**Palomar Mountain Mutual Water Company, Inc.**

**Regular meeting of the Board of Directors**

**December 9th, 2023**

**The meeting was held at the Water Co. office building**

**Directors Present:** Jim Marugg, John Lesac, Charles Black, Brett Michael Hauser, and Sandra Cugusi-Tristan.

**Directors Absent:** Diana Forero-Cook, Mary Ellen Harshberger

**Staff Present:** Mike Probert [Operator], Justin Davis [Operator assistant], Linda Thorne [Office Manager], Renee Forero-Cook [OM assistant]

The meeting was called to order at 9:03 AM

The minutes of the November meeting were read and approved with minor corrections. Brett moved, John seconded, and the Board approved with corrections.

**Operator’s Report: Mike Probert**

*See the Operator’s written report as part of these minutes*

**The Well Levels:** Well #3 is at 14.9 feet and well #5 is at 16.5 feet. The levels are holding steady this year.

**Water Usage:** Water usage remains down averaging 6000-7000 gallons/day during the week and increasing to 10000-12000 gallons/day on the weekends.

**Testing:** Water sampling and testing continues as required by the State with all results falling within acceptable limits.

**Meter Readings:**  No meters were read this month.

**Leaks:** Two leaks occurred at the same location this month, once on 12/6 and once on 12/8. Both leaks occurred at the shut off box, initially from the owner and then on 12/8 from a propane truck. Ultimately, the shut off box was improved to prevent these issues in the future by placing pipe deeper in the ground and using better parts over a 3 hour fix on 12/8.

**Employees:** Justin Davis is taking over the Operator’s Assistant role. On 12/7 he was introduced to the water system and shown around. At this time he will be taking over weekends.

**Technology:** A power outage on 12/6 took out the computer in the office. Work is being done to get it back online.

Mike required a new work phone after his previous one died. However, information from the previous phone may have been lost. The new work phone will be able to access the new Water Company email.

**Secretary’s Report: John Lesac**

*See the new share transfers spreadsheet as part of these minutes*

John reported one escrow closed and the share transferred.

**Office Manager’s Report: Linda Thorne**

The new Water Company computer for the Office Manager is all set up and fully operational. The Board is still considering how to better manage Water Company technology and information going forward to protect the Company’s data and prevent any disruptions to operations.

The annual newsletter is nearly finished and it will be going out at the end of December with the meter service billing.

**Treasurer’s Report: Brett Michael Hauser**

*See financials for September 2023*

Brett discussed the continued financials that the Water Company is currently experiencing, in part due to an increase in property sales bringing in more metered water fees thus far this fiscal year. Brett informed the Board that expenses are expected to continue rising overall despite continued savings in some areas presenting a growing budget gap that will need to be addressed to stop the Water Company from continually operating in the red.

**Future Business**

Jim informed the Board the State is has notified the Water Company of continued non-compliance in reporting requests for data points dating back years when the County had jurisdiction over the Water Company. Records are proving difficult to obtain and Jim is working with the State to resolve this issue to hopefully avoid or mitigate needing to pay citation fines. The State could opt to take legal action against the Water Company if these issues are not resolved to their satisfaction. Once Jim has received clarification from the State what is deficient, what can be addressed, and what (if any) fines will need to be paid, the shareholders will be informed of the citations and how they’re being addressed within the required notification period for shareholders.

The Water Company is currently operating without an active D1 license. During the pandemic, Mike was unable to renew his D1 license. Technology failures have prevented him from completing his renewal over the past couple of months. The Board is currently looking into options to bring in a consultant with at least a D1 license to operate under while Mike addresses his license. This is also an issue with the State and part of their citations.

Mike formally informed the Board that this will be his last year with the Water Company. He will continue to work with and train Justin over the 2024 year, but the Water Company needs additional backup employees to provide adequate coverage after this year.

**The meeting was adjourned at 10:56 AM**

**Respectfully submitted,**

**Renee Forero-Cook**

**Assistant Office Manager**