

**MINUTES**  
**PINE COVE WATER DISTRICT**  
**MONTHLY BOARD MEETING**  
**24917 MARION RIDGE DR., IDYLLWILD CA 92549**  
**January 8, 2025**

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, Secretary/Treasurer V. Jakubac, Director R. Venard, Director B. Smith

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

Guests present: D. Jerome/Town Crier

Absent: Vice President L. Padula

**PUBLIC COMMENT:**

1. None.

**MINUTES:**

1. The Board reviewed and accepted the Minutes from the Board Meeting held on November 13, 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 November 30, 2024 on a MOTION made by Director B. Smith, seconded by Director R. Venard and carried unanimously with yay votes by all Directors present except Secretary/Treasurer V. Jakubac who abstained.
2. The Board reviewed and accepted the Financial Statement for the period ending December 31, 2024 on a MOTION made by Director B. Smith, seconded by Secretary/Treasurer V. Jakubac and carried unanimously with yay votes by all Directors present.
3. The Board reviewed and accepted the 2<sup>nd</sup> Quarter Budget Comparison, dated December 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 January 8, 2025 (report dated December 11, 2024 combined)

- 1A. December production was down by 39,637 gallons compared to last year.
- 1B. Static Well #10 is down by 3.5ft.
- 1C. The Board asked about Water Conservation stages with the lack of moisture; we will go into Stage II if no moisture by April 1<sup>st</sup>.
- 2A. Meter Installations – Last of the meters in Book 6 and rest of 7 need to be installed. Testing a pilot program with Zenner to hopefully fix the communication problems. Team is coming out on the 13<sup>th</sup> to install and test 10 in different areas.
- 2B. Production Sources – Well #26 refurbishment has begun. Cleaning the well and also installing new equipment.
- 2C. Staffing/HR – Filled the maintenance worker position with Nathan Baldwin who started 1/2/2025.

**OLD BUSINESS:**

1. None.

**NEW BUSINESS:**

1. Introduction of a proposal for meter software replacement system was discussed in Operations Report – no action needed
2. Board adopted Resolution #591, a Resolution authorizing the General Manager to sign documents for the purchase of Real Property for District Uses with a MOTION made by Director B. Smith, seconded by Secretary/Treasurer V. Jakubac and carried unanimously with yay votes by all Directors present.
3. Appointment of Board Members happened automatically through Riverside County – no action needed.
4. Administering of Oaths to appointed members happened automatically through Riverside County – no action needed.
5. Board elected officers for the 2025 Calendar Year keeping Robert Hewitt as President and changing the Secretary/Treasurer position to Becky Smith with a MOTION made by Secretary/Treasurer V. Jakubac, seconded by Director R. Venard and carried unanimously with yay votes by all Directors present.
6. Discussion of options for new employee declining health benefits was not a board item – no action needed.

**CORRESPONDENCE:**

1. None.

**CLOSED SESSION:**

1. The Board entered into Closed Session pursuant to Government Section 54957 and the Brown Act to discuss personnel matters to evaluate the General Manager.

**OPEN SESSION:**

1. The Board entered into Open Session to report that they evaluated the General Manager's performance. The Board is very happy with Jeremy's excellent job and would like him to stay on as General Manager with a 20% increase of salary effective January 1, 2025.

**ADJOURNMENT:**

1. Meeting was adjourned at 10:30 am on a MOTION made by Secretary/Treasurer V. Jakubac, seconded by Director R. Venard and carried unanimously with yay votes by all Directors present. The next scheduled General Board Meeting is February 12, 2025, at 10:00 a.m., held in the District Board Room.

Approved:

Respectfully Submitted:

Robert Hewitt  
Board President

Jennifer Hayes  
District Secretary