SIERRA PARK WATER COMPANY

BOARD OF DIRECTORS MEETING MINUTES

December 6, 2025 11:00
In Person at the Lodge and Virtual/Google Meet

Executive Session Report - An Executive Session occurred on December 4, 2025. There was nothing to report.

I. Call to Order -Heidi Ordwein 11:06

II. Attendees Heidi Ordwein, Curt Cowan, Wanda Lenhardt, and Kevin Bonner (Virtual) Mike Van Gundy

Virtual Attendees: John Turner, Reid Johnson, Dan Demoss, Edward Jackson, Aileen Loe, Richard Valentine, Duane Moschetti

III. Review and Approve Agenda – Two items were added to the Agenda

a) CRWA Membership

b) BWCE Contract update Blackwater

IV. Approval of Minutes – November 8, 2025 - Curt made the motion to approve the minutes from the November 8, 2025 Board of Directors Meeting. Wanda seconded the motion which was then unanimously approved.

V. Engineer and Manager Reports

a) Manager – Dan DeMoss - Dan acknowledged we are having challenges in our big projects. He is providing assistance as he can.
b) Chief Operator Manager – Dan DeMoss
   1. Water Quality Update – Wanda will send the 4th quarter water quality report.
   2. Operations Update – Nothing to Report.
c) Company Engineer - Nothing to Report

VI. Projects Update - Heidi Ordwein/Ed Jackson

a) Meter Project Update – The meter project is progressing very well. Meter installations should be completed soon. . Then the next phase of the project will be data integration and validation. We have to make sure they are working correctly. The meters will be connected with customer accounts in order to bill usage to the correct customer. Our goal is to start the new billing process in January. If all goes well. Bills will be sent monthly from that point forward. We have 42 meters left to be installed. The installation schedule is on our website. The meters have been mapped in GPS to assist in locating them as needed.If there is a problem in the snow, operators can locate the meter easily.

   We have had concerns from customers wondering if our meter installation will disturb their prior winterization practices (draining) of their cabins. We have been informed that it will not. If customers have questions or concerns, they can contact us.

b) Water Treatment Project: SPWC, Black Water and the contractor are working hard on getting permits. The contractor will provide a revised construction schedule once the permit issue is resolved. ICS is the engineering company who is responsible and they are a part of Blackwater.

VII. Old Business

a) We need customers to stay out of the blue boxes. They should not be opened by customers.

b) Begin new billing process in February 2026 - We have done business with Carlson and Associates since our company began. They have managed our billing, paid our bills, and facilitated our tax return processes. They will no longer provide billing or accounting services. We have located a new accountant, JNS Accounting Services, that has experience in providing accounting services for other water companies. The new accountant is working with Aileen and helping to get things in order. She will not bill our customers for us but will take care of our other accounting needs.

Aileen shared her screen to show how to locate billing processes within our website. She started at the home page, clicked on the Pay My Bill tab. The link then opens up to a log in screen. She went through the process of how to update information in the settings tab. The bill will only go to one email, the primary billing email. Customers can choose their notification preferences, text or email. If customers want information provided through texting, the text will come from a 949 area code. This system allows for more precision in billing. Aileen noted that our Tariff allows 19 days for payment. On the 20th day a late fee will be added automatically if money is not received in time. We will be getting a new address for checks to be sent to since we will no longer be with Carlson's office. The monthly rate will be the equivalent to quarterly rates, divided by three. Tariff's have set the rates according to the size of the meter. Larger meters have higher rates. The OFSRA will have meters and pay fees accordingly. It will be a transparent process. To summarize, the changes in the billing processes will be as follows:

1. Billing monthly
2. Billing for the month prior
3. Billing will include usage (customers will be notified before the metered rate goes into effect)
4. An Advice letter will be filed with the CPUC – money per quarter will be changed to monthly fees. The end cost will be the same.

VIII. New Business -

a) JNS Accounting will begin paying our bills for us instead of Carlson's. JNS will not bill customers but will handle our accounting needs. See Old Business Item #2 above.

b) Blackwater contract –An amendment is required for Black Water contract as the current contract ends at the end of the year and covers professional services, including project oversight, relating to both the projects. We have received approval from DDW – adjusting the cost increases in the treatment project accordingly.

Wanda made the motion to authorize the President to amend the contract with Blackwater up to the amount of $290,000 for construction and project management for the SWRCB project and up to $92,000 for the DWR project, pending approval of DWR to shift budgets in the Funding Agreement, and to extend the term of the contract to December 31, 2027. Kevin seconded the motion which was then voted unanimously.

IX. Officer Reports -

Treasurer – JNS will be handling our accounting. We are still looking for a company to handle our billing to customers. We received two reimbursement claims totaling 63,279.80.

Secretary – Nothing to report

X. Additional Comments

Heidi asked for any additional comments:

John Camacho flushed hydrants this week. One customer was concerned his hydrant was not flushed, but it had been the first one flushed. John is flushing it again.

Comments from online? Ed Jackson said that SPWC is becoming more sophisticated. Our new billing processes will show usage and will be more specific. We may get busier.

California Rural Water Association Membership – We have the opportunity to join CRWA as it gives us access to more support and more information. Dan reported that the CRWA has access to national organizations as well. It may provide benefits such as funding and insurance opportunities. Heidi said that we have been looking for a bridge loan to pay contractors and expenses while we wait for the State to reimburse us for expenses we have already paid. This organization may help. The cost to join is $300 and the annual dues are $662. Curt made the motion to join the California Rural Water Association at a cost of $300 with an annual fee of $662. Kevin seconded the motion that was then unanimously passed.

Adjourned – 12:08

Wanda Lukandt