

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 25th, 2023, at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

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

Members Not Present:

Employees Present: Lee "Chuck" Winagura, General Manager; Kelly Mielke, Bookkeeper; Santa Carruth, Bookkeeper; Sean Hartman, Operator in Training;

Employees Not Present:

Others Present: Carlos Bravo (Zoom), Self Help Enterprises; Laura Raymond, Community Member; Elizabeth Zaczkowski, Community Member; John Vogelsang Sr., Community Member;

Open Session:

1. **Called to order** at 6:03 PM by Chuck Winagura

2. **Update on the Fluoride Mitigation Project:**
 1. Timeline Extension has been filed with the FBA and the DBE as well as the advertisement are under review. All documents are being uploaded to the FFAST system by Carlos but there is still a 4 to 6 month waiting period for approval. No further action is required at this time.

3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the November 29th Board Meeting

Roger Huff, Motion to Approve
Debbie Smith, Seconds
5 Ayes, 0 Nays, 0 Abstain.

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

5. Items not listed on the Agenda:

1. Discussion of radios for the Operations department. Multiple types discussed and Brandon Grosh has agreed to allow Operations to try some of his to see if they work around the community.

- a. Approval for radio purchase up to \$300

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

2. Employment Letters need to be developed for Sean and Santa along with looking into new employee rights and developing the employee handbook.

6. Customer Complaints/Concerns:

1. Community members had concerns about the rate increase and how it would affect their bills. After a discussion of the infrastructure age, showing a section of pipe that had burst, shown a broken collar and what they are used for, as well as giving examples of what their bill would have looked like last year, the community members were understanding of the price increase. The need for preventative replacement of the infrastructure was apparent.

7. Review and Approve November/December Financial Reports:

1. Approval along with transfer of \$5,000 to the grant account to pay QK.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

8. 2023 CIP/2023 Revised Budget:

9. 2023 Rates and Late Fee Discussion

1. Remove the 3% late fee due to complications due to new rate structure.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

10. Financial Monthly Update:

1. Kelly is continuing to switch to Cloud Based QuickBooks. Santa's training on Accounts Payable will be done in a few months.

11. Water Distribution Operation in Training Update:

1. Sean has been working on the criteria for his D1 and will be applying to take the exam soon.
2. When the D1 is passed a raise will be given.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

12. Water System Managers Report:

1. Distribution bacteriological samples are negative.
2. Well 7 Transmission line has been repaired and being disinfected currently.

13. GM 2023 Annual Goal Review:

1. Goals accepted.

14. Policies and Procedures:

1. All will be reviewed and updated this year.

15. Drought Preparedness Plan:

1. Due by June 1st to the State.
2. The State has developed a monthly/quarterly water production and usage reporting system.
3. A 118-page document has been provided by the State for assistance in the development and deployment of the Drought Preparedness Plan.

Meeting adjourned at 7:44 PM