

MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on October 18th 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; Debbie Smith, Secretary;

Members Not Present:

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

Employees Not Present:

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

Open Session:

1. **Called to order** at 6:01 PM by Chuck Winagura
2. **Update on the Fluoride Mitigation Project:**
 1. Bids are over the original grant availability by the State. An increase of funding will be sought with the FBA in conjunction with an extension to be filed around the end of November.
3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the October 20th Board Meeting

Roger Huff motioned to approve
Debbie Smith seconds
4 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. August Financial Report

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

2. Increase grant account to \$12,000 to pay QK bills before reimbursement by the State.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

3. All Employees are on a Bi-Weekly payroll starting in October

8. QK September Invoice

1. Reimbursement can be submitted once FBA is approved.

Brandon Grosh, Motion to Approve

Roger Huff, Seconds

5 Ayes, 0 Nays, 0 Abstain

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

1. EWU – Letters are now on hold until the new rates begin.
2. EWU – Newest Attachment letter on hold until rates have been approved
3. C&D – on hold and ongoing
4. C&D – 3 properties have the 3rd quarter not paid and the 4th is now outstanding. Begin sending certified letters to the owner for shut offs to begin to occur

Brandon Grosh, Motion to Approve

Dave Hymes, Seconds

5 Ayes, 0 Nays, 0 Abstain

10. 2022 CIP/Rates Discussion:

1. Carlos Bravo has given a rough draft for review and acceptance. Board requested a 1-year model to be developed for review of possible rate structures and will be tabled until the next meeting.

Roger Huff, Motion to Table
Debbie Smith, Seconds
5 Ayes, 0 Nays, 0 Abstain

2. New Computer for Operations

Roger Huff, Motion to Approve
Debbie Smith, Seconds
4 Ayes, 0 Nays, 0 Abstain

11. Bookkeeper Position Update:

1. Kelly will develop a full job description for the Bookkeeper position.
2. Santa has worked for seven months and after her six-month probationary period is to receive her pay increase to \$30/hour.

Brandon Grosh, Motion
Roger Huff, Seconds
5 Ayes, 0 Nays, 0 Abstain

12. Bid Award Recommendation

1. Approval of the recommended lowest bidder under conditions.
 - a. Request letters from the lawyer to possibly bypass the two lowest bidders since paperwork was incomplete or wrong
 - b. Review scenarios with the lawyer and go over QK's recommendation of the lowest bidder
 - c. If the funds can be approved by the State when the FBA is turned in

Brandon Grosh, Motions
Roger Huff, Seconds
5 Ayes, 0 Nays, 0 Abstain

13. AB54 Certs

1. Debbie Smith, Dave Hymes, and Brandon Grosh will be signed up for the next class on 10/27/22 through RCAC

14. Water Distribution Operator in Training:

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

15. 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

16. Water System Manager's Report:

1. Water Quality Report
 - a. October BacT's were absent from Total Coliform and E. Coli Bacteria
2. Operations
 - a. **Leaks:** No leaks reported
 - b. **Breaks:** No major breaks in the system
3. EWU
 - a. Letters will be sent out but will be on hold until Rates are Approved
4. Well #4 Update
 - a. The well will be offline to protect it in the Winter months since it is not housed and Operations will begin building out the wells transmission line past the fence preparing it to be tied into the mixing station.

17. 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 7:27 PM