

MINUTES OF DIRECTOR'S MEETING

A meeting of the board of directors of Pinon Pines Mutual Water Company was duly called and held on November 15th 2022 at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

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

Members Not Present: Brandon Grosh, President;

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 6:04 PM by Chuck Winagura
2. **Update on the Fluoride Mitigation Project:**
 1. Waiting on the Board approval then will begin the FBA and file the Extension in conjunction with it. They will be asking for more funds but the approval time will be a 4-to-6-month window.
3. **Previous Meeting Minutes:**
 1. Approve meeting minutes from the October 18th Board Meeting

Roger Huff motioned to approve
Dave Hymes 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. October Financial Report

Roger Huff, Motion to Approve

Debbie Smith, Seconds

4 Ayes, 0 Nays, 0 Abstain

2. Approximately 45 lots will be getting a \$10 late fee.

8. QK October Invoice

1. Reimbursement can be submitted once FBA is approved.

Roger Huff, Motion to Approve

Dave Hymes, Seconds

4 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. C&D – on hold and ongoing

10. 2023 CIP/2023 Budget/Rates Discussion:

1. 2023 CIP Review for Approval

Roger Huff, Motion to Approve

Debbie Smith, Seconds

4 Ayes, 0 Nays, 0 Abstain

2. 2023 Budget Review for Approval

Roger Huff, Motion to Approve

Debbie Smith, Seconds

4 Ayes, 0 Nays, 0 Abstain

3. Carlos Bravo has given a rough draft for review and acceptance. Board requested a 1-year model to be developed including tiers and allotment for review of possible rate structures and will be tabled until the next meeting on the 29th of November instead of December. Chuck is to review other company tier structures for comparison, speak with other company managers if possible, and work with Kelly to develop the model.

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

4. Unimproved Lots will have a base rate increase from \$482 to \$500

Debbie Smith, Motion to Approve
Bill Vanek, Seconds
4 Ayes, 0 Nays, 0 Abstain

11. Bookkeeper Postion Update:

1. Has developed a good handle on AR

12. AB54 Certs

1. Classes have been completed

13. Water Distribution Operator in Training:

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

14. Water System Manager's Report:

1. Water Quality Report
 - a. November 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

15. Neighboring Property Drilling Rig for Well and Septic Tank/Leach Field

1. EH has been notified about the community concerns. We were informed that Domestic Wells only need to have a 100' setback from a public well and that the Septic system only needs to have a 150' setback from public wells. A water Feasibility study is not required. Brandon has been directed to the Septic Inspector for further clarification. No information has been received from the Septic Inspector yet.

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 7:38 PM