



Ponderosa Pines Water Company  
Regular Board of Directors Meeting  
December 17, 2025 Via Zoom

President David Trachsel called the Regular Board of Directors meeting to order at 7:03 pm. Directors present were Ken Forsyth, Alan Henne, Greg Hulihan, Jeremy Martineau, Kent Neilson and Julie Shattler.

Julie Smith (*Treasurer*) in attendance.

Quorum was met. Members in attendance: 5

### **Minutes**

The 2025-10-29 PPWC Regular Meeting Minutes and 2025-11-10 PPWC Regular Meeting Minutes were approved by the board.

### **Treasurers Report**

The October 31, 2025 and November 31, 2025 financials were accepted by the board.

The US Bank CD is up for renewal on January 9, 2026 and Julie Smith will be sending a rate sheet as soon as it's available. We have a 10-day grace period. Julie Smith will also start looking into financial institutions to keep us within our FDIC limits. One of the banks she is looking into is First Interstate Bank.

### **Water Manger Report**

Brad Covington could not make the meeting, and he emailed his report.

All backflow testing was completed prior to the end of November. Multiple leaks were discovered during this process and the owners were informed. The four largest leaks that we are aware of have been repaired. As a result, we have recently had some of the lowest daily flow rates for the entire year at 10 gpm. Flow rates are recorded daily and provide a good indication of problems throughout the system.

### **Unfinished Business**

Master Plan Update – The projected budget for this is \$23,759.00 and we have spent \$19,453.00. The only portion that is left is potholing several locations. David Trachsel made a motion to finalize the Master Plan now and separate the potholing portion and will be put on a separate contract to be done next year as soon as the ground thaws. Julie Shattler seconded. After board discussion, the board all voted no to separate the potholing.

Beneficial Usage Update – They will be onsite Friday, December 19, 2025 at 10:00 am to examine and verify our system. They will be touring the well house and anything else they need to see. The projected budget is \$11,360.00 and we have spent \$3,693.00. Everything is on budget to date.

By-Laws Update – There were 2 updates made and filed with Deschutes County improperly. There was information left out. The reason for the update it to put it into one document. We would also incorporate at the end to use Roberts Rules of Order to run meetings.

David Trachsel made a motion to file the By-Laws update dated 2025-10-31 with Deschutes County. Julie Shattler seconded. After board discussion, the board voted the following – Yes – 6 (*David Trachsel, Ken Forsyth, Alan Henne, Greg Hulihan, Kent Neilson & Julie Shattler*), 1 – No (*Jeremy Martineau*).



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**New Business**

CPA Search – The search is ongoing. Quotes are coming in ranging from \$5,000.00 to \$1,200.00. Still waiting on a few quotes to come in.

Secretary Resignation – George Schrum has resigned as Secretary. We need a new Secretary. We will be sending out a notice for this.

Vice President Nomination - Ken Forsyth nominated Kent Neilson to be Vice President. David Trachsel seconded. After discussion, the board all voted yes.

**Concerns of the Board**

Kent Neilson asked if the board had a chance to review the suggestion, he sent out regarding meter reads. A short discussion regarding the meter reads. Ideas were presented and further discussion and research is needed.

**Concerns of the Members**

D. Nelson asked if we looked into grants to replace the PVC piping.

**Executive Session – None**

**Adjournment**

Julie Shattler made a motion to adjourn the meeting at 8:04 pm. Alan Henne seconded. David Trachsel adjourned the Board Meeting at 8:04 pm.

David Trachsel  
Acting PPWC Secretary