

MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on September 20th 2022 at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

Director's present and participating: Brandon Grosh (Zoom until 6:30 pm), President; Bill Vanek, Vice President; Roger Huff, Member at Large; Dave Hymes, Treasurer; Debbie Smith, Secretary;

Members Not Present:

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; Eric Anderson, Customer;

Open Session:

1. **Called to order** at 6:03 PM by Chuck Winagura
2. **Update on the Fluoride Mitigation Project:**
 1. Bid opening is happening on September 22nd and construction could take up to 6 months to start.
3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the July 19th Board Meeting

Roger Huff motioned 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:** None
6. **Customer Complaints/Concerns:** None

7. Financial Report:

1. August Financial Report

Roger Huff, Motion to Approve

Debbie Smith, Seconds

4 Ayes, 0 Nays, 0 Abstain

2. Transfer \$8,000 to the Grant Account

Roger Huff, Motion to Approve

Debbie Smith, Seconds

4 Ayes, 0 Nays, 0 Abstain

3. All Employees to move to Bi-Weekly payroll starting in October

8. QK Invoice of Claims #3 and #4

1. Check has been issued and we can file for reimbursement once the FBA is approved by the State.

9. 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 – Newest Attachment letter on hold until rates have been approved
3. C&D – on hold and ongoing

10. 2022 CIP/Rates Discussion:

1. Carlos Bravo has given a rough draft for review and acceptance.

Brandon Grosh, Motion to Table

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

11. Bookkeeper Position Update:

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

12. AB54 Certs

1. Debbie Smith and Dave Hymes need by 12/31/22
2. Brandon Grosh needs ASAP
3. Next class on October 27th. Chuck will sign DS, DH, BG up for class

13. Water Distribution Operator in Training:

1. Sean is on track to take his D1 test February/March of 2023

14. Unimproved Lot Meters – Do We Install and Charge

1. No charge will be made but will only install as service is requested to be turned on.

Roger Huff, Motion to Approve

Debbie Smith, Seconds

4 Ayes, 0 Nays, 0 Abstain

15. Water System Manager's Report:

1. Water Quality Report
 - a. September Bact's were absent from Total Coliform and E. Coli Bacteria
2. Operations
 - a. **Leaks:** No leaks reported but customers are requesting Leak Detections
 - b. **Breaks:** No major breaks in the system although on July 31st the Telemetry System went offline and continued to fill the tanks. The overflow was seen at the intersection of Viewpoint and Deer and called in. Manual override was conducted and manual monitoring and filling. Scott Rosen and Paul Yoes were able to get the system back online in less than 24 hours.
3. EWU
 - a. Letters will be sent out but will be on hold until Rates are Approved
4. Well #4 Update
 - a. The H-O-A magnetic switch has been repaired and is currently pumping 7 days a week from 09:00 – 09:30 at an average rate of 52 GPM

16. 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