

MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on June 21st 2022 at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

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

Members Not Present: Brandon Grosh, President;

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

Employees Not Present: Santa Carruth, Bookkeeper;

Others Present: Carlos Bravo, Self Help Enterprises;

Open Session:

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

2. **Update on the Fluoride Mitigation Project:**
 1. Plans & Specs have been approved by the State. The project will go out to bid as soon as needed documents are done, expected in a month or two. There is currently a 4-to-5-month lead time on materials.

3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the May 17th 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:** None

6. **Customer Complaints/Concerns:** None

7. Financial Report:

1. May Financial Report

Roger Huff, Motion to Approve

Bill Vanek, Seconds

3 Ayes, 0 Nays, 0 Abstain

2. 18 Red Tags distributed. 3 Customers paid by CC the same day and customers are updating their contact information on ABS.
3. July 1st billing, Kelly and Santa will be doing it together.
4. Auto deduct ACH has additional charges and Kelly is not in favor. Kelly encourages customers to set up bill pay through their own bank.
5. It is the time of year for information to be handed off to the CPA.

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

1. EWU – Letters are going out to the top ten users each month in line with the EWU Notification Plan
2. C&D – on hold and ongoing

9. 2022 CIP/Rates Discussion:

1. Carlos Bravo has started reading the P&L sheets. He has questions that need to be addressed and will be doing a three-year average for this year's budget. Kelly will mail miscellaneous documents that Carlos will need.

10. Bookkeeper Position Update:

1. Santa is taking over the phone and accounts receivable around the beginning of July.

11. Elections

1. Debbie Smith, Secretary

Roger Huff, Motion to Elect

Bill Vanek, Seconds

3 Ayes (Brandon Grosh's given before the meeting), 0 Nays, 0 Abstain

2. Dave Hymes, Treasurer

Roger Huff, Motion to Elect
Bill Vanek, Seconds
3 Ayes, 0 Nays, 0 Abstain

12. AB54 Certs:

1. Brandon Grosh has to re-cert by July of this year. Information was given about an upcoming class.
2. Newly Elected positions have six months in which to complete the certification.

13. Operational Matters:

1. Water Quality
 - a. June BacT's were absent from Total Coliform and E. Coli Bacteria
2. Operations
 - a. **Leaks:** No leaks reported but 1 was identified via meter reads.
 - b. **Breaks:** No major breaks in the system.
3. Wells
 - a. Well #4 is going to be set up on a flushing schedule still but Austin and Chuck were unable to get together to do so.

14. Drought Preparedness Plan:

1. A plan needs to be put together by June 1st 2023. DWR is putting together a template for every Water Company and will be available by the end of 2022. In the meantime, the EWU Policy and Procedure Plan will continue to be developed and the letters for the high-end users will continue to go out each month to bring awareness to the community of their usage.

Meeting adjourned at 7:11 PM