

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, June 8, 2023

I. Call to Order

Dana

Meeting was called to order at 7:05 p.m. In attendance: Dana Hartzell, Chrissy Masterman, David Casper, Jody McCalmont, George Bruder, Brad Hartzell, and several members of the community, both in person and via Zoom.

II. Review and Adopt Minutes

Board

Dana made a motion to approve the May minutes without changes. Chrissy seconded; motion approved.

III. Ballot Results and Election of Officers

Board

First Proposal: Approve a Line of Credit for financing the Chemeketa Park Water Storage and Drought Relief Grant project YES – 86 NO – 1

Second Proposal: Set the base monthly assessment at \$212 per connection YES – 82 NO – 4

Election of Officers: President – Dana Hartzell; Vice-President – Lisa Anderson; Treasurer – Neil Abranyi (2nd year); Secretary – Chrissy Masterman (2nd year); Director – Erik Wilkerson. Dana made a motion to approve the new officers. Chrissy seconded; motion passed. Dana made a motion to approve Geri Markey as First Alternate and Teus Aarnoudse as Second Alternate. Chrissy seconded; motion passed.

Dana made a motion that we authorize signatories for President, Vice President and Treasurer for our Wells Fargo Checking and Savings Accounts. Chrissy seconded; motion passed. **ACTION:** New signatories will make a trip to the bank.

IV. Public Comments

Board

None

V. Financial Report

a. Expenditures, budget, past due accounts

Lisa

Major expenses paid during the month of May: \$1,404 to Cypress Water for water tests; \$1,351 to Cypress Water for storm damages parts/labor; \$990 to PG&E for electricity at water treatment plant; and \$813 to Cypress Water for chemicals. There are currently 5 delinquent accounts greater than 90 days past due; total amount due is \$26,751. Of these accounts 2 have water shut off, 1 has a late notice with house for sale, 1 has a late notice, and the last is on a payment plan.

Dana made a motion to allocate \$1,000/month to the Emergency Fund in accordance with Proposal 2 from the Annual Meeting. Chrissy seconded; motion passed. With Proposal 2, the membership agreed to increase our Emergency Fund to be in compliance with best practices, namely have ½ of yearly revenue in the Emergency Fund.

The rate increase for this fiscal year, May 2023 to April 2024, passed during the Annual Meeting. However, since the meeting was in June, the increase in the monthly assessment will be from June 2023 – April 2024. The additional increase of \$47 will not be collected for the month May. Budgets will be updated as needed. Chrissy made a motion to proceed with the rate increase being retroactive to June, 2023 for the remainder of the 2023/2024 fiscal year. Dana seconded; motion passed.

Lisa brought up the interest we have been accruing from our savings account. The Board decided to keep the interest in the Savings account and it will be allocated as needed at the end of the fiscal year. It is roughly \$25/month. Discussion about the budget for 700 accounts. Those numbers will be re-worked and the budget will be up for approval by the Board for the July Monthly Meeting. Lisa and Brad had a Zoom meeting with the insurance company regarding our storm damage claim. The claim is in process. **ACTION:** Brad will finish the location of PG&E light posts in the Park to update the monthly use/invoice.

b. Capital project status, new budget review/discuss/approve Lisa / Dana

Reviewed and accepted Capital Improvement Plan for 2023/24.

c. Financial review and tax returns completed Lisa

The financial review and tax returns have been completed.

d. AB54/AB240 Ethics Training Lisa / Dana

Lisa presented an outline of the AB54 Ethics class which is required by state law for all new Board members. **ACTION:** Lisa will send out the link to the training which should be completed within the next 60 days.

e. Planning for dumpster cleanup event Lisa / Dana

The dumpsters are scheduled to be delivered to the playground for the Dumpster Cleanup event on June 10-11. Board members and James Green will set up a schedule to supervise and assist while the dumpsters are at the park.

VI. Water Report

a. Water operations report Miles

Total treated water production for May (31 days) was 732,915 gallons. The average raw water turbidity for water entering the plant was 17.5 NTU and the average finished water turbidity was 0.093 NTU (.300 NTU is the maximum turbidity allowed by the state). Rain totals for the month was 2 inches. Average filter flow rate: 22 gpm; chlorine usage: 14 gals; alum usage: 25 lbs. The Montevina Pipeline water usage this month was 0 gallons.

Still awaiting installation of the following recently purchased parts: reserve/replacement pumps (influent/effluent), chemical feed pump(s); main pump system replacement control panel upgrade components.

Distribution valve replacements have been on the agenda for quite a while. The Board would like to make a concerted effort to replace a couple of distribution valves this fiscal year. Also need to come up with a solution for the broken bollards. The bollards need to be replaced by late summer/early fall.

b. Los Gatos Creek system status Brad / Miles

No updates this month. Still awaiting a plan to remove the water system infrastructure from the Los Gatos Creek.

c. CP Water Storage and Drought Relief project status Jody / George

FINANCING

The community approved the Line of Credit for the Chemeketa Park Water Storage and Drought Relief grant project at the Annual Meeting held June 4, 2023. The next step is a resolution from the Board to authorize the loan. Chrissy made a motion to approve a corporate resolution which authorizes the Board to sign the loan documents from Rural Community Assistance Corporation (RCAC) to receive funds for the Chemeketa Park Water Storage and Drought Relief grant; Dana seconded; motion approved. Form provided for signatures after an affirmative Board vote.

DESIGN WORK:

- SURVEY – Complete unless additional work is needed.
- GEOTECHNICAL – Complete unless additional work is needed.
- CIVIL ENGINEERING – Based on survey and geotechnical findings, Doug Allen submitted a “Tank Selection Alternatives/Preliminary Cost Estimates” for review. This is for both the upper tank(s) and the clearwell (lower) tank.

PROJECT MANAGEMENT

The team met with Jeff Tarantino, PE and Miles Farmer to discuss Doug’s report. We will proceed with the recommended 28’ diameter x 24’ sideshell glass fused to steel tank for the clearwell tank. Gross capacity - 109,000 gallons; net capacity - 88,000 gallons. We are pursuing one of five options for the upper tank area. This will most likely be a 34” x 28’ tank with 188,000 gross capacity and 107,000 net capacity.

Tank dimension options are selected based on our water supply needs balanced with cost and what the sites have the capacity to support without major extra infrastructure development (i.e. additional retaining walls). Current cost estimates are aligned with our original budget.

Additional questions and clarifications are being discussed with Doug Allen. He will then develop a site engineering plan.

Jody, George and Dana meet bi-weekly for project updates with the Department of Water Resources Project Manager. Our first quarterly report was reviewed by DWR; amendments and formatting changes were made based on DWR specifications. Link sent to the Board.

Invoice 1 (\$2,703) - processed by DWR March 28; awaiting check

Invoice 2 (\$16,565)- processed by DWR May 22; awaiting check

LEGAL

No new action.

NEXT STEPS:

- Receive site engineering plan from Doug Allen
- Submit the plan to DWR for approval
- Begin the County permit and construction bidding process.

We received a proposal from our DWR grant project Civil Engineer, Doug Allen, for a plan to engineer the upgrade of the water distribution system. Note: This is a completely separate project from the grant and would be financed separately.

ACTION: Get a group together to go over this distribution system proposal.

d. Meters and Distribution System status

Jody

No updates on the water meters or distribution system at this time.

VII. Fire Safety

a. Firewise program update

Jody

Firewise has hired a contractor who will complete the chipping work that the Santa Clara County FireSafe Council did not do. The FireSafe Council reports that the Forest Health Grant work is complete in the Los Gatos Creek watershed on lands surrounding Chemeketa. However, there are large areas that were not treated. **ACTION:** Brad Hartzell will follow up with FireSafe Council and San Jose Water Company.

A primary focus for Chemeketa Firewise this year is to provide free Hazardous Ignition Zone (HIZ) assessments for any homeowners who are interested. We have several trained volunteers (thank you!) who are ready to walk around the exterior of your home and provide suggestions and priorities to make your space and our community more fire safe. To sign up, follow this link to our [website](#) OR cut and past the following link:

https://docs.google.com/forms/d/e/1FAIpQLSeEvzIjoaiml2yzCDkk-gAw4_BNNOiVDqw8sWstK901owFNOA/viewform

VIII. Roads

Board

Dana introduced a “Goals of the Year” idea, where each Board member selects a “project” to work on from the Capital Improvement Plan. By setting the schedule for each CIP project at the beginning of the fiscal year, we may have a better chance of completion. By next meeting, each Board member will have selected their project and can report on the status at each Monthly Meeting. **ACTION:** Board Members – please contact Dana with your “project” selection.

IX. Playground / Clubhouse / Community

Board

The Board will begin the planning process for projects (see Roads above).

X. Adjourn

Dana

Meeting adjourned at 9:11 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 ; Twitter: @chemeketapark ; Nextdoor; and check out the Message Board at the entrance to the playground.

The next Board of Directors Meeting is scheduled for Thursday, July 13th 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.