

**Palomar Mountain Mutual Water Co.
Meeting Minutes Saturday October 13, 2018**

Meeting called to order at 8:30 AM

Board members present: Joanne Marugg (President), Glenn Borland (Vice President), Brett Michael Hauser (Treasurer), Diana Serry (Secretary), Bonnie Spear and Brian Wagner (Members at large)

Board members absent: Walt Johnston (Member at large)

A quorum was established.

Shareholders present: Sue Hanson, Jack Weisgerber, Martin Marugg

Non-Shareholder present: Alan Serry

PMMWC staff present: Mike Probert (Operations Manager), Jeremy Dyson (Assistant to Operations Manager) and Linda Thorne (Office Manager).

August 13, 2018 meeting minutes:

Board Member Bonnie Spear noted spelling typo on page 2. Joanne acknowledged and indicated spelling has been corrected.

Board approved August 13, 2018 meeting minutes

Operators Report:

Mike Probert, Operations Manager

Emergency Calls: One leak in Zone A repaired

Water Levels:

	October 2018	September 2018	2017
Darby	No data	40'	
Pedley #331.6'		30.9'	21.4'
Pedley #534'		32.9'	24.4'

Tank levels: 60-65K gallons

Water Usage September 2018 = 10,836 Gallons per day September 2017 10,166 = Gallons per day

Chlorine .4 .3 .1

Coliform Absent

Meters read: 3 meters read #66, #10 and #16 (Escrows)

Meters replaced: Meter #10

Operation Manager notes:

9/6 & 9/10/18 Un-explained periods of high water usage – See Operation Manager's report for details

9/10/18 Operations Manager had a short meeting with Department of Environmental Health representative, Craig Burnett regarding annual inspection. No violations. See Operation Manager's report for details.

9/22/18 Linda Thorne was notified of an electric meter in Pedley was inadvertently put into another property owner's name. See Operation Manager's report for details.

- 9/23/18 Computer internal power supply issue. See Operation Manager's report for details.
- 9/24/18 Water coming out of retaining wall in Zone A – Issue was resolved. See Operation Manager's report for details.
- 10/2/18 Operations Manager spoke with shareholder of meter #10 regarding water usage concerns. See Operation Manager's report for details.
- 10/3/18 Operations Manager met with shareholder of meter #10 – See Operation Manager's report for details.
- 10/4/18 Operations Manager received a report from Bonnie Phelps concerning meter #66. See Operation Manager's report for details.
- 10/5/18 Operations Manager contacted the real estate listing agent Tom Anderson regarding meter # 66 residence. See Operation Manager's report for details.
- 10/10/18 Operations Manager received permit from SD County Building Department for new tank installation. New tank will likely be installed in the spring 2019. No date for installation set at this time by the Board.

End of Operation Managers report

Secretary's Report:

Diana Serry, Secretary

5 pending escrows:

APN 135-400-65-00	DeBruyn
APN 135-065-26-00	Biancamanto
APN 135-072-64-00	Bank Owned
APN 135-053-71-00	Over
APN 135-054-69-00	Dirks

Treasurers Report:

Brett Michael Hauser, Treasurer

Please refer to financial statements for August, the spreadsheet for July thru August 2018, Accounts Receivable Listing as of August 31, 2018, and an Accounts Receivable Listing as of September 18, 2018 included with these minutes.

Old Business:

Operations Manager, Mike Probert - No new information regarding Pedley electrical upgrade.

New Business:

Office Manager, Linda Thorne – Questioned 'What is a membership? Is a membership a person or an APN?' Linda felt that bylaws might be unclear. Linda's interpretation of bylaws was that membership goes by APN (Assessor's Parcel Number). Linda asked that the Board Members review the Bylaws and discuss in a future meeting. Linda also discussed January assessment billing and summer billing for water usage. The summer mailing also includes Shareholders who have a water share, but no meter or water usage, therefore no water bill. Because of this, there are 2 lists for mailing, one for Shareholders with meters and water usage, the other for Shareholders with no water usage who do not receive a water bill in the summer. Per Linda, bookkeeper is not able to generate a bill for zero owed to Shareholders without a meter/water usage. Linda indicated that separating Shareholders with water usage and no water usage was do-able; however it would be easier if everyone received a bill in the summer mailing which would include a proxy. Linda suggested that the membership fee which is normally billed in January, be billed in the summer billing that way everyone would get a bill in the summer and would not require office manager to create 2 separate lists for the summer.

Treasurer, Brett Michael Hauser suggested that the Board seek legal advice whether a membership is a person or APN and whether the Board can make modifications to the bylaws regarding the membership billing.

Board agreed to review bylaws – Joanne Marugg will bring the topic up again in the next meeting.

Board members Diana Serry, Glenn Borland and Brian Wagner indicated that they receive billing with zero balances from other entities, and wonder why bookkeeper cannot generate a statement with a zero balance.

Linda Thorne indicated that not all water companies issue paper share, but have a database with share owner information. Diana Serry indicated that a paper share is good redundancy so that the Shareholder has a tangible receipt in case database information is lost/compromised or human error.

It was unclear as to whether the Board agreed to contact the Attorney regarding the question 'Is a membership a person or an APN?' and regarding whether bylaw change would be necessary to change the current billing practice.

Joanne Marugg, Board President – PMMWC office needs to get Wi-Fi installed as well as replace the office computer. Western Broadband was recommended as internet service provider. Linda suggested a Dell computer with service agreement for tech support.

Shareholder Jack Weisgerber indicated that he will be transferring a share to his name and will work with Linda.

Board member, Bonnie Spear pointed out that the statement 'Water is for culinary use only' is in the September 2018 meeting minutes and on the PMMWC website and annual meeting draft. Joanne asked that John Lesac, who maintains the PMMWC website, be asked to change to 'Water is for domestic use only'. September meeting minutes will be amended as well.

Board member Bonnie Spear asked for Board approval to have a PMMWC email account set up. Bonnie would like to set up a PMMWC Shareholder email distribution list as well as set up Shareholder list for Nextdoor communication.

Secretary Diana Serry noted that we are thankful for John Lesac's help with setting up the PMWC website and asked that the Board has access to website domain and password information so that a Board member can make updates to the website. Diana reminded the Board that PMMWC is a business and expressed concerns that it should be the Board that owns the domain rather than a 3rd party, but can give permission to a non-board member to help maintain website as it deems appropriate. Diana reminded the Board that there have been instances where other Palomar Mountain boards/committees, (including the Palomar Mountain Fire Board and Community Center), that have had domains owned and set up by others that were ultimately inaccessible because the board/committee. Bonnie Spear is to communicate with John Lesac regarding website access, passwords, etc.

Treasurer Brett Michael Hauser thanked Jeremy Dyson for attending the meeting.

Shareholder Sue Hanson indicated that people do not always remember to go to the website for information. Sue asked that the Board clarify that information will also be sent out via email and Nextdoor.

Meeting adjourned at 10:21 AM

Diana Serry, PMMWC Secretary