

# Preparation and Background Information

## August 21, 2024, Monthly Board Meeting

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### Review and Adopt July Minutes

Find the draft meeting minutes at - **ATTN: Mike** - where are the draft minutes for the July meeting? Also: please add the August meeting agenda to the shared drive folder 8-204 at [https://drive.google.com/drive/folders/1WMhCZARRiH5Z2p5gt0uwRv9baqfPWcnK?usp=share\\_link](https://drive.google.com/drive/folders/1WMhCZARRiH5Z2p5gt0uwRv9baqfPWcnK?usp=share_link)

- Fred Schenkelberg - thanks for the prep. The draft minutes are [here](#), stored in the 7-2024 folder. The August agenda is sitting in the folder you indicated.

**ATTN: Erik**, did we receive the necessary input from Miles to finalize the draft of the annual meeting? If so, should we review and approve those minutes as well? Where are the minutes for the annual meeting located on the share drive? We should add a link here.

- Fred Schenkelberg - we have a summary from Miles but I asked him to make it more specific. If we don't get it by this meeting, we can decide to ship it as is or have him deliver it to me verbally for input. The draft minutes are in the appropriate folder:  
[Annual Meeting Minutes 2024](#)

## Public Comment

- Request to look into buying water and service from SJWC
- Where did the \$500,000.00 grant funds go to?
  - They have been allocated for specific projects and any remaining funds were returned to the appropriate corresponding agency/funder.
- Request to remind Anchor and Brace Propane Tanks and Gas Cylinders. [Please refer to the FEMA PDF "To Protect Your Property from Earthquakes"](#).

## Consider Whether or Not to Continue to Offer Board Meeting Online

**ATTN: Erik** please provide a summary of background information to provide context for the discussion and proposal language for a vote.

## Capital Improvement Plan Update

Fred moderated the CIP planning meeting on Thursday, July 25th, at 7 pm at the Clubhouse. Members of the board and community attended and participated. We first brainstormed a list of potential projects, resulting in a list of about 30 projects to maintain and/or improve elements of the water, road, or community systems.

We then placed the name of each project on separate 3x5 cards. Then as a group arranged the cards in order of priority. This was done silently, almost, as to avoid undo influence by any individual and to assist in creating a consensus of the order of priority.

See the resulting prioritized list here:

<https://docs.google.com/spreadsheets/d/1moJVfYnJZYnNi8PrpmJWN5vXeJlvbi3j2vy822WN23M/edit?usp=sharing>

I, Fred, then reviewed the individual projects and gathered additional information such as scope, cost, etc. for as many projects as I could. Then, I drafted a proposed plan to implement specific high-priority projects this year or set aside funds for future specific projects.

Current fiscal available funds for CIP is approximately \$52k. Overall, based on Kirk's numbers we have \$117k available after accounting for the operating expenses and setting aside \$200k for the emergency fund. Of that \$117k we have already set aside funding for Firewise \$9k, new clubhouse siding \$21k, water meter project \$25k, and the watershed sanitary survey \$10k.

Thus the proposed plan below is a recommendation based on the community's input concerning priorities and available funds.

**The proposed CIP for this fiscal year is:**

1. \$3.5k to repair the water boy outlet box - To repair leak in water treatment system, and weld in new steel to address the corrosion
2. \$14k to replace water plant media - Need to remove media when doing water boy outlet box repair and media replacement is about due anyway
3. \$18.5k to purchase a new main pump and variable frequency drives and reconfigure the pumphouse skid to upgrade the current ability to pump about 22 gpm to 40 gpm - thus able to refill the upper tanks quickly in the event of an emergency, and further enhanced when the new tank is installed.

Note from Miles on this project: **In my opinion, the old pump that still functions is a good fit. It provides about more than 40 gpm. We typically don't run the plant over 40 gpm ever so this will work perfectly. We should order an identical pump and motor that match so we have duplicity. The existing Grundfos skid & control panel can be used - we just need to update some of the sensors and overload protection as we are upsizing the control panel from 10 HP to 15HP. Then we need to add two 15hp vfds. Once we do this we have solved the issue at cost less than purchasing a new skid. Recap:**

**1 - 15hp pump/motor 40- 60 gpm**

**2 - 15 hp vfds**

**misc sensors, controls, etc.**

**I rebuild the skid and make it have two alternating pumps that both deliver 40 gpm minimum for right around \$18,500**

4. \$16k set aside for road repair and resurfacing

The proposed CIP for the future 4 years is pending resolution of our financial records, current budget expected income, etc. In short, I do not know how much we should expect to be available next year. We could draft a rough plan based on \$120k being available each year.

If we assume, \$120k will be available next year and into the near future - I suggest:

FY 25/26

- \$40k water meter project bringing total to \$45k out of estimated \$120k necessary
- \$50k set aside for road repairs and resurfacing bringing the total to \$66k out of an estimated \$120k necessary (today's rough estimate is \$100k which is bound to increase)
- \$12k to add water meter at the top (near upper tanks) of the transmission line - to detect transmission line leaks or breaks

- \$15k to replace water main valves

#### FY 26/27

- \$40k water meter project bringing total to \$85k out of estimated \$120k necessary
- \$50k set aside for road repairs and resurfacing bringing the total to \$116k out of an estimated \$120k necessary - plan to implement in FY 27/28 and allocated additional funds as necessary.
- \$10k to replace water main valves
- Set aside funds for new pumphouse near new 100k gallon tank and for new transmission line from pump house to upper tanks

#### FY 27/28

- \$20k water meter project bringing total to \$120k (hopefully enough to finish the project)
- ?? enough to fund road repairs and resurfacing
- Set aside funding for new pumphouse and transmission line
- \$10k to replace water main valves

At this point, we need additional rough cost estimates for projects such as water main meters installation, upper tank repairs and liner replacements, Comanche Creek gutter management (water control and routing along roads), etc.

If funding becomes available via the Water Storage and Drought Relief Project or a new grant, we will have to make adjustments to the plan at that time.

## CP Water Storage and Drought Relief Project Status

### **AUGUST 2024 DWR WATER TANK GRANT**

#### **ARCHITECTURAL SITE APPROVAL (ASA) AND PERMITTING**

Planning department - our application is complete meaning it is in proper form to present to the Planning Commission for approval. We are awaiting a date for the public hearing. This is expected to be a formality as all details have been cross checked. We will have signs made and posted to notify the public of the hearing.

Building Permits - after the first round of comments, we will release the tank manufacturer to begin to fabricate our tank. Currently awaiting approvals of updated plans from the geotechnical engineers and the tank supplier. Application will be submitted in the next 2 weeks. The County has notified adjacent property holders.

## **PROJECT MANAGEMENT**

We are submitted a DWR Amendment request due to previously discussed budget and timeline changes. They indicated that we should wait until September in case there are any additional amendments.

Jody, George and Jeff Tarantino meet bi-weekly for project updates with the Department of Water Resources Project Manager, and sometimes a Senior Engineer.

## **FINANCING**

Invoice 11 paid.

Invoice 12 – DACO submitted their first invoice to CPMWC for \$115,650 (\$128,000 less 10% retention) to initiate tank technical submittals for our glass fused to steel tank. After signature from DWR, the invoice will go to RCAC for payment. Next invoice is not expected until early 2025.

Quarterly report was submitted 8/14/24.

## **LEGAL**

- No services required this period.

## **Meters Update**

Jody and Fred met to review the information gathered over the past year and a half. Based on our needs and infrastructure, it is likely that we will choose mechanical meters with drive by (AMR) reading technology. Jody reached out to Badger and Neptune for updated bids. She also got an updated bid from Cal Rural Water's SUSP for a meter rate schedule analysis as well as some samples of work completed in other communities.

Jody checked with other local water companies to see if we can get a strong referral to complete our larger (including underground) plumbing projects. She is getting a bid from one company. Fred is getting a bid from a second company.

We recommend, as do the three vendors that provided quotes in the past, the mechanical style meter. They have an expected operating life with adequate accuracy from 15 to 20 years. The electronic type meters have approximately a 20 year operating life till the embedded battery renders the unit non-operational. The electronic meters cost more, provide a little more accuracy, and will need replacing about as often as mechanical systems.

We also recommend using the Bluetooth or 'drive by' style meter reading system, (AMR). These are less expensive, just as durable, and easier to maintain and operate than the cell service systems. The 'drive-by' system also means we will maintain knowledge of the location of all the meters.

The recommended strategy is to start installing about 25 meters this year as soon as we have acceptable quotes. The intent is to learn both about the true cost and disruption to the community (water shut downs) necessary to install the meters, plus to learn about the operation, reading, leak detection capabilities, plus how to integrate the readings with our billing system.

**Proposal:** Pursue quotes for the purchase and installation of mechanical 'drive-by' meters in order to install approximately 25 meters this fiscal year.

Geri, Fred, and Jody explored some potential resources for funding the meter project. Geri may have a viable option. Tbd.

## Cypress Water Update

**ATTN: Miles** please provide a water system status update in preparation for the August meeting, plus provide an update on the response to the [country hazmat inspection](#).

## Watershed Survey

- **Discussion** Watershed Survey. In order for us to receive a quote on the Watershed Survey, one of Balance Hydrologies' former employees, Barry Hecht, [sent an email](#) requested the following;
  - Permission to contact Miles Farmer
  - Understand the results of the test drilling initiative which Aaron Bierman was leading for you several years ago,
  - Significant interaction if any with the State Office of Drinking Water ((including copies of correspondence), and
  - Briefed on any other issues which the Board believes threatens the quantity or quality of your water supply.

## Santa Clara County Tax Bills and Correspondences

The HazMat permit and invoices have been update to reflect Chemeketa Park Mutual Water Company.

A request to change all tax bills and correspondences will be submitted to the corresponding county departments once the bills and correspondences are received.

## Schedule of Assessments, Fees and Changes

**Proposal & Motion to Adopt** the following changes to the [Schedule of Assessments, Fees, and Changes](#):

- Senior Discount Rate (90% of Base Rate): \$190.80 per connection - This discount does not apply if the owner resides outside of and other than the property associated with Chemeketa Park Mutual Water Company boundaries. Also, the discount does not apply to renters of the rental properties.
- Returned Check Fee: \$25.00 [Adopted August 21, 2024]
- Accounts are invoiced on the 1st day of each month (if the 1st day of each month falls on a weekend, invoices are sent on the Friday before or the Monday after) and the invoice is due on the 25<sup>th</sup> of the month. Penalties for any past-due balance and the monthly assessment are applied on the 26<sup>th</sup>. Members are invoiced as follows:  
“Monthly Assessment” + (“Unpaid Balance” \* “Monthly Penalty for Past-Due Account”)

For example, if a balance of \$130.00 was unpaid through the 25<sup>th</sup> of the month:  
 $\$130.00 + \$130.00 + (\$130.00 * 1.5\%) = \$261.95$

[Adopted August 21, 2024]

Once approved, it is required to be posted online and distributed to property owners via email or USPS.

## Status of Financials & Billing

### Records Recovery and Reconciliation Project

- **Review Status:** On track to complete by Friday, 08/16/2024. All records are received; final analysis and entries into QBO are underway.
- **Upcoming Meetings:** We will review findings with Erik, Fred, and Geri on Monday, 08/19/2024. The full financial summary will be presented at the meeting on 08/21/2024. For in-depth questions, please hold them for follow-up rather than the larger meeting.
- **Post-Meeting Actions:** Following the 08/21/2024 meeting, we will contact residents with outstanding balances or credits and initiate balance forward invoices for the September billing cycle.

### July Financials

- **Documents:** See attached Budget vs. Actuals [CPMWC 07.2024 Budget vs Actual.xlsx](#)
- **Adjustments:** Adjustments to capital expenses are anticipated; a final budget for the 2024-2025 fiscal year will be discussed.
- **Outstanding Balances:** 37 residents have outstanding payments for July, with 18 being chronically overdue.

- **Electronic Payments:** We received 19 electronic payments in July. The adoption rate for electronic delivery is 40%.
- **Notable Items:**
  - **Propane:** Expenditure is above budget, likely due to tank fill costs. No significant additional costs expected for the fiscal year.
  - **Parts:** We are over budget on parts. Please advise if these should be categorized under capital or emergency funds.

**Parts Details:**

- Standby Influent Pump and Motor Materials: \$2,589.99
- Emergency/Standby Parts Purchased: \$7,957.93 (See [Cypress Water Services, 24024 - MATERIAL LIST, 05.03.2024.pdf](#) )

**Request for Additional Bank Account**

- **Purpose:** To hold temporary funds for annual capital projects.
- **Account Management:** Monthly transfers will be made from the operating account to this temporary account for the following projects:
  - Clubhouse
  - Distribution System
  - Dumpsters
  - Firewise
  - Main Pump & Filter
  - Roads & Signs
  - WTP Infrastructure

Update: Erik set a date of Friday, August 16th at 9:30 am with Wells Fargo to update signature cards - this is to remove Dana Hartzell and Lisa Anderson and add Fred - Fred has a conflict and will be/was unable to attend.

**Distribution of required documents via USPS**

Any board related documents and required files to distribute to community members who did not elect to receive email notifications.

Cost per Envelope	
Paper	\$ 0.02
Printing	\$ 0.05
Envelope	\$ 0.15
postage	\$ 1.46
labor	\$ 1.69



\$ 3.36

Total Cost  
Residents ~148\*  
\$ 497.06

Total Cost

\* This number will change after determining how many have chosen online billing.

## Status of CPMWC Insurance

**Request for Quote (RFQ) and Request for Proposal (RFP)** for additional insurance for the following were sent at 2:01 p.m. July 17th to Leavitt Pacific Insurance Brokers. We are still waiting to hear back from the insurance carrier, Glatfelter. The insurance broker stated that it may take several more weeks until we receive a quote.

1. 4 water tank storage
2. water treatment systems
3. the water distribution system which includes pipes, couplings and valves
4. property within the water treatment systems such as tools and machinery (we are working with the watermaster to get an updated asset and parts inventory)
5. Generator for water treatment plant
6. Stairs to water treatment plant
7. Power lines and pole to water treatment plant
8. private roads
9. additional coverage for Clubhouse to be rented outside of the community\*
10. coverage for playground that is not our property which is owned by SJWC

**Action:** The insurance broker and carrier require that CPMWC obtain a Certificate of Insurance from all vendors and contractors performing work on behalf of CPMWC. Additionally, CPMWC should be included in the vendors' insurance coverage. These certificates will be stored in Google Drive. Due to liability concerns, it is recommended that we refrain from engaging with vendors and contractors who cannot provide a Certificate of Insurance.

## Update on Clubhouse Cleaning Contract

[Signed Clubhouse Cleaning Contract](#) - Personal information has been redacted.

## Trash and Recycling Pickup

Propose and Motion to continue trash and recycling pickup to continue until the end of April. At that time, the board will review the annual fees and rates. [Refer to PDF for current charges](#)

## Credit Report

Geri researched credit reports through [Dun & Bradstreet](#). She found [information](#) that may negatively impact CPWMC's credit rating:

- Combine 2 D&B portfolios/reports into 1
- Update contact information from Bill Langley to current president
- Update employee count to 0
- Address
- Financial Statement
- Year started
- Phone #
- D&B viability rating

**Motion to correct the information above and for \$39.95 CPMWC debit or cc payment to pull an Experian report for CPMWC.**

## Firewise Program Update

We solicited bids to complete Hazardous Fuel Reduction (HFR) with a focus on Apache along its uphill side from the clubhouse to the bridge. Also the ravine between Nez Perce and lower Comanche. Firewise would like approval to have Huertas complete the work with a bid of \$5,000. This is in the Firewise budget for the year and would be completed in September. [Huerta's bid](#).

We reached out again to the absentee owner on Ogallala/OSCH below Edwards to encourage them to do work on their very overgrown property. There was no response.

Following the July 26 fire evacuation warning, Firewise is working with County Fire to schedule an Evacuation Workshop hopefully this fall.

On a positive note, both the County Fire and Sheriff's office are very familiar with our roads after so many patrols. FW gave small thank you gifts to the first responders at the community meeting at Redwood Estates.

We got to see how the POD system works and to practice a real evacuation. Dana has scheduled a meeting with all POD leaders to tune up our work and make sure that we can be as effective and efficient as possible. The POD's functioned reasonably well with some room for improvements.

The work already done to create a shaded fuel break around Chemeketa made a big difference in keeping the flames of Fire #4 close to the ground and out of the canopy thus reducing risk.

Chemeketa Firewise specifically thanked Jared from SJW for their community saving contributions. We learned that the Holy City property manager agreed to allow the Forest Health Grant to do work along the watershed on Holy City land. We also learned that SJ Water will allocate more funds to continue to deepen their shaded fuel break work around Chemeketa.

**Shaded fuel breaks work! So please reduce brush and harden your homes, both for the safety of your home and our community!**

## Apache Bridge Closure Update

Finalizing letter to neighbors, finalizing purchase and delivery of k-rail, awaiting delivery of signs. Once K-rail is in place I will purchase materials for the chain link fence.

## Clubhouse

- **Discussion** whether we keep the current WiFi service? \$65.00 provided by Brad H.
  - Possible Option: Frontier Fiber?
  - Clubhouse is considered a business location and not a home property. Therefore, business option(s) are the only resource.
- **Discussion & Proposal:** There have been two separate incidents of the clubhouse's front door, side door, and bathroom doors being left wide open. To safeguard the CPMWC common facility (also known as the clubhouse) from potential damage and liability, a proposal of installing a battery-operated trail camera to identify the individual responsible for leaving the facility unsecured.
- **Discussion & Proposal:** To install an interior door handle separating the bathrooms to facilitate secure locking to the main clubhouse facility.



## Clubhouse Siding Project Update

Contractor received the initial check of \$1000. They moved us back on their schedule due to another project running long. Current start date is the first week of September.

Operations Manager Update -Dave Shimmin

**Hess / Assiniboine water hookup**

**Vegetation clearing status**

**Bruce Franks plaque**

**Shanahan tire cleanup and barrier**

**Water distribution valves**

**Dumpsters**

**WTP stairs and retaining wall**

**Website updates and improvements**

- Checking for leaks
- Pay your bill
- Subscription form
- Calendars

**Volunteer project list**

- Review
- Approval
- Execution

**WTP cleanup and fire safety**

- Volunteer squad
- HIZ assessment

**CLUBHOUSE**

- Fixit list
- Door lock issues and signage
- Online registration and payment form
- Rental fee
- Liability for outside groups
- Finalize SOP and Usage Agreement
- Internet

**WELCOME LETTER**

- Final tweaks
- Emergency management contacts
- Mobile app suggestions

## **HYDRANTS**

- Vegetation
- Blue dots

## **SAFETY MIRRORS**

- Ogallala
- Comanche

## **BARKING DOGS**

- Actions
- Public service message?

## **BACKGROUND DETAILS for TOP ACTION ITEMS:**

### **BRUCE FRANKS PLAQUE**

- The commemorative plaque at the playground was misspelled when originally made and should be replaced.
- The correct spelling is E. Bruce Franks, not Bruce E. Franks.
- This was a simple mistake, which is forgivable, but our failure to amend the mistake could be interpreted as disrespectful.
- It is not essential to use the same material and design.
- A simple bronze version without portrait, comparable to the Balcomb plaque, is recommended.
- Cost is estimated at \$500

### **WATER DISTRIBUTION VALVES**

- Two of our main water distribution valve are malfunctioning.
- One will not close fully and could get stuck in the closed position if it breaks.
- The other will not close at all due to broken internals.
- Cost estimates have been collected.
- The best price for replacement is through Mello Pipeline Co. at \$12K for both valves.

### **DUMPSTERS**

- Is it time to decide whether or not the dumpster event will happen this year?
- Piles are forming all over the park

- People deserve to know one way or the other so they can make other arrangements if needed.
- Cost for (3) 20CY boxes is about \$2400.

#### **CLUBHOUSE RENTAL FEE**

- Clubhouse usage has historically been free.
- A nominal rental fee of \$50 has been proposed
- This would offset house-cleaning and utility costs for the clubhouse.
- An online payment portal would facilitate registration, and allow payment of damage deposit and rental fees.