


Monthly CPMWC Board of Directors Meeting
Wednesday, October 15 , 2025 - 7:00pm - Clubhouse
Approved Minutes & [Background Info](#)

Google Meet joining info

Video call link: <https://meet.google.com/dus-daxj-vwp>

Or dial: (US) +1 240-343-1751 PIN: 635 449 978#

More phone numbers: <https://tel.meet/dus-daxj-vwp?pin=4300952660257>

- I. Call to Order 7:04 p.m.
 - a. Members in attendance, Paul Boothby, Pat Webster, Beth Anderson, Teus Aarnoudse , Dylon Dickinson
- II. Review and approve draft minutes from September 17, 2025 7:06 p.m.
 - a. Motion to approve the meeting minutes by Pat, second by Beth, approved.
- III. Public comments 7:08 p.m.
 - a. Lisa Mitchell raised the concern about remote access to the water plant. Will follow up with Miles on the remote access. - Dave Shimmin.
- IV. Old Business 7:10 p.m.
 - a. By-laws to be updated based on approved language in annual meeting - Mike
 - i. No update, will complete by calendar year end
 - b. Update on reviewing line items included in special assessment - what does each project cost (included in April & May meetings) - Beth/Pat
 - i. Assumptions added to document: next steps - review items with Teus & Dave (included in December minutes). Will need to review line items in next meeting and determine next steps
 - Need to get updated quotes and will need project managers from the community - Teus to review and update at the next meeting.
 - a. Water treatment plant siding, lighting replacement for water treatment plant, and spare parts cargo box (location could impact cost)
 - c. Updates on training required for new board members within 60 days
 - i.  Drive
 - Dylon's certificate is missing and required to continue participation on the board

- d. Updates on determining if the Old Well should be used or abandoned - George. Keep the money in the budget. Well will be tested and a decision will be made after the water tank project is completed.
- e. Water Operator Additional hours, need to review budget for next year. Possible to move some costs to projects.

V. Financial Report (Kirk)

7:25 p.m

- a. Budget vs Actual - [CPMWC Budget vs Actual 09.2025.pdf](#)
 - i. As with previous reports there are some areas that are a bit high for the year. The only area of note will be Water Operator Additional Hours. I will discuss it below. I have included the other areas that are over budget but they are attributed to timing of expenses or in the case of Chemicals - they are an as needed expense and we should just adjust the budget moving forward..
- b. PG&E [CPMWC PG\u0026E 09.2025.pdf](#)
- c. Trash Services [CPMWC Trash Services 09.2025.pdf](#)
- d. Licenses and Permitting [CPMWC Licenses \u0026 Fees 09.2025.pdf](#)
- e. Operations Manager [CPMWC Operations Manager 09.2025.pdf](#)
- f. Chemicals [CPMWC Chemicals 09.2025.pdf](#)
- g. Water Operator Additional Hours [CPMWC Water Operator Add\u0027I Hours 09.2025.pdf](#)
 - i. We have a significant expense in additional hours. I believe some of these should be tied to capital projects but have yet to hear back from Dave or the Board for direction. Please advise.
- h. Balance Sheet [CPMWC Balance Sheet 09.2025.pdf](#)
- i. Firewise [CPMWC Firewise 09.2025.pdf](#)
- j. Water tank Project [CPMWC Water Tank Project 09.2025.pdf](#)
- k. Annual meeting does not fall in line with the annual budget. Kirk suggests holding the vote for the annual budget in March or April.
- l. Need to meet and discuss how to build up an emergency reserve and next year's budget.

VI. Water Report & Operations Report (Miles)

7:XX p.m.

- a. Did not attend

VII. Water Storage & Drought Relief Project + Water Meter updates

7:50 p.m.

- a. \$177k from RACA has been withdrawn for the project payment to DACO.

- b. All permits for retaining wall and grading have been completed and issued.
- c. Onsite preconstruction meeting held last week for coordination and kicking off the project.
- d. Endorsement and indemnification for insurance language was updated, signed/notarized and submitted.

VIII. Firewise updates 7:55 p.m.

- a. Annual renewal submitted by Mara and all should thank her for all the hard work to complete the work.
- b. The Firewise contest is completed and Pat Webster won last month for all the work done in her yard.

IX. Community updates (Dave - operations manager) 8:05 p.m.

- a. **Dumpsters:** (3) 20 cy debris boxes will be delivered on Friday, 10/24, at the playground. They will be picked up on Monday, 10/27. Community notices were sent out via email and website posting on October 14. We need more volunteers to help supervise the bins from 9 a.m. to 4 p.m. for Saturday October 25 to Sunday October 26.
- b. **Water Leaks:** We responded to 1 new water leak report this month.
 - i. A substantial leak in the 2" steel main pipe at 17705 Blackfoot was reported on Sunday, October 12. Blackfoot had to be valved off for almost 24 hours. Miles was called and his crew came the following morning, October 13, to repair a crack in the main. One of the two valves that had to be shut off was replaced just last year, which made it possible to isolate Blackfoot without shutting off the whole community.
 - ii. Part of George and Jody's house nearest the break was flooded. Water was shut off and repaired by Monday. Does CPMWC have a policy on assisting repairs / remediation to affected homes?
 - iii. The leak at the meter box of 17734 Comanche, reported last month, was repaired in house and included installation of a new water meter. Work was completed on September 24.

X. Roads updates (Teus) 8:15 p.m.

- a. No update

XI. Update: Website Migration Update (Dylon) 8:20 p.m.

- a. Dylon met with Fred and could not find previous documents for migration but it appears he may need to start over.

XII. New Business 8:22 p.m.

- a. Approve the insurance requirements related to the Maintenance and Indemnification Agreement with the County of Santa Clara. Signed and notarized the document to update the policy.
- b. Next meeting scheduled for Nov 19, 2025 at 7pm

XIII. Meeting adjourned

8:25 p.m.