

MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on March 15th 2022 at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

Directors present and participating: Brandon Grosh, President; Bill Vanek, Vice President; Karen Laumbach, Secretary; Dave Adams, Treasurer; Roger Huff, Member at Large

Members Not Present

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

Others Present: Carlos Bravo, Self Help Enterprises;

Open Session:

1. **Called to order** at 6:02 PM by Chuck Winagura

2. **Update on the Fluoride Mitigation Project:**
 1. Jesse Dhaliwal emailed QK stating the review has been completed. Most of the comments have been addressed but were not able to locate all changes made in the specs document.
 2. Jesse Dhaliwal recommended a meeting with QK. Carlos Bravo recommended that he and Chuck Winagura try to attend the meeting.

3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the February 15th Board Meeting

Dave Adams motioned to approve
Roger Huff seconds

4 Ayes, 0 Nays, 1 Abstain.

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

5. **Items not listed on the Agenda:**
 1. Dave Adams resigned from his position effective at the end of the meeting.
 2. Bill Vanek would like to develop a "Drought Preparedness Plan" and asks that it be added to the April Agenda.

6. Customer Complaints/Concerns:

1. Customer concern over the smell and taste of the water in the kitchen. Customer was provided with all documentation showing the water was safe and given a couple reasons why just the kitchen may be having these issues. Customer was happy with the responsiveness of PPMWC.

7. Financial Report:

1. Kelly reported of the 20 Red Tag notices sent out, 12 have paid, and has heard from a couple others. There are a couple where mail has been returned and there is no additional mailing address or contact phone number.
2. A new Policies and Procedures Plan for collection and disconnection of services will be added as an open action item.
3. ABS is using Stripe to accept Credit Card payments. There's a possibility that we will be ready to accept Credit Cards on the website by the next billing period.
4. Banfield Construction has been paid for work on the new service line at Coldwater/Eagle – A bill needs to be issued to the owner of the residence.

8. Transition to Outside Payroll Company:

1. The ADP agreement needs to be fixed in a couple of locations. The goal is to be using ADP payroll by next period.

9. 2022 CIP/Rates Discussion:

1. 2022 CIP reviewed. Cleaning and recoating of Tank 2, A House for Well 4 and new equipment for the new bookkeeper.

Brandon Grosh, Motion to Approve

Karen Laumbach, Seconds

5 Ayes, 0 Nays

2. RCAC reached out asking if we are still in need of a rate study. They stated they will begin again with SWRCB.

10. Bookkeeper Position Update:

1. Santa has been meeting and training with Kelly whenever possible. She has been taking deposit records and inputting in the new software to become familiar with it.
2. Kelly will back in the office 5 days a week at her other job so will need to work out a different schedule with Santa for the future training.

11. Upcoming Elections / Verify Information

1. 3 out of the 5 positions are up for election this year and 1 vacant position

Election: Vice-President, Member-at-Large, Secretary

Vacant: Treasurer

12. AB54 Certs:

1. Brandon Grosh has to re-cert by July of this year.
2. A copy needs to be obtained and put on file for Karen Laumbach

An announcement will be put in the quarterly newsletter

13. Operational Matters:

1. Water Quality
 - i. February BacT was absent from Total Coliform and E. Coli Bacteria
2. Operations
 - i. 3 Leaks due to non-insulated irrigation lines and control valves. 1 major break on Leisure Ln because of a broken service line saddle. Estimated ~30,000 gallons lost.
 - ii. Brandon suggested the idea of sending letters to high water users to bring more awareness.
3. Meters
 - i. 273/274 meters are upgraded to Smart Meters. RCAC will reach out to SWRCB again to seek approval on the rate study.
4. Wells
 - i. Well 4 still needs to have the 3-phase switched and production tested
 - ii. Well 6 has less power fluctuations and is producing more consistently. March production from Well 6 should be much better than the last several months.

Meeting adjourned at 7:01 PM