

## 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 20<sup>th</sup>, 2021 at the Pinon Pines Community Building located at 1001 Coldwater Drive, Frazier Park, CA.

**Directors present and participating:** Bill Vanek, Vice President; Dave Adams, Treasurer; Karen Laumbach, Secretary

**Members Not Present:** Brandon Grosh, President; Roger Huff, Member at Large

**Employees Present:** Austin Mielke, General Manager; Kelly Mielke, Bookkeeper

**Others Present:** Carlos Bravo, Self Help Enterprises; Cathy Williams, QK Engineering

### Open Session:

1. Called to order at 6:18 PM Brandon Grosh.
2. **Update on the Fluoride Mitigation Project:**
  1. QK and Austin are still working on the plans ironing out all the details.
  2. Claim #1: Dave Adams Motioned to approve claim #1. Bill Vanek seconded, 3 Ayes, 2 not present.
  3. Austin presented the first progress report to the board, we are still finalizing the plans and hope to go out to bid in August pending the state's approval of the plans. RCAC plans to approve our credit line around the beginning of August.
  4. New Bank Account for the Grant: Karen Laumbach motioned to open a new bank account for the grant with \$7,000 from our current funds. Dave Adams second, 3 Ayes, 2 not present.
3. **Previous Meeting Minutes:**
  1. Karen Laumbach motioned to approve the meeting minutes from June 15<sup>th</sup>, 2021. Dave Adams seconded, 3 Ayes, 0 Nays, 2 Not Present.
  2. Dave Adams motioned to approve the meeting minutes from June 30<sup>th</sup>, 2021. Bill Vanek seconded, 3 Ayes, 0 Nays, 2 Not Present.
4. Karen Laumbach motioned to approve the revised Bylaws to reflect the change made to a mutual benefit non-profit. Dave Adams seconded, 3 Ayes, 0 Nays, 2 Not Present.
5. **Questions & Comments regarding items on the Agenda:** None
6. **Items not listed on the Agenda:** None
7. **Customer Complaints/Concerns:** None

### Financial Matters:

8. **Financial Report:** Kelly reported that presumed foreclosure on Whispering Pines is now \$861 behind and the vacant lot on Pinetree is \$652 behind. We are interested to see if

these funds could be recovered by the CARE program. Karen Laumbach motioned to approve the financial report. Dave Adams seconded, 3 Ayes, 0 Nays, 2 Not Present.

9. Kelly reported that the credit card processing system that our billing program has built in costs 2.9% +\$0.30 per transaction and a \$29 maintenance subscription. The service also provide an online billing history portal for customers to use through stripe.com. She asked the board if they would like to proceed with this added functionality? The matter was tabled until the next meeting, or once we go to monthly billing.
10. Kelly brought up her concerns with still being an independent contractor and recommended the board consider switching her to an employee. She anticipates this may cost the company approximately \$100/month. The board tabled this matter until the next meeting.

#### **Operation Matters:**

11. **Manager's Report:** Austin reported on the operations of the company over the past month.
  1. No significant changes to the system's water quality.
  2. Discussed Dead end flushing, truck maintenance, billing software, and HOA work at well#3.
  3. We now have a total of 213 of 274 meters installed. No new installations have been completed this month, however we have excavated and prepared 12 installations and will be scheduling them for later this week probably.
  4. Austin reported that Wells 4 & 6 Improvements: Well Rehabilitation Services has been informed that we approved their proposal but they are not able to schedule us yet. They hope to get us scheduled for late July.

**Meeting adjourned at 7:22 PM**