

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 19th 2022 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; Karen Laumbach (arrival after meeting start), Secretary; Roger Huff, Member at Large

Members Not Present: Vacant, Treasurer;

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 6:04 PM by Chuck Winagura
2. **Update on the Fluoride Mitigation Project:**
 1. QK has submitted back to Jesse Dhaliwal the Plans and Specs regarding comments. Hopefully everything will be approved by end of April. Original Plans and Specs were submitted December 18th, 2021.
3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the March 15th Board Meeting

Roger Huff motioned 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:**
 1. Debbie Smith has expressed interest in a position on the Board
 2. Annual Meeting scheduled for June 4th
 3. Mailer for Elections to be put together
 4. Email and Field Setup for Chipper in the month of May.
 5. Hiring a new laborer

6. Customer Complaints/Concerns:

1. None

7. Financial Report:

1. March Financial Report

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

4 Ayes, 0 Nays, 0 Abstain

2. Grant Bank Account policy changed on the minimum balance to keep in the account as to not accrue fees/charges. Old minimum \$1,000 and New minimum \$3,500. A total of \$2,500 needs to be moved to that account.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

4 Ayes, 0 Nays, 0 Abstain

3. Insurance paid and \$800 in State Taxes paid online.
4. Still working to set up the ability to accept Credit Cards online.
5. Continuing to have issues with the ABS software and working with Tech Support on the issues as well as training.

8. New Policies and Procedures Plan / Collection and Disconnection of Service (C&D) and Excessive Water Usage Notification (EWU)

1. C&D - Incorporate fee schedule in line with other water companies
 - i. Tabled
2. EWU - Add Operations Email to letters, Include Possible Leak Verbiage, Add we will inspect for leaks, find average usage of HOA members to help determine excessive usage limit.
 - i. Tabled
3. Letters will be introduced to customers at the Annual Meeting June 4th.

9. Transition to Outside Payroll Company:

1. Kelly is close to having it setup with ADP. There have been a few things to resolve in order to move forward.

10. 2022 CIP/Rates Discussion:

1. New equipment purchased for the new Bookkeeper.

2. SWRCB has asked Self Help Enterprises (SHE) to assist us with the rate study since we currently have a TA Request open with SHE. Carlos Bravo will begin figuring out what is needed. SHE doesn't normally do rate studies but they have done them in the past.

11. Bookkeeper Position Update:

1. Santa and Kelly have been meeting about 20 hours a week.
2. Santa has been inputting information into ABS to match what Kelly has been entering into our old software as we transition.

12. Upcoming Elections

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

An announcement was put in the quarterly newsletter

13. AB54 Certs:

1. Brandon Grosh has to re-cert by July of this year. Information was given about an upcoming class.

14. Operational Matters:

1. Water Quality
 - i. March and April BacT's were absent from Total Coliform and E. Coli Bacteria
2. Operations
 - i. Data presentation has changed to match the billing cycle in order to get a more accurate view of water usage
 - ii. Asked to expand the AVG Static Levels to include three years of information along with the 5 Year AVG
 - iii. No leaks reported but some were identified via meter reads.
 - iv. Turn top 25 EWU's into Work Orders for Leak Detection and completed by months end after a Board Meeting.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

4 Ayes, 0 Nays, 0 Abstain

3. Meters

- i. All meters are now upgraded to Smart Meters. The last one took two days to install due to digging, condition of existing pipes and the old meter was longer than the new ones. Replaced the ball valve on the customers side, in the box, because of the poor condition it was in.

4. Wells

- i. Well 4 directional rotation switched and production tested. Currently producing 52.2 GPM with a recovery rate of 79.8% in the first hour and 84.8% by the end of the second hour. A grab sample will be done in May.
- ii. Well 6 has been producing more consistently with very little power issues. It accounted for 34% of the total water produced.

Meeting adjourned at 7:35 PM