

**Monthly CPMWC Board of Directors Meeting**  
**Wednesday, January 29, 2025 - 7:00pm - Clubhouse**  
**APPROVED MINUTES**

- I. Call to Order 7:00 p.m.
  - a. In attendance:
    - i. Board Members - Geri Markey, Erik Wilkerson, Teus Aarnoudse, Neil Abranyi
    - ii. Miles Farmer, Dave Shimmin, George Bruder
- II. Review and Adopt December 18, 2024 Draft Minutes: (Erik) 7:01 p.m.
  - a. Motion by: Geri to approve and adopt; Second by Erik; approved
- III. Review any public comments 7:02 p.m.
  - a. none
- IV. Updates on Action Items from October 16, 2024 meeting: 7:03 p.m.
  - a. Action: new board members must complete 2 hours of ethics training within 6 months of taking office. - urgent need to get last 2 certificates completed
    - i. 1 member remains unfinished (Neil)
      - Niel reported it is in the folder
- V. Water Report & Operations Report (Miles) 7:40 p.m.
  - a. Update on: [Watershed Survey proposal](#) follow-up (Dave Shimmin) 7:26 p.m.
    - i. David Shimmin completing groundwork to complete the report internally.
    - ii. David Shimmin reviewed a neighboring water company's watershed survey report. David now believes that we will be able to complete this report internally.
    - iii. David completed two walks of our watershed. No significant findings.
  - b. Water tank replacement updates (George) 7:05 p.m.
    - i. Refer to notes
    - ii. Excavation will be deeper - increasing material cost. This increased the overall cost by \$150,000, but we are still well within budget.
    - iii. Targeting end date of project by 30 September.
    - iv. Financials are in order and prepared for any audit by the state.
      - Invoice 14 approved by DWR - waiting for state comptroller to send the check
      - Invoice 15 ready to submit to the state.
      - George Bruder - discussed transmission line replacement. George is going to forward a bid for replacing the main transmission line. This line is from the pumphouse, along Ogallala to the upper tanks. This

bid was low at roughly \$150,000. Other bids ranged from 250,000 - 400,000. George encouraged the board to discuss this bid.

- v. Water Meters - George discussed potential courses of action to meet this state requirement.
- c. Update on: Cross-connection Control Plan and Implementation. (Fred)
  - i. Table to Feb. meeting
- VI. Update on: Discussion from Water Inspection from State Water board 7:30 p.m.
  - a. Action for Geri: need to send letter to State that we are no longer using the Los Gatos creek water source (CPMWC letterhead, etc)
- VII. Financial Report (Kirk) 7:45 p.m.
  - a. Current [CPMWC 12.2024 Budget vs Actuals.pdf](#)
    - i. Areas of Notice
      - Internet, Hosting and Zoom 114.10% of budget
        - a. [CPMWC 12.2024 Internet, Hosting and Zoom.pdf](#)
        - b. No concern - we implemented a lot of new internet and hosting which will be captured in the 2025-2026 budget
      - Propane - 173.92% of budget
        - a. [CPMWC 12.2024 Propane.pdf](#)
        - b. We're not expecting another propane fill until the next fiscal year. No concern.
      - Property Taxes 115.59% of budget
        - a. [CPMWC 12.2024 Property Tax.pdf](#)
        - b. No concern - Property taxes were slightly higher for this fiscal year than budget. We will adjust for 2025-2026
      - Legal 120.50% of budget
        - a. [CPMWC 12.2024 Legal.pdf](#)
        - b. No concern - Slightly higher legal than budget. This year is an outlier and we should not expect as much legal next year.
      - Parts 1,866.00% of budget
        - a. [CPMWC 12.2024 Parts.pdf](#)
        - b. No concern here as we were building a stockpile for parts if needed during an emergency.
    - b. Current [CPMWC 12.2024 Balance Sheet.pdf](#) (Balance Sheet)
    - c. Current [CPMWC 12.2024 Water Tank Project P&L.pdf](#)
    - d. Billing
      - i. As with prior months we are continuing to nip away at the outstanding AR Balance. We made decent progress last month as reduced AR by \$10,685.91
        - We have 6 properties which are one month behind as of the end of December
        - We have 16 properties which are more than one month behind.
          - a. That is roughly 10% of our accounts. These property owners will be sent our water shutoff policy, and the policy will be implemented.
  - VIII. Update on: Creating a Risk Management Plan (Fred) 7:50 p.m.

- a. In anticipation of future incidents, we need to put a plan together. The community should know how to respond.
    - Action: create a shared doc, needed by next March.
      - a. Tabled until February
- IX. New Business - (Geri) Motion to approve Egan & Egan CPA proposal for 2024-2025 federal and state taxes and for 2024-2025 Annual Financial Review not to exceed (NTE) \$3500
  - a. Motion approved 7:52 p.m.
- X. Firewise updates (Mara) 7:55 p.m.
  - a. Another brush cleaning grant from San Jose Water awarded
  - b. 08 March - home hardening workshop.
  - c. Request to clean out debris under the clubhouse.
  - d. Request to remove Fir tree near horseshoe pit.
    - i. ACTION - David Shimmin will inspect tree and explore options.
  - e. Roads update (Neil) 7:56 p.m.
    - i. No updates
  - f. Apache Road closure (Teus) 7:57 p.m.
    - i. Still working on response from contractor
    - ii. David Shimmin talked to Mr. Shannahan, who knows a vendor to provide the concrete barrier.
- XI. Clubhouse - Internet update (Vincent) 7:59 p.m.
  - a. No update
- XII. Community (Dave) & Free Trash pickup (Geri) 8:00 p.m.
  - a. David Shimmin requested Kirk review possibility of Zelle for clubhouse payments
  - b. The door to the clubhouse remains unlocked at the clubhouse a few times. Erik to purchase a digital lock with assignable codes to track entrance
  - c. Geri reports community members are starting to use the free debris pickup from Green Team.
- XIII. Update: Website Migration Update (Fred) 8:06 p.m.
  - a. Postponed until February meeting
- XIV. Additions for next meeting 8:07 p.m.
  - a. Nothing added
- XV. Meeting adjourned 8:08 p.m.