

Chemeketa Park Mutual Water Company

P.O. Box 588, Redwood Estates, CA 95044-0588

Water issues? Call Miles Farmer at (831) 920-6796
Questions? Call Lisa Ridenour at (408) 792-7762
Contact the Board – www.chemeketapark.org/contact

Board of Directors Meeting, March 14, 2024

I. Call to Order

Dana

Meeting was called to order at 7:05 p.m. In attendance: Dana Hartzell, Erik Wilkerson, Teus Aarnoudse, Chrissy Masterman, Lisa Anderson, Geri Markey, Dave Shimmin, George Bruder, Jody McCalmont, Brad Hartzell, and a few members of the community, both in person and via Zoom.

II. Review and Adopt Minutes

Board

Dana made a motion to approve the February minutes without changes. Erik seconded; motion approved unanimously.

III. Public Comment and Discussion

Board

Early this morning, an unsolicited bid from a community member was received by the Operations Manager to repair/replace the Apache Trail bridge. This discussion was tabled, due to a full agenda. However, the board will be reviewing the bid and discussing the opportunity at a later date.

It was noted that a majority of Board members will be unavailable for the April 11th BoD meeting date. Therefore, the April Board of Directors meeting will be rescheduled to April 4th (first Thursday). Notifications will go out to the community via the website, Subscribe list, Nextdoor, and message board. Your flexibility in accommodating this change is greatly appreciated.

IV. Financial Report

a. Expenditures, budget, past due accounts

Lisa R.

Major expenses paid during the month of February were: \$650 for park maintenance. There are currently 7 delinquent accounts greater than 90 days past due; total amount due is \$35,985. Of these accounts, 3 have water shut off, 1 is on payment plan, and 3 have received a past due notice. The insurance claim for the bollards was denied. The expense will be paid from the Water Projects Fund account. **ACTION:** Lisa R continues to research the source of the monthly "Amazon WEB Services" charge, which is about \$15.12. PG&E's bill for our WTP is delayed and the last payment was December 2023. Once the delayed bill issue is resolved, multiple months will become due, and we are eligible for a payment plan.

ACTION: Brad and Lisa R. will talk next week re: PG&E billing locations. The board negotiated and finalized a three-year contract between Cypress Water Services and CPMWC. Geri made a motion to approve the new contract with CWS, with an addendum. Erik seconded; the motion passed unanimously.

b. Capital Improvement Planning review for 2024/25

Board

Historically, the Board creates a Capital Improvement Plan (CIP) annually for major expenditures required over the next five years. It also reflects the major expenditure made in the last two years. This is valuable information to create the budget, based on our ongoing needs. Dana shared copies of the CIP and requested input from board members. The board members will review during the month and work on finalizing the proposed CIP for next month's board meeting. **ACTION:** DANA to create CIP draft with larger font to view more easily.

c. Budget planning review for 2024/25

Dana

Dana shared copies of the first draft of the 2024/2025 budget. **ACTION:** Board will review and finalize next month.

d. Operations Manager Update

Dave S.

Summary from Dave Shimmin, our operations manager: Dave met with Guy Furlo and David Montion. Guy is mentoring David Montion for potential pipeline repairs, meter installations, and valves. Thank you to Guy for offering this valuable mentoring. Two primary valve sites identified and determined in need of repair: Comanche/Navajo and Nez Perce (where the valve is difficult to find). Utilizing a metal detector would be helpful. **ACTION:** Dana will contact Dave Casper who volunteered to lend them his metal detector. Dave S. inspected the roof at the water treatment plant and determined the sheeting under the roof is not in good shape; mold is a concern. The future re-roofing project should include complete sheeting. Blowing the roof regularly would be beneficial. Suggested getting a bid for a metal roof for the WTP. The Board understands this project is a priority. Dave also met with Miles to discuss the Water Boy repairs as well as a contractor about updating the retaining wall at the WTP. Dave filled in the playground sinkhole with sand and installed rocks at Nez Perce to resolve a shoulder issue, as well as several other roads issues. Dave consulted with PG&E regarding pole placement on Navajo and trimmed

overhanging branches on Arapahoe. Continuous tasks included checking tank levels on a regular basis, clearing the OSCH catchment at upper Ogallala; and attending the monthly BoD meeting at the Clubhouse. Thank you, Dave.

V. Water Report

a. Water operations report

Miles

Total treated water production for February (29 days) was 348,785 gallons. The raw turbidity average for water entering the plant was 2.143 NTU and the finished water turbidity average was 0.080 NTU (.300 NTU is the maximum turbidity allowed by the state). Rain totals for the month was 16.3 inches. Average filter flow rate: 24 gpm; chlorine usage: 24 gals; alum usage: 43 lbs. The Montevina Pipeline water usage this month was 267,111 gallons. Heavy rain during February affected the ability to treat Moody Gulch water during the month.

Completed installation of a new main pump control panel which provides real time remote access to the levels of both the Redwood and upper storage tanks. This is great! The sink in the water treatment plant was removed to relocate the chlorination system, which allows better access to the Water Boy to evaluate necessary corrosion repairs. R&L Welding met with CWS staff to assess and provide a quote for Water Boy corrosion repair work. Repair is scheduled for late March or early April – weather permitting. A new effluent filter flow control valve was specified and ordered. Miles says there should be a few more years of life for the filter media for the Water Boy. The approved three-year contract was presented to Cypress Water Services.

Cypress Water Services has a call center now, with an operator always answering. The operator can take message which then turns into an email. This system gets messages passed on quickly. Miles wants us to know it is working well. The phone number is: 831-920-6796.

Water Project Updates:

Water Boy – For review, there are currently three proposed options for our 42-year-old PWTP, Packaged Water Treatment Plant. The options are: \$80,000 for a refurbished product; or \$360,000+ for a new upgraded PWTP. First option – refurbishing, which will give us several more years while we plan and create a budget for the all new PWTP. More bids will be required. Second option – unable to fit \$360,000 into the current budget. Perhaps our local state and county resources can help? Ask them if any grants are available. Third option – Miles proposed a \$10K bid for CWS to repair and refurbish the Water Boy. The Board asked Miles to make a proposal that we can look at and then take the next steps. This proposal could give us up to 10 years to save up for a new PWTP. **ACTION:** Request CWS to provide a proposal for the repair and refurbishment of the Water Boy.

Retaining Wall and Stairs – This project is referencing the retaining wall heading from the intersection of OSCH/Ogallala on the street level down to the Pump House. Dave Shimmin concerned that when we re-do the stairs, we could lose some functionality of the ramp and how to move skids down to the Water Treatment Plant and the Pump House. Occasionally, equipment needs to slide down the ramp. Also, concerns about the tank project which may have to run large diameter pipe in the area. Additionally, some solutions for the Weir gate need to be determined in the next couple of years. **ACTION:** Teus and Dave S. to obtain bids for building or upgrading the retaining wall at the WTP.

Future Water Project Updates:

ACTION: Board will prioritize the following projects for budget planning purposes:

- What needs to be done this next fiscal year? What can wait 1-2 more years?? Need cost estimates on all.
- Upgrade the lighting in and around the WTP – Miles will contact Seidel Electric for a quote.
- Improve the walkway between WTP and the Pumphouse.
- Safety railing along the retaining wall along edge of Moody Gulch and the WTP.
- Repair/replace the weir gate at the WTP – Miles will update March/April.
- Investigate new roofs for both the WTP and the Pump House.
- Investigate installing new siding on both the WTP and Pumphouse.
- Improve erosion control near WTP.

b. Los Gatos Creek Infrastructure Removal Status

Brad / Miles

Will need to coordinate taking the equipment/pumps/redwood tank out of the creek. Not an immediate need but should be on the to do list. This is a summertime project when the water is low.

c. CP Water Storage and Drought Relief project status

Jody / George

Erik made a motion to increase the authorized loan amount granted by the December 2022 Board resolution from \$20,000 to a new maximum of \$56,000 for the CPMWC Small Community Drought Relief Grant Project. The full loan will be repaid upon approval and access to the RCAC line of credit. For accounting purposes, the money was moved from the Water Fund savings account. Chrissy seconded; motion approved unanimously.

DESIGN WORK:

ARCHITECTURAL SITE APPROVAL (ASA) AND PERMITTING

The **engineering plan** was updated to reflect changes, developments, and corrections. It is deemed complete and has been signed by the Civil Engineer. Between now and construction, there can be additional addendums as needed. Per DWR, there

are no issues. The plan was submitted to **County Planning** to be fast tracked. We received communication on March 11 asking that permit fees be paid for by March 12 to secure a County Planning Committee hearing ASAP.

The County requested a **merger** of the 3 lots that comprise the upper tank site. This is currently in progress.

We secured the services of Hohbach-Lewin, Structural Engineers to assess the integrity of the **retaining wall** at the Upper tank site. This is necessary because the County does not have a record of a permit for the work performed just after the 1989 earthquake. To obtain a permit, we may need to do reinforcement of the wall as recommended by the engineer and required by the County.

CIVIL ENGINEERING

The final plan has been signed by Doug Allen of Wy'East Engineering.

PROJECT MANAGEMENT

The project went **to bid** (posted in the SJMN) on 2/12/24 for a construction contractor. Jeff Tarantino held a pre-bid meeting for interested contractors. Four companies were represented, and it is expected that two will submit bids by the March 15th deadline. Bids are "conditional" given that we are still in the permitting process. The sealed proposals will be "publicly opened" on March 15.

We have met with all 3 property owners who live adjacent to the tank sites to provide project updates. Jody, George, and Dana meet bi-weekly for project updates with the Department of Water Resources Project Manager, and sometimes a Senior Engineer.

LEGAL

Jim Ciampa from Lagerlof, LLC provided legal review of the language for a contract from Hohbach-Lewin.

FINANCING

Invoice #106 - paid

RCAC Construction Loan - Currently being reviewed. We expect a loan package for review next week. These funds will facilitate payment of large invoices during the construction phase of the grant.

The **permit fees** currently requested by the County total close to \$36,000. Because they exceed the \$20,000 that the board made available for early financing of the grant project, the project coordinators asked the Board to loan an additional \$36,000 to the project (separate bank accounts). Funds will be reimbursed to CPMWC's primary account. This is a cash flow timing issue; we are still well under budget for permit fees and other line items to date. The request for additional loan funds was approved unanimously by the Board.

NEXT STEPS:

- Continue the County Planning & Building Department permit processes
- Complete the permit process for the existing upper tank retaining wall
- Publicly open sealed proposals on March 15; do a bid check and make sure everything is correct
- Select a construction contractor
- Refine plan for water distribution when upper tanks are offline

d. Meter Project status

Jody / Board

We have bids from both Neptune and Badger Meters to estimate the cost of metering all households in Chemeketa. Miles has the name of a third company that we will be in contact with. As discussed last year, we are required by law to meter all connections by 2032, which is expected to save a significant amount of water due to prompt leak detection. With estimates of current rates, the cost of meters, meter reading software, licensing, and installation will cost approximately \$130,000. Some additional funding should be allocated to cover the cost of leak repair work. Guy Furlo is mentoring a plumber to take on some of our work in Chemeketa. He is willing to do the installation. Alternatively, a larger company has also been identified.

Decisions to be made:

- How to finance the project, i.e. can we complete approximately 50 meters per year for the next 3 years? Is it preferable to take a loan and set up the system all at once?
- Do we choose a drive by meter reading system (AMR) or a cellular reading system (AMI). The latter offers real time data 24/7, but the cost of data fees need to be budgeted. Cell reception is also a potential issue although we had a cell survey conducted and the results are favorable. A drive-by system provides data each time the meter is read. Additionally, we can pull 96 hours of data from any specific meter on demand (in a situation, for example, where there is a suspected leak).

e. Distribution System

Board

As mentioned above, in the Operations Manager section, Guy Furlo, David Montion, and Dave Shimmin will be working on a "To Do" list for the distribution system. The project costs will be included in the Capital Improvement Plan for the next 2-5 years, with the initial focus on valve replacements.

VI. Fire Safety

a. Firewise program update

Mara

Chemeketa Firewise recently received a grant from San Jose Water for brush clearing. The grant was completed in a timely manner, and we now have a shaded fuel break from Walla Walla, past Modoc, about halfway up Comanche. Firewise would like to thank the community for their cooperation. The FireSafe Council is also holding their annual chipping event again. If you have not already registered your pile, I would suggest joining it with another already registered pile. In the past couple of years, waitlisted piles did not get chipped until late summer/fall. Although it is hard work to move a chipping pile, that is better than having it sit near your house all fire season. If you have a registered chipping pile, that is not on the waitlist, then we would invite you to allow neighbors to add to your pile. We do not want chipping piles around the community all summer. As always, please remember to log your volunteer brush clearing hours. We currently have no individuals with registered hours for this year. Thank you everyone for your support.

VII. Roads

a. Roads project updates

Geri / Board

New:

- Alma Bridge Road Newt Passage Project. To be completed by 2025.
- Assemblymember Pellerin's staff members, Hannah Bar-Ness and Lisette Jones, visited on March 4th and toured all the roads, took pictures, and notes. While stopped on Comanche in front of the San Filippo's, a white fire truck happened to squeeze/drive past us. It was explained how the fire trucks and emergency vehicles have issues getting through the park, especially at **Comanche X Nez Perce** (closest road is **Modoc**). The staff members are looking into resources and solutions from OES to help us with vegetation management, PG&E, and to assist with private roads maintenance.
- Congressional Candidate Sam Liccardo and current Assemblymember Gail Pellerin and her staff will be contacting Congresswoman Anna Eshoo's office and Santa Clara County Roads to try to expedite the repair and reconstruction of OSCH. They took pictures of the OSCH damage when they visited on March 3rd (Liccardo) and March 4th (Pellerin).
- **Apache Trail** - Gina Valle provided the Assessor's Parcel Map Book 558 page 14 regarding Apache Trail and was referenced on CPMWC website which was created several years ago. The assessor's parcel map is ". . . maintained solely for assessment purposes. . ." according to the California Revenue and Taxation Code Section 408.3.
- Request to fix "Apache Trail" and "Apache Trail Bridge" by Gina Valle.

Updates:

- SCCRA is waiting for better weather before re-engineering and constructing the cement wall/curb at **OSCH X Edwards**.
- RFPs and RFQs for road repairs for **Comanche X Nez Perce** (closest road is **Modoc**) and for **Comanche X Delaware**.
- PGE rejected vegetation management work for SW **Comanche X** past **Delaware** and for Lower **Comanche x SE Nez Perce**.
- Another community member asked: "Will the contractor come out again when it's dry to reseal?" **Navajo X Arapaho; Comanche** (between **Navajo** and **Delaware**). **ACTION:** Dana will be contacting the road sealing contractor to follow-up with repairs and missing sealings.
- **OSCH** closure: Repairs pending FEMA approvals and funding.
- **Navajo X Pawnee** and **Nez Perce X Modoc:** Road repair to fill the depression in road cuts. ETA pending until ground dries out and weather is clear. To be completed by Cypress Water Services.
- **Sioux Trail:** The property owner decided to keep the road accessible and open for CP. Will confirm the month and year based on the Minutes when the board originally voted not to maintain the road.
- Road on **Navajo** between **Ogallala Warpath** and **Kiowa:** SCCRA will fix depression in the road and mitigate water flow into adjacent property owner's property. Date TBD when the roads are dry before work commences.

VIII. Clubhouse / Playground / Community

a. Clubhouse project updates:

Board

Clubhouse:

We will continue to track future weather forecasts, so we can schedule the work both at the Clubhouse and the Water Treatment Plant. Budgets for these projects will carry over to the next fiscal year, which begins May 2024.

b. New locks on Clubhouse

Teus/Geri

New door locks have been installed on the Clubhouse. **ACTION: Geri** to create "rules" for using the bathroom and **Dana** will make a poster.

IX. Adjourn

Dana

Meeting adjourned at 9:27 p.m.

HOW TO STAY IN TOUCH: To find out what's happening in the Park: Website: www.chemeketapark.org ; subscribe to the Newsletter list: www.chemeketapark.org/subscribe ; X-formerly known as Twitter: @chemeketapark (working on an update); Nextdoor; and check out the Message Board at the entrance to the playground.

The next Board of Directors Meeting is scheduled for **Thursday, April 4th** at 7:00 p.m. at the Clubhouse. The meeting will also be held via Zoom, which is available on the Chemeketa Park website: www.chemeketapark.org. All members are welcome and encouraged to attend.