

# Chemeketa Park Mutual Water Company

PO Box 588, Redwood Estates, CA 95044-0588

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**Company Contact Email:** [admin@cpmwc.org](mailto:admin@cpmwc.org)

**Contact the Board of Directors:** [www.chemeketapark.org/contact](http://www.chemeketapark.org/contact)

**For Water Issues Contact: Dave Shimmin (650) 965-1231**

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## Annual Meeting, June 2, 2024

### I. Call to Order

The meeting was called to order at 1:18 p.m. once a Quorum was reached. In attendance: Erik Wilkerson, Lisa Anderson, Geri Markey, Teus Aarnoudse, Chrissy Masterman, Dana Hartzell, Dave Shimmin, Miles Farmer, Kirk Nilson, and many members of the community, both in person and via Google Meet.

### II. Introduction of Board Members and Contracted Vendors

Erik Wilkerson: President, Lisa Anderson: Vice-President, Geri Markey: Treasurer, Chrissy Masterman: Secretary, Dana Hartzell: Director, Teus Aarnoudse: Alternate Board Member.

Accounting and Bookkeeping: Kirk Nilson of Nilson and Associates, Operations Manager: David Shimmin, Independent Contractor and Cypress Water Services: Owner Miles Farmer, Watermaster.

### III. Year in Review:

**Significant personnel changes:** Lisa Ridenour resigned as our bookkeeper and office manager after decades of work with the community, Erik Wilkerson transitioned into the role of President and a new Operations Manager position was created - filled by our community member David Shimmin.

**June 2023:** Santa Clara County Roads and Airports (SCCRA/County) installed guardrails at lower entrance (Ogallala Warpath)

**July 2023:** San Jose Water Company offered Chemeketa Firewise a \$25K brush clearing grant

**August 2023:** Posted opening for a part-time independent contractor who would be the point of contact and management for all operational projects.

Investments made in video and audio conferencing equipment, cabling, WiFi and wall monitor to project the Meetings to the Community.

**September 2023:** Thanks to Brad Hartzell who coordinated the tree services to clear brush and hazardous trees in and around the Water Treatment Plant area to reduce risk of future storm damage.

PG&E performed important safety work on Lower Ogallala and removed the large leaning tree threatening the properties and structures.

**October 2023:** Installation of new generator for backup power of the water treatment plant.

Annual Halloween party gathering at our Clubhouse and neighborhood.

**December 2023:** Replacement of storm damaged bollards at water intake.

**January 2024:** Santa Clara County Roads cleared culverts and drains along Ogallala Warpath, Edwards Rd, and Old Santa Cruz Highway.

Heavy Rains...Water conservation needs to continue due to the turbidity of the water at the water treatment plant. Request for water conservation continues.

**February 2024:** Cypress Water Services staff organized and moved equipment next to the Water Treatment Plant door, allowing him and his team better access to the far side of the Water Boy. He also guided community members on a water treatment plant tour.

County mud and debris removal.

Roadwork on Edwards and OSCH started.

County completed the first part of the drainage project.

#### **IV. Water Storage Tank Project**

- A CEQA (CA Environmental Quality Act) exemption was acquired.
- Secured the services of civil engineer, Jeff Tarantino of Freyer & Laurretta.
- Doug Allen of Wy'east Engineering completed site engineering plans.
- The building permit process has begun with an at-risk status pending final approval from the planning department which is expected in the next few weeks.
- The Engineering Plan was put out to bid using the State's required process. Bids were reviewed and a contract was signed with DACO Construction.
- A line of credit (loan) for \$600,000 was approved by Rural Community Assistance Corporation (RCAC).
- The project team meets with the CA Department of Water Resources biweekly.
- We have had legal review of all major contracts to protect the assets and concerns of the CPMWC.

## Next Steps:

- Completion of Permit Process
- Mobilization
- Construction

## V. Operations Manager

- Responsibilities
  - Point of contact for community members by phone, website and email.
  - Address, and manage water leaks, monitor tank levels.
  - Interface with contractors for plumbing, road work and tree services.
  - Serve as a local point of contact for the Water Operator as needed.
- Accomplishments
  - Responded to reports of water leaks, tested and reported them to CWS.
  - Performed minor repairs and addressed safety issues at the playground/Clubhouse.
  - Identified water distribution valves in need of replacement with G. Furlo.
  - Worked with Guy Furlo in underground service alert inspections.
  - Created a blueprint archive for preservation of water system diagrams.
  - Acted as contact for Gardener and Clubhouse cleaning services.
  - Developed a project list for community volunteers.

## VI. Roads Status

- **CPWMC roads**, contact: [roads@cpmwc.org](mailto:roads@cpmwc.org)



- **Submit any requests via Mobile Citizen App:**
- OSCH near Aldercroft Heights Rd closure still in effect. County is working with FEMA and other agencies to complete the project
- County resurfacing of Edwards to Navajo - Scheduled for **August 2024**
  - Fix pothole, create berm and fix drainage

## VII. Construction Improvement Project

- Clubhouse siding: 2 proposals and 1 guesstimate
  - Baron Construction : \$44,296.00
  - Aaron Chase Construction : \$20,350.00
  - Verbal guesstimate : ~\$35,000.00
- Water treatment plant stairs: 2 proposals and 1 guesstimate
  - R&L Welding : \$121,329.00
  - Aaron Chase Construction : \$16,211.00
  - Verbal guesstimate : ~ \$23,000.00

## VIII. Firewise

Accomplishments 2023-2024:

- February 3rd: Insurance Workshop with Aldercroft Heights
- March 10th: Redwood planting day
- April 13th: Brush Clearing Day

Annual Totals 2023-2024:

- About 300 volunteer hours
- Almost \$10,000 equivalent of work
- About 200 cubic yards of brush removed!
- Removed 1 large redwood tree

What homeowners and residents can do to reduce fire risk and become firewise:

- Sign up for an HIZ Home Ignition Zone Assessment of your property.
- Take responsibility and make note of the evacuation routes near your home.
- Log your volunteer hours.
- Make your home prepared for wildfire by creating a defensible space.

## **IX. Community Volunteers**

- Contribute to positive and measurable changes in our community.
- Understand and help with the issues and challenges in our community.
- Have a say over decisions that affect our lives, families and neighbors.

## **X. Financial Report**

### **a. New Board President**

**Erik W**

Erik Wilkerson updated the community on the recent change in President of the Board:

- Previous board president Dana Hartzell needed to deal with personal matters that were projected to take up much of her time. To ensure smooth functioning of CPMWC, Dana offered to transition out of the presidency role, while retaining her board seat as Director, until her term expires at this year's annual meeting.
- The board met in closed session on April 6. A motion was made to elect Erik Wilkerson as the board president. It was passed unanimously.
- Erik thanked Dana Hartzell and her husband Brad for their tireless work.

### **b. New Bookkeeping and Accounting Service**

**Erik W**

The board provided background regarding the transition to a new bookkeeping and accounting service. There are several reasons for this:

- Over the past few years community members have asked the board for an electronic payment option. There have also been complaints about checks not being cashed in a timely manner.

- The water storage tank grant from the state prompted us to take a closer look at our bookkeeping processes. As we did, we found many things that were outside of generally accepted accounting principles (GAAP).
- At the April board meeting, the board requested digital copies of the company's books from our bookkeeper Lisa Ridenour. The day Lisa Ridenour agreed to provide these documents, she emailed the board to inform us her laptop and all backup devices were stolen from her car. Then, she resigned from her position as bookkeeper and office manager.
- The board met in closed session on April 7 to discuss CPMWC's transition plan and there was a majority vote among the board members to request law enforcement to investigate the loss of our books.
- Please note that we have no evidence of a significant amount of money missing. The board members are all volunteers and none of us are professional accountants. Therefore, the board turned this matter over to law enforcement, because they have the expertise, resources, and authority to investigate if there are any issues with our finances and bookkeeping. We will keep the community updated on this matter. To emphasize, our accounts are secure. We have partnered with a new professional accounting and bookkeeping service. The board now has high visibility, access to all transactions and the status of each account.

Erik Introduced Kirk Nilson of Nilson and Associates. Mr. Nilson stated he will be:

- Conducting a three-year reconciliation of our company's financial records.
- Setting up electronic invoicing and payments. Those wishing to receive paper invoices may continue to do so.
- Issuing a communication survey, so residents can provide information of preference for communications with the community.
- Performing accounts payable and receivable tasks, and retrieving mail from the PO Box on a weekly basis.
- Providing board members full access to all company books and standardized monthly profit and loss statements.
- Assisting with managing Budgets and Capital Improvement Plan.
- Working with a new CPA for financial review of transactions, filing of non-profit forms, and financial requirements and various other company finance and bookkeeping related tasks.

### **Status of Account Reconstruction**

- Nilson and Associates completed foundational work on the books, providing a strong base for future progress.
- Currently finalizing data review and preparing for data entry.
- Awaiting older data from banks.

### **Electronic Invoice Delivery and Payment Options**

- Process for sending electronic invoices finalized. Invoices sent on the 1st of June to those who opted in via communication survey.
- Merchant account approval received for electronic payments. First payments received today June 2!

### **Communication Survey**

- Initial communication survey yielded 39 responses as of May 30.
- Reminder to please fill out the communication survey and opt-in for electronic invoices. Electronic opt-in will save money, time and trees!
- Communication surveys will be resent monthly for those receiving paper invoices.

### **Other Community Activities**

- Gratitude for patience during account reconciliation.
- Future steps: Reach out individually for balances due or credit discussions.
- Commitment to a smooth transition.

### **XI. Water Operations - Cypress Water Services**

- Miles provided an overview of company history and staffing levels
  - In business since 2013. Took over at CPMWC when the operator passed away in 2016.
  - Currently has 23 employees. CWS has 5 operators trained for CPWMC which includes a weekend operator.
- Responsibilities
  - Operations, all sampling requirements, regulatory interface, compliance reporting, emergency response.
- 2024 Accomplishments
  - We pride ourselves with keeping the water running at all times. In our time with the water company we have had only a few instances that this was not the case. Additionally, we have completed multiple repairs, installations and upgrades throughout the years - leaning into every issue or project with our full dedication and support.

### **XII. Voting and Elections facilitated by Chrissy Masterman**

- Members shall have one vote per water hookup
- Ballots have already been distributed
- 4 positions open on the board this year
- Votes will be counted after the meeting
- Board terms will be determined by vote count:
  - 1st and 2nd highest = 2-year terms (directors)
  - 3rd highest = 1-year term (director)
  - 4th highest = 1-year term (1st alternate)
  - 5th highest = 1-year term (2nd alternate)

Nominations:

- Teus Aarnoudse
- Geri Markey
- Mike Lerman

- Neil Abranyi
- Vincent Mackewicz
- Fred Schenkelberg

**Adjourn:**

Meeting adjourned at 3:00pm

**Voting Results:**

- Teus Aarnoudse - 50 Votes
- Geri Markey - 26 Votes
- Mike Lerman - 43 Votes
- Neil Abranyi - 27 Votes
- Vincent Mackewicz - 26 Votes
- Fred Schenkelberg - 31 Votes

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**HOW TO STAY IN TOUCH:** To find out what's happening in our community go to our website at [www.chemeketapark.org](http://www.chemeketapark.org), Nextdoor, and check out the Message Board located at the entrance to the Clubhouse playground.

Billing or Accounting issues please email [accounting@cpmwc.org](mailto:accounting@cpmwc.org)

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The next Board of Directors Meeting is scheduled for Thursday, June 13th at 7:00 p.m. at the Clubhouse. The meeting will also be held via Google Meet. The link for this meeting will be available on the Chemeketa Park website: [www.chemeketapark.org](http://www.chemeketapark.org). All members are welcomed and encouraged to attend.