

## 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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### Board of Directors Meeting, June 13, 2024

#### Closed Session

Board discussion of legal matters and financials.

#### I Call to Order

Erik W

Meeting was called to order at 7:02 p.m. In attendance: Erik Wilkerson, Teus Aarnoudse, Vincent Macewitz, Neil Abriyani, Fred Shenkelberg, Geri Markey, Dave Shimmin, Rob Anderson, George Bruder, Jody McCalmont, Miles Farmer, Kirk Nilson, Lisa Anderson, and few members of the community, both in person and via Google Meet.

#### II. Review and Adopt Minutes

Board

Erik made a motion to approve the May 9th minutes without changes. Teus seconded; motion approved unanimously.

#### III. Public Comment

- A community member expressed concern that the budget was not presented at the annual meeting. The board acknowledged this concern, and explained the budget will be presented to the community as soon as possible after our new bookkeeper's account reconciliation is complete.
- Community members expressed concerns that the park's "dumpster day" had been potentially canceled. Board members explained that the dumpsters were not canceled and the board is actively exploring options to provide dumpster day.

#### IV. Water Tank Project Update Jody and George Bruder

- Jody - All design work for water tanks project is done and submitted to State
- Construction company given notice to proceed
- Waiting on schedule of values to firm up budget
- Virtual pre construction meeting on 6/14/24
- Large invoices coming within the next 60 days
- George - 7.3% of \$1.8 million has been spent to date
- Total bid came in at about \$1.6 million
- All permitting should be completed in about 1 month
- DWR template for all invoices maintained by George and signed by State
- George Bruder requested resolution to update names of secretary and president on Resolution to Borrow documents. Will need to vote tonight on resolution to borrow funds - need to list secretary and president
- MOTION: Erik motioned to update names on loan documents. Teus seconded. Unanimously approved.
- MOTION Erik motioned to provide George official title "Project Coordinator" for the water tank project. Geri seconded. Unanimously approved.

## **IV. Financial Report**

### **a. Bookkeeper**

**Kirk**

Kirk Nilson updated the community on important bookkeeping issues.

- Received 57 surveys out of 148. Discussed ways to encourage community participation in the survey efforts (POD involvement, email, and post on webpage).
- Discussed efforts to transition to electronic billing for cost savings and potential surplus for projects. Online payments have begun processing in June, with hopes of increase over the next months. Would like to get to 80-90 % of billing to be done electronically as this saves the water company significant monthly funds
- 44 properties with payments due for May.
- Discussed billing discrepancies like recurring payment to Amazon Web Services.
- Discussed rebuilding of company books. Kirk Nilson estimated that this project will be completed in August.
- MOTION: Erik motioned to approve automatic monthly payments for Nilson and Associates at \$1850 per month. Geri Seconded. Motion passes with 4 yes votes. Fred S. abstained

Kirk Nilson shared total monthly expenditures.

- Month of May - total expenditures: \$20,012.68
- Firewise - \$6,300
- \$57.40 for internet for clubhouse.
- 44 properties still to pay for May

### **b. Insurance**

**Geri**

Geri Markey provided updates on CPMWC's Insurance.

- Insurance renewal coming up on July 1st. Currently we pay ~\$10K per year
- Discussion on the need for additional coverage for CPMWC property. We are under insured and currently covered only for a single tank, 5 properties and the clubhouse.
- Premium will likely increase significantly for added coverage.
- Discussed need to account for future increases in annual budget.

### **c. Annual Budget & Capital Improvement Plan review 2024/25**

**Geri**

- Do not have a 2024/25 approved budget, need to have a working group to complete a budget (President, VP and Treasurer)
- Discussion on creating a surplus and funding for capital improvement projects over the next five years.

### **d. Operations Manager Update**

**Dave S**

- Residential underground service assessment (USA) with Guy Furlo on Kiowa.
- Managed (3) clubhouse reservations and follow up.
- Met with Geri to discuss groundskeeping contract.
- Discussed the native plant garden maintenance boundaries with Linda W.
- Temporarily stabilized the trex decking on the playground stage.
- Responded to a report of water leakage on the road on Kiowa.
- Spoke with Jose Membreno about facilitating contract issues.
- Reached out to GreenWaste disposal services regarding dumpster rental.
- Created a list of possible volunteer projects for approval by the Board.
- Met with Dana regarding handover of Thrasher Pest Control contact.

- Washed the windows and screens on the clubhouse before the annual meeting.

## V. Water Report

### a. Water operations report

Miles

Miles provided an update on the status of our system:

- The system is in proper working condition and all levels from the field and lab testing are below MCLs and State Standards. The system continues to meet all treatment goals and provide reliably treated domestic water.
- Gallons of water treated for May: 832,721
- Average flow rate: 26.6 gallons per minute

Additional information updates from Miles:

- Water Boy (aka Water Treatment Plant) welding/repair is scheduled for the week of June 23rd. In addition, the influent pump VFD and effluent control valve installation will be finalized during this time
- The spare parts order has been received and invoiced. Delivery pending.

### b. Meter Project status

Jody

- Discussion about the need to replace water meters for the entire neighborhood by 2030 due to state mandate
- Various bids received, estimated cost around \$120K
- Debate on cellular vs. drive-by reading
- Discussed 10-year warranty

## VI. Fire Safety

### a. Firewise program update

Jody

- The Firewise team was not able to meet this month.
- Reminder to all: fire season is here. Please trim back vegetation from the roads around your home and reduce hazardous fuels in your yards.
- If you or a neighbor needs assistance, contact [chemeketafirewise@gmail.com](mailto:chemeketafirewise@gmail.com)

If you would like to schedule a Hazardous Ignition Zone (HIZ) assessment, follow the link: <https://chemeketapark.org/firewise-1696891774/>

## VII. Roads

### a. Updates

Geri

- Old Santa Cruz Highway will temporarily open one lane - possibly tomorrow
- Intent is to open OSCH for mountain residents and emergency vehicles. SCR is still waiting for federal and state FEMA approvals to complete the reopening of the 2-lane OSCH
- Road repair/sealing this year was unsatisfactory. We spent \$12,500 on crack sealing. The sealant didn't take, and we will contact the contracting company to fix their mistakes. Will need to get quotes for fixing the roads.

### b. Niel Abryani Takes Over Roads

Geri

- Neil Abryani volunteered to take over as the board member responsible for roads.

## VIII. Clubhouse / Playground / Community

### a. Landscaping

Geri

- Discussed a new contract with Jose Membrano. Contract is for \$750 per month and up for renewal April 30, 2025
- New maintenance plan - twice per month that includes vegetation along all CP private roads.
- Clean off signs and will avoid county roads and drains maintained by the county.
- Community can abstain from having brush on/in front of property from being trimmed. Contact David Shimmin if you have concerns about Jose's trimming near your home.

### b. Trash Cans at Clubhouse

Board

- Green Team only service provider in Unincorporated Santa Clara County
- Our account was terminated in 2015, they have no accounts on file with us
- Lowest account is \$139.77 per 1 pick up per week per month.
- Allow 1 month of service while alternative options are investigated
- Green Team account status: Board will sign up for 1 month while alternatives are identified

## Adjourn

Erik

Meeting adjourned at 9:02 p.m.

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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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