

**Lassen Pines Mutual Water Co.
9367 Mountain Meadow Road
Shingletown, CA 96088
Minutes
Business Meeting of the Governing Board**

February 20, 2024

NOTE: This was a business meeting of the Governing Board.

Meeting was called to order at 6:22 p.m.

Location: Board Member's house, 9294 Thatcher Mill Road, Shingletown, CA

Governing board members in attendance:: Don Bickel, Amy Barker, Kim Walters, and Isabel Klopchic.

Governing Board Members not in attendance: Lee Roth

Employees in attendance: Barb March, Office Manager

Isabel Klopchic moved to approve the agenda noting that there was no Action 1.3 listed on the agenda. Don Bickel seconded the motion. Motion passed unanimously.

Items of Discussion/Action

1.1 ACTION: Isabel Klopchic moved to approve [minutes](#) from December 19, 2023 Governing Board Business Meeting. Seconded by Kim Walters. Motion passed unanimously.

1.2 ACTION: Isabel Klopchich moved to approve postponing the following Governing Board Officers vacancies. Amy Barker seconded the motion. Motion passed unanimously.

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

1.4 DISCUSSION/ACTION: The Board discussed the Fall River Lawsuit. Kim Walters will attend the water pressure fire hydrant test with Mike Lafkas, the Water Operator, Joe Reiss, the Project Manager, and Frank Nichols, member and owner of the Meadow. The Shasta County Fire Marshall has been invited.

1.5 DISCUSSION/ACTION: Adding water connection to new build. No action taken. Discussed annex and the need to visit the builders. Kim

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Walters will reach out to Water Operators, Patrick and Mike, to visit the property owners to discuss new water connections.

1.6 DISCUSSION: Office Manager provided business & operations updates.

- Office Manager, Barb March, provided us with an update on vendors and 1099 forms.
- Office Manager, Barb March, reported the number of members who are delinquent
 - 42 are delinquent
 - 20 are delinquent over 91 days
 - 22 are delinquent under \$500 and are paying
- Previous board member owes Lassen Pines Water Company, Inc. through a lawsuit/settlement. We will return to court to request an increase in monthly payments.
- Protocols for turning off members who are delinquent-Kim Walters will work with Barb March to find out about members that own the properties that are delinquent.
- We need to consider hiring a non-profit attorney and will place it on the next agenda for approval.
- Download update from website documents-We decided to leave the website information as is so that members can access the history of the Lassen Pines Mutual Water Company.
- Banking update-Don Bickel and Kim Walters talked to the bank manager about CD options. It was decided to move forward with CDs. Don Bickel and Amy Barker will go to Tri-Counties to sign paperwork.
- Hire Diver for tank inspection-Barb March will email the Diver Company, this week, to schedule the inspection appointment.
- Discussed clients' treatment toward the office manager.

1.7 DISCUSSION: Grant update-The final check was written for the grant project. We need to reissue the check to MDS Engineering as we need to remove Department of Industrial Relations penalties as per the Grant Project Manager.

Open House will be held to show members the progress of the grant and will be held on the same day as the Annual Membership Meeting. Board

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agreed to set the Open House date for completed grant project-April 20th (10:00am) or April 21st (2:00pm)-Don Bickel will call Mary Chambers to find out if Van Stellman Hall is available for the Annual Meeting. Kim Walters will talk to Water Operators to find out if they are able to host an Open House at the Water District to show grant improvements.

1.8 DISCUSSION: Shasta County Fire Marshal/Fire Hydrant Testing update.

1.9 DISCUSSION: Don Bickel will reach out to Mary Chambers to secure Van Stellman Hall for our Annual Meeting on April 20th at 10:00am

Isabel Klopchic motioned to adjourn the meeting at 8:08 pm and Amy Barker seconded the motion. Motion approved unanimously.

Possible Agenda Items:

- We need to consider hiring a non-profit attorney.
- Fire Pressure
- Barb March to make a flier for the Annual Meeting.
- Bank action-Place three CDs at \$25,000. One CD at 6 months and the other two CDs at 16 months.
- Annual Meeting will be held on April 20th at 10:00am. Kim will reach out to Patrick to request him to present at the annual meeting. Kim will also reach out to Mike and Patrick to see if they will be the tour guide for the Open House.