

## MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on May 17th 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 (Zoom), Secretary;

**Members Not Present:** Roger Huff, Member at Large; Vacant, Treasurer;

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

**Others Present:** Carlos Bravo, Self Help Enterprises; Amy Kupic, Community Member; Michael Bowing, Community Member; Debbie Smith, Community Member

### Open Session:

1. **Called to order** at 6:12 PM by Chuck Winagura
2. **Update on the Fluoride Mitigation Project:**
  1. QK reached out to Jessie Dhaliwal to see if there are any additional comments or if we are approved to move forward.
3. **Previous Meeting Minutes:**
  1. Approve amended (minutes from 20 hrs/week to 20 hrs/month on bookkeeper update area) meeting minutes from the April 19th Board Meeting

Brandon Grosh motioned to approve

Bill Vanek seconds

2 Ayes, 0 Nays, 1 Abstain.

4. **Questions & Comments regarding items on the Agenda:** Question asked about increased dues. Dues are increased annually in January but did not happen this year as we are working on a new rate study.
5. **Items not listed on the Agenda:**
  1. New EE hired, Sean Hartman

**6. Customer Complaints/Concerns:**

1. None

**7. Financial Report:**

1. April Financial Report

Brandon Grosh, Motion to Approve

Bill Vanek, Seconds

2 Ayes, 0 Nays, 1 Abstain

2. Grant Bank Account now at the new minimum of \$3,500.
3. Liability \$2,500 over budget
4. Stripe is setup to receive credit card payments.

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

1. EWU - Attachment 1 letter ready to go out after introducing to customers at the Annual Meeting June 4<sup>th</sup>
2. C&D – on hold and ongoing

**9. Transition to Outside Payroll Company:**

1. Next pay checks will be going through ADP.

**10. 2022 CIP/Rates Discussion:**

1. Self Help Ent (SHE) is beginning to work on the Rate Study and unsure of the time frame at this point. Carlos Bravo will be working with a manager to go over what is needed. SHE will be compiling 15 to 20 different model rates.

**11. Bookkeeper Position Update:**

1. Kelly and Santa are working on the transfer of QuickBooks from desktop to cloud based.

**12. Upcoming Elections**

1. 3 out of the 5 positions are up for election this year and 1 vacant position – Debbie Smith has expressed interest.

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
  - a. May BacT's were absent from Total Coliform and E. Coli Bacteria
2. Operations
  - a. **Leaks:** No leaks reported but some were identified via meter reads.
  - b. **Breaks:** No major breaks in the system.
3. Consumer Confidence Report / E.A.R.
  - a. E.A.R. and C.C.R. submitted and waiting for approval
4. Wells
  - a. Well #4 is going to be set up on a flushing schedule.
  - b. Well #8 reports were found and beginning to read through the 400+ page report.

**15. Drought Preparedness Plan:**

1. GM is attending a DWR Drought Preparedness and Response Workshop on May 25<sup>th</sup>

**Meeting adjourned at 7:17 PM**