

## MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on April 18<sup>th</sup>, 2023, at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

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

**Members Not Present:** Bill Vanek, Vice President;

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

**Employees Not Present:** Sean Hartman, Operator in Training;

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

### Open Session:

1. **Called to order** at 6:04 PM by Chuck Winagura
2. **Update on the Fluoride Mitigation Project:**
  1. Chuck spoke with Carlos before the meeting. There is still nothing new to report.
3. **Previous Meeting Minutes:**
  1. Approve meeting minutes from the February 21<sup>st</sup> Board Meeting  

Roger Huff, Motion to Approve  
Debbie Smith, Seconds  
4 Ayes, 0 Nays, 0 Abstain.
4. **Questions & Comments regarding items on the Agenda:** None
5. **Items not listed on the Agenda:**
  1. Sanitary Survey was received and is currently being reviewed.
  2. BOD would like to begin testing Manganese on all wells monthly for PPMWC records.
  3. Annual Meeting tentatively first Saturday of June.
6. **Customer Complaints/Concerns:** None

**7. Review and Approve February & March Financial Reports:**

1. Approval of February & March Financial Reports

Brandon Grosh, Motion to Approve  
Roger Huff, Seconds  
4 Ayes, 0 Nays, 0 Abstain

**8. Financial Monthly Update:**

1. Leak Forgiveness requests reviewed.

Brandon Grosh, Motion to Approve  
Roger Huff, Seconds  
4 Ayes, 0 Nays, 0 Abstain

2. Rate structure concerns. BOD would like to revisit the rate structure after obtaining 2 quarters worth of data.

**9. Water Distribution Operation in Training Update:**

1. Sean has passed his D1. Raise to be applied retrospectively to beginning of pay period.

Brandon Grosh, Motion to Approve  
Debbie Smith, Seconds  
4 Ayes, 0 Nays, 0 Abstain

2. Chuck has passed his T2.

**10. Water System Managers Report:**

1. Distribution bacteriological samples are negative.
2. One leak discovered during meter reads and multiple found and reported by customers.

**11. Policies and Procedures:**

1. Owner Tenant Agreement(s) (Hold speak w/lawyer and compare to FP and LOW)
2. Excessive Water Usage (Hold develop letters and tracking)
3. Leak Forgiveness/Water Usage Reduction (1 given/year, additional based on BOD review, rewrite eliminating verbal and making it written requests only)
4. Employee Policy Information Update (GM to propose sick days and letters of employment for review)

**12. Drought Preparedness Plan:**

1. Multiple company policies reviewed to aid in the development of PPMWC Drought Preparedness Plan.

**Meeting adjourned at 8:37 PM**