



Ponderosa Pines Water Company
Regular Board of Directors Meeting
May 20, 2026 via Zoom

PPWC President David Trachsel called to order the Regular Board of Directors meeting at 7:05 pm. Directors present were David Trachsel (*President*), Ken Forsyth, Julie Shattler, Alan Henne, Jeremy Martineau and Greg Hulihan. Julie Smith (*Treasurer*) was in attendance. Quorum was met.

Members in attendance: 5

Minutes

David Trachsel asked if there were any changes to the minutes. Julie Shattler made a motion to approve the 2026-4-22 minutes. Ken Forsyth seconded. With no further discussion, the minutes were voted as follows – Yes vote: David Trachsel, Julie Shattler, Alan Henne, Ken Forsyth, and Greg Hulihan. Abstained – Jeremy Martineau.

Treasurers Report – Julie Smith

The financials were not yet received by the bookkeeper due to this meeting being a little earlier in the month.

The Mid Oregon CD was renewed at 3.28%. There was a reserve transfer of \$14,770.76 to the operating account for the money spent on the Beneficial Usage project. All accounts are now under FDIC limits.

Julie Smith asked the board for direction on the request for bank reconciliation report to be included in the monthly financials. We already receive all the bank records from the bookkeeper. The bookkeeper reconciles the accounts prior to sending out the financials.

David Trachsel made a motion for the bookkeeper to provide reconciliation of the financials. There was not a second. Motion failed.

Water Manger Report – Brad Covington

Everything is operating normally. All meter reads are completed. Repaired a leak on S. Sugar Pine. We still need to repair the roadside valve covers. The previous Secretary had all the information for when we were ready to order the parts. A new meter installation was done. The board discussed record keeping processes and confirming where they're stored with Brad Covington.

Unfinished Business

David Trachsel mentioned the notices he sent out. One of which was for additional laborers and the other was for the secretary position. There has been no response to either notice. Julie Shattler mentioned someone reached out to her asking for more information regarding the secretary position. The person left to go out of town, and she will get together once she is back.

A concern was mentioned the board should have had a chance to review the details of the hiring notices.

Beneficial Usage Update – No update. Still waiting to hear back from OWRD.

A new shelf unit has been assembled in the archives.

Annual Members Meeting – Julie Shattler

The Annual packet was sent to print. Julie Smith took a mock packet to take to the post office to purchase postage. The post office didn't have the stamps we needed. Julie Smith was able to find and order one stamp per packet this year. She did a great job. The Annual Meeting spreadsheet will be updated in the next few days and sent out.



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Water and Fees Policy – David Trachsel

David Trachsel made a motion to adopt the Water and Fees Policy with formatting changes and placing on letter head. There was no second, the motion failed.

The PPWC has a current policy in place that needs to be updated. The board felt they were not ready to approve the policy at this time. Julie Shattler will be working on putting everything on letterhead and formatting for the board to review.

Second Meter Read – The board and Brad Covington discussed performing a second meter read in September.

Brad Covington would need to make sure he has the personnel. It would take 4 employees and an 8-hour day. In September due to weather, it could take a few more hours and then follow up. This would be to help detect any possible leaks. Most lines break in the winter. Brad Covington feels many issues can be eliminated if they were contacted to turn the water off by people leaving during the winter.

After further discussion, the board agreed to try reading meters twice a year for a couple years.

David Trachsel made a motion to do a second meter read in September. Alan Henne seconded. With no further discussion, the board voted as follows: Yes: Jeremy Martineau, Greg Hulihan, David Trachsel, Alan Henne and Julie Shattler. No: Ken Forsyth.

New Business

Water Overage Fees – David Trachsel made a motion to waive water overage fees if they are less than \$10.00. Julie Shattler seconded. Discussion – Jeremy wants to know what it costs to send an invoice. After discussion, David Trachsel changed his motion to waive overage fees if they are less than \$5.00. Ken Forsyth seconded. With no additional discussion, the board unanimously approved the motion.

Julie Smith asked the board about the discussion of a letter being sent with the overage invoice. Since all the information is in the body of the invoice and there is a contact number for members to reach out with any questions they may have.

Concerns of the Board - None

Concerns of the Members

D. Nelson – asked if the bookkeeper sends out the invoices and the answer was yes.

There were additional members that asked why Brad needs a secretary. The intent was for a board secretary.

Executive Session – None

Next Meeting –June 24, 2026, Regular Board of Directors Meeting at 7:05 pm

Adjournment

David Trachsel adjourned the meeting at 7:52 pm.

David Trachsel
Acting PPWC Secretary