

**MINUTES**  
**PINE COVE WATER DISTRICT**  
**MONTHLY BOARD MEETING**  
**24917 MARION RIDGE DR., IDYLLWILD CA 92549**  
**September 11, 2024**

Board President R. Hewitt called the meeting of the Pine Cove Water District Board of Directors to order at 10:00 am.

**ROLL CALL:**

Directors Present: President R. Hewitt, Director R. Venard, Director B. Smith, Secretary/Treasurer V. Jakubac

Also Present: J. Hayes, District Secretary, J. Potter, General Manager

Guests present: D. Jerome/Town Crier, C. Dumas Field Foreman

Absent: Vice President L. Padula

**PUBLIC COMMENT:**

1. None.

**MINUTES:**

1. The Board reviewed and accepted the Minutes from the Board Meeting held on August 14, 2024 on a MOTION made by Director B. Smith, seconded by Director R. Venard and carried unanimously with yay votes by all Directors present.

**FINANCIAL STATEMENT:**

1. The Board reviewed and accepted the Financial Statement for the period ending August 31, 2024 on a MOTION made by Director B. Smith, seconded by Director R. Venard and carried unanimously with yay votes by all Directors present.

**OPERATIONS REPORT:**

Report submitted by Jeremy Potter, General Manager, dated September 11, 2024

- 1A. Production was down by 262,420 gallons compared to last year in August.
- 1B. Static Well #10 is up by 1/10ft.
- 2A. Meter Installations – Crew is at Book 7; continues until completed.
- 2B. Production Sources – Well #3 is down and will be getting diagnosed for repairs.
- 2C. Staffing/HR – Resignation of 2 field employees. RA last month / CD this month. Will start putting an ad together for 1 new hire.
- 2D. Community – Donating bags of ice weekly to The Woodies.
- 2E. Vehicles – Purchased 2 new trucks based on last months meeting approval. 2000 Toyota is back up and running.
- 2F. Fires – We pre-emptively hooked up to the mobile pod and filled the pod at DT. Robert suggested looking into safety gear & training for the mobile pod (red card?). Also suggested creating an SOP with RivCo/Cal Fire/Fish/Div 3 Forest Service, Jim Snow.
- 2G. Property – Jeremy asked for an appraisal and was told that the seller is not interested in doing that and we can if we wanted. Jeremy reached out to realtor Amber for additional steps.

**OLD BUSINESS:**

1. Secretary to The Board gave update on the remaining balance of USDA Rural Development loan to see if it is feasible to pay off. Amount is too high and it was agreed to continue paying the monthly payments of \$1020.

**NEW BUSINESS:**

1. The board heard a proposal to change propane companies. It was agreed that we have a great working relationship and no problems with our current provider and therefore no reason to switch.
2. The board adopted Resolution #581 adopting the corrected appropriations limit for FY23-24.

**CORRESPONDENCE:**

1. Board President R. Hewitt received correspondence from SDRMA that they are very happy with us not having any worker's compensation claims in the last year+ and will reduce our rate.
2. Chris Dumas, Field Foreman addressed the board with a heart felt thank you and good bye and suggested reviewing and increasing the rate of pay for employees at PCWD for employee retention.

**ADJOURNMENT:**

1. Meeting was adjourned at 10:25 am on a MOTION made by Director B. Smith, seconded by Director R. Venard and carried unanimously by all Directors present. The next scheduled General Board Meeting is October 9, 2024, at 10:00 a.m., held in the District Board Room.

Approved:

Respectfully Submitted:

Robert Hewitt  
Board President

Jennifer Hayes  
District Secretary