and quarterly information will have to be distributed regarding the ongoing violation. GM has been in contact with the President of Krista MWC and she is putting him in touch with someone that might be able to help with grants for the filtration of Manganese.

10. Potential New Software Review:

1. Current Software (Billing)
 - a. After discussion, PPMWC will not be going with a new billing software yet, but will revisit in six to eight months.
2. Maintain X (CMMS)
 - a. Will be revisited after the construction of the Fluoride Blending Station.
3. Meter Reading Upgrade (Bluetooth system and new software)
 - a. Existing software is being phased out by October 2024. New software and hardware and solutions are to be looked into other than with the current company. Solution to be developed by Summer to allow for lay over of software.

11. The Board wants GM to look into the Water Quality Association and a Convention in March.

Meeting adjourned at 7:36 PM