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

**Regular meeting of the Board of Directors**

**May 10th, 2025**

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

**Directors Present:** Jim Marugg, Charles Black, John Lesac, Brett Michael Hauser, Diana Forero-Cook, and Sandra Cugusi-Tristan, Mary Ellen Harshberger

**Staff Present:** Justin Davis [Operations Manager], Renee Forero-Cook [General Manager]

**The meeting was called to order at 9:05 AM**

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

**Operator’s Report: Justin Davis**

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

**Well Levels:** Well #3 was at 15.8’ this month vs 18.3’ last month and 9’ a year ago. Well #5 was at 16.2’ this month vs 16.3’ last month and 10’ a year ago.

**Testing:** All water testing is up to date.

**Leaks:** A leak was identified down at Pedley on the pipe going to well #2. We were losing over 1,000 gallons per hour while pumping. The leak was patched. Pumping over subsequent days indicated the patch was repaired and the leak was causing 700 gallons/hour to drain into the pond. However, we are still off 330 gallons/hr in our pumping.

The line that was leaking is exclusively to well #2 which is non-operational, but still ties into our transmission line. We need to cut and cap that line so it is no longer tied into our pipeline. A motion was made to hire a certified welder to cut and cap the line. Chuck moved, Brett seconded and the Board unanimously approved. Justin is going to contact some welders to get quotes while Jim is going to check with Choice Water to verify if we need anyone with particular certifications to do the repair.

The 330 gallons/hr missing is from well #5. It is pumping at about 75% of what it should be. Justin has contacted Stehly to have them come out and evaluate well #5.

**Outside Help:** Southern California Well Services was contacted about what is going on with well #5 since we’ve had issues with Stehly helping us address our well problems and needs promptly.

**Boundary Dispute**: We’re looking at getting outside help with completing the work necessary with getting the boundary dispute scope of work completed to make sure we can meet our legal obligation in getting the work done per the contract.

**Bollard:** The bollard that was knocked over was removed with the help of a shareholder, Mark Thompson, lending his tractor services.

**Pipeline:** It is evident our pipelines to the tanks are in poor condition. Based on calculations our pipelines have lost roughly 1/3 of their capacity. There is approximately 3000’ of original 3” steel pipe coming from the wells and connecting to 4” PVC near Crestline Rd where we have likely lost the most capacity and we’re at greatest risk of leaks.

**Well Site Generator:** Jim requested Operations inspect the generator at the well site and create a maintenance log for CARB (California Air Resources Board).

**Employee Updates:** Brett makes a motion to accept the resignation of Mike Probert as of 4/28/25 John seconded, and the Board unanimously approved. Brett mades a motion to welcome Justin as the new Operation’s Manager from that point, Chuck seconded, and the Board unanimously approved.

**Secretary’s Report: John Lesac**

Two share transfers occurred in the last month. Location 21 transferred on 4/25. Location 207 transferred on 4/1.

John brought up installing leak detectors on the homeowner’s side of the meter to monitor cabins for pinhole leaks. The Moen device he brought in to share with the Board is one that can operate via WiFi to alert homeowners to a leak and turn off the water to the house, or operate without WiFi and turn the water off if a leak is detected. The cost for the device is approximately $500.00.

**General Manager’s Report: Renee Forero-Cook**

Renee brought to the Board a request to change her title and job description to better reflect her current scope of work that includes performing work for both the office and operations. A job description was presented to the Board for their review. Brett made a motion to accept the General Manager job description and duties to be effective immediately. Chuck seconds. The Board unanimously approves with one voting as present by Diana Forero-Cook. A copy of the updated job description is attached with these minutes. Brett makes a motion to eliminate the position of Office Manager. Chuck seconded. The Board unanimously approved. Brett moved to create an Office Assistant role to be filled as needed at a later date as indicated by the General Manager and approved by the Board. John seconded. The Board unanimously approved with one voting as present by Diana Forero-Cook. The General Manager will present a job description for the Office Assistant role to the Board when there is a need to fill the role.

Justin is going to review the existing the job description for the Operation’s Manager and add in more specific language related to the work done, specifically related to the physical requirements of the job.

Brett made a motion to allow Renee to investigate obtaining a tablet for fieldwork up to $2,000. John seconded. The Board unanimously approved.

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

*See financials for March 2025*

PMMWC brought in 138k in income from July 2024 to March 2025 with our interest income being the big difference between last year and this year. While electric costs are down, our other operational costs are up substantially related to leaks and state testing/licensing requirements as well as increased insurance costs. Legal fees are going up again.

**Old Business**

The boundary dispute property transfer is in process of resolution and working toward closing escrow.

**New Business**

While labor laws allow for hiring individuals under 18, it is with heavy restrictions due to safety concerns. PMMWC is open to hiring individuals under 18 on a limited basis as needed to abide by age related safety laws. Individuals helping on an as needed basis will need to be hired as a W-2 employee.

The promotional offer from US Bank for the current Money Market Account (MMA) is nearly over. Jim will need to move some of the funds to a CD for 5 months at 4%-4.5% while leaving enough in our savings reserves to avoid any unnecessary penalties for needing to draw from the reserves.

The Water Company needs to acquire a UTV for Operations use to avoid unnecessary wear and tear on personal vehicles getting to and from Pedley as well as around the various easements. Justin found a UTV being sold by a former shareholder with low hours and mileage that would meet our needs. Chuck made a motion to purchase the UTV up to 10k from a former shareholder and John seconded. The Board unanimously approved.

**The meeting was adjourned at 12:40 PM**

**Respectfully submitted,**

**Renee Forero-Cook**

**General Manager**