

Lassen Pines Mutual Water Co.
9294 Thatcher Mill Road
Shingletown, CA 96088
Minutes
Business Meeting of the Governing Board
March 28, 2024
5:00 pm

NOTE: This is a business meeting of the Governing Board. The Water Operators have been asked to attend.

GOVERNING BOARD MEMBERS IN ATTENDANCE: Don Bickel, Amy Barker, Kim Walters, Isabel Klopchic

GOVERNING BOARD MEMBERS NOT IN ATTENDANCE: Lee Roth

EMPLOYEES IN ATTENDANCE: Barb March, Office Manager, Mike Lafkas, Water Operator, Steve Henderson, Water Operator

Meeting called to order at 5:14p.m.

ITEMS OF DISCUSSION/ACTION:

1.1 ACTION: Isabel Klopchic moved to approve the agenda. Seconded by Don Bickel. Approved unanimously.

1.2 ACTION: Don Bickel moved to approve the [minutes](#) from February 20, 2024 Governing Board Business Meeting. Seconded by Isabel Klopchic. Approved unanimously.

1.3 POSSIBLE ACTION: Governing Board Organization

- President-vacant
- Secretary/Clerk-Amy Barker
- Chairman of the Board-Don Bickel
- Chief Financial Officer-vacant

Topic tabled until May 2024 Governing Board meeting.

1.4 DISCUSSION/POSSIBLE ACTION: Amy Barker moved to approve Isabel to contact Daryl Reese, a non-profit attorney, to see if he would be willing to be on an as needed basis. Seconded by Don Bickel. Approved unanimously.

1.5 DISCUSSION/POSSIBLE ACTION: Update by Kim Walters and Mike Lafkas on property visit for new connection. Kim Walters met with Luke Pearson, Contractor. Burkhalter is the property owner- They pay an unimproved lot. The Board has assigned Mike Lafkas, Patrick

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Shanughnessy, Steve Henderson to make a map for the whole water district that confirms there is a meter, non-meter, curb stop, locked or unlocked. Barb March will send a notification in the billing statement in May or June regarding inspection of the water boxes. We discussed unimproved lots or improved lots. The Distribution Operator must oversee the hook-up process.

1.6 DISCUSSION/POSSIBLE ACTION: Update by Don Bickel and Amy Barker on Certificate of Deposits

- Moved funds into 3 Certificate of Deposits-5% \$75,000

1.7 ACTION: Amy Barker moved to approve a contract for a \$3,000 tank inspection diver for warranty purposes. Isabel Klopchic seconded motion. Approved unanimously.

1.8 DISCUSSION/POSSIBLE ACTION: Mike Lafkas will look for a water pressure fire hydrant test vendor as he reported that he believes Slakey and Sons in no longer in business.

1.9 DISCUSSION/ACTION: Office Manager provided business & operations updates.

- Report number of members who are delinquent-21 members are \$1,000 or more delinquent, 19 members are up to \$500 delinquent. Kim Walters and Barb March will investigate the 21 members and send notification of liens, if applicable. We have been able to collect delinquent accounts through the Title Companies upon sale of the property.
- Previous board member owes Lassen Pines Water Company, Inc. through a lawsuit/settlement. Update provided on court request for an increase in monthly payments.
- Grant update-MDS Engineering and Department of Industrial Relations update.
- Bank of America-shredded credit card. Closed the account.
- Expenses on autopay include the following:Quickbook, Waste Management, Frontier Wifi, and Credit Card
- CPA/1099 Update-Contractors were provided with 1099s
- Dave Bollan-Snow plow services to continue with a limit of \$600
- Liens process and bylaws for properties who are in arrears.
- Flier for the Annual Membership Meeting was sent in the most recent billing statement.
- Computer & office equipment needs-Board requested and approved that Barb purchase a new computer and printer.

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- Quickbooks online payments-\$90 a month
- Tri-Counties bank scanner-looking into the program but decided that it was not warranted at this time due to the size of our operation.
- Online payments-Barb will research options. Provide incentive for customers using autopayments
- Unemployment challenge update for previous employee
- Consider raise for Office Manager and new water operator
- Other updates

Don Bickel motioned to approve a raise for Barb March, Business Manager from \$18.00 to \$25.00. Seconded by Isabel Klopchic. Approved unanimously.

1.10 DISCUSSION: We discussed Water Operator long-term plans. Mike Lafkas would like to be a relief Water Operator. Steve Henderson expressed interest in being a Chief Water Operator. The Board agreed to offer the Chief Water Operator position to Patrick while Steve continues to work towards his T2 and D1 certifications. Amy Barker will offer the Chief Operator position to Patrick and see if he is interested.

1.11 DISCUSSION/POSSIBLE ACTION-RIT014 Unimproved Lot. Barb March went to Fidelity to run a deed for the property. Barb March will run a statement all the way back 2017. Kim Walters will investigate. Kim will call Stanley Armstrong to discuss Ritsmill 014.

1.12 DISCUSSION: Plan agenda for Annual Membership Meeting on April 20th at 1:00 pm at Van Stellman Hall. The agenda is as follows:

1. Call to Order
2. Pledge of Allegiance-Kim Walters
3. Welcome-Don Bickel
4. Introduction of Board Members, Water Operators & Grant Manager
5. Invitation to Open House to show members the progress of the grant
6. Amy Barker-Reading and approval of Annual Meeting Minute from last year.
7. Barb March, Office Administrator, Budget Update
 - a. \$30,000 insurance
 - b. Part-time water operator

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- c. Property tax \$8,000
 - d. Filter-\$3,000
 - e. Grant update
 - f. Set aside a little bit of money-capital improvements and emergencies
8. Don Bickel-Stewards of Member Meetings Certificate of Deposits
 9. Patrick, Water Operator, provide presentation on grant
 10. Mike Lafkas-Annual Water Report/Consumer Confidence Report
 11. Questions from the general membership
 12. Announcement-make an announcement for checking meter boxes by Water Operators
 13. Adjournment

ADJOURN

Amy Barker motioned to adjourn the meeting at 8:12 pm. Seconded by Kim Walters. Unanimously approved.