

## **MINUTES OF DIRECTOR'S MEETING**

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on July 19<sup>th</sup> 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; Roger Huff, Member at Large; Dave Hymes, Treasurer

**Members Not Present:** Debbie Smith, Secretary;

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

**Employees Not Present:**

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

### **Open Session:**

1. **Called to order** at 6:02 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 on the 4<sup>th</sup> of August. PPMWC will need to file a project extension with Lisseth and will need a letter from the President.
3. **Previous Meeting Minutes:**
  1. Approve meeting minutes from the July 19<sup>th</sup> Board Meeting

Roger Huff motioned to approve  
Bill Vanek seconds  
3 Ayes, 0 Nays, 1 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

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

4 Ayes, 0 Nays, 0 Abstain

- ### 2. Lot 15 owes approximately \$1,400 and has been fined by KCFD. If Lot 15 starts paying the assessments and balance PPMWC will waive late fees if it is paid off within 12 months (August 2022 – August 2023). Fees will be reinstated if not paid within the 12 month period.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

4 Ayes, 0 Nays, 0 Abstain

- ### 3. We received 12 credit card payments

- ### 4. 3 shut offs

## **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. EWU – Attachment #2 Approval and Ability to Use Electronic Signatures

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

4 Ayes, 0 Nays, 0 Abstain

- #### a. Chuck will call Debbie Smith to verify she is alright with PPMWC using her name on electronic signatures.

- ### 3. C&D – on hold and ongoing

## **9. 2022 CIP/Rates Discussion:**

- ### 1. Carlos Bravo has accomplished a lot towards the plan. He needs a few more pieces of information. A rough draft will be ready by the next meeting.

**10. Bookkeeper Position Update:**

1. Santa now does payroll, incoming payments, and quarterly billing

**11. AB54 Certs**

1. Debbie Smith and Dave Hymes need by 12/31/22
2. Brandon Grosh needs ASAP

**12. Water Distribution Operator in Training:**

1. Proposal for Sean Hartman.

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

- a. Look into a possible Tablet to track tasks and work orders in the field

**13. Water System Manager's Report:**

1. Water Quality Report
  - a. July 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 .74 GPM/44.43 GPH/1066.35 GPD.
  - b. **Breaks:** No major breaks in the system.
3. EWU
  - a. Letters will be sent out
4. Well #4 Update
  - a. Austin and Chuck were able to get together to flush Well 4. The H-O-A switch is bad and needs to be replaced in order to put it on an automated schedule.

**14. Drought Preparedness Plan:**

1. A plan needs to be put together by June 1<sup>st</sup> 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 7:05 PM**