

Chemeketa Park Mutual Water Company

PO Box 588, Redwood Estates, CA 95044-0588

Meeting Minutes - Monthly CPMWC Board of Directors Meeting

Wednesday, October 16 · 7:00 – 9:00pm - Clubhouse

Video call link: <https://meet.google.com/wyn-ydte-int>

Or dial: (US) +1 530-421-8759 PIN: 151 954 492#

More phone numbers: <https://tel.meet/wyn-ydte-int?pin=9701110022544>

- I. Call to Order 7:05 p.m.
 - a. Members who are present: Erik Wilkerson, Mike Lerman, Neil Abriyani (via Google Meet), Fred Shenkelberg, and 3 dedicated members of the community
- II. Review and Adopt September 25, 2024 Draft Minutes: Board 7:05 p.m.
 - Motion by Erik, second by Mike, approved
- III. Review any public comments 7:06 p.m.
 - None provided
- IV. Updates on Action Items from September 25, 2024 meeting: Board 7:07 p.m.
 - a. Action: Erik to partner with community members to create a procedure page for meeting set up
 - i. Erik is still working on details
 - Discussion on whether to continue hosting virtually, video is an unnecessary additional complexity. Strong suggestion to continue hosting audio to allow full community access to meetings. Video is necessary to share documents. Agreed to continue hosting virtually via Google but eliminate camera set-up.
 - b. Action: Erik to open additional bank account
 - Account (will verify if this was a savings or checking account) has been opened as recommended by Nilson & Assoc.
 - c. Action: Mike to document process of getting community info out monthly in working group
 - i. Will share draft of process with BOD and Firewise
 - Completed and shared.
 - With multiple users, it's important to include a signature on outgoing MailChimp communication
 - d. Action: Geri to contact Green Team for a community free pickup
 - Complete, details follow below in separate section
 - e. Action: Troubleshoot Google meet settings to identify issue with community logging-in to monthly meetings
 - i. Geri & Fred identified issue with recurring invite and sent separate monthly call-in links

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- Resolved
- V. Water Report 7:18 p.m.
 - a. Update: Water, HazMat, Water Test Results (Miles)
 - Most significant update is that Miles worked on water connection map with Dave
 - b. Hexavalent Chromium Maximum Contaminant Level and Monitoring Requirements
 - Already testing for it, BOD does not see the need to pay for additional, specific testing
 - c. To be reviewed by all board members and community: received the [Watershed Survey proposal](#) from Barry Hecht and attached [2021 survey that he conducted](#). Geri requested a reduced rate due to his previous Watershed Survey work and received the response shared in the prep packet.
 - Miles feels that it can be done by the community. There is some concern about the volume of work needed to be done. Neil was asked to lead it, he is considering it, Dave offered to support the work. Discussion ensued.
 - Jody sent the last survey and another community sample to Dave to review. George suggests looking at last several for changes. BOD is interested in attempting to
 - a. Action: George B to forward communication to Dave from George Chen (CC Van). Dave will review to see if it's something he can take on.
 - d. SB3: [Water Shutoff Policy](#) 7:50p.m.
 - i. Discussion: 1) We do not know the exact number of people who live here in CP. What does the board recommend we replace the number with (see yellow)?
 - Document needs to be simplified: what are the triggers for Kirk & Nilson, how can it be clarified for community
 - Resident count is nearly unknowable, stick with count of 450 since it's based on a rational calculation
 - ii. Motion: To approve the policy and to post it on the website, mailed out to shareholders via USPS or email.
 - Table for now until simplified version available
 - Action: Geri to attempt a simplified version
 - e. Water tank replacement updates (George/Jody)
 - Planning commission scheduled for Thursday, 24 November
 - Slow but steady progress towards - plan approval by county.
 - State approved extension of project to 30 Sept 2025
 - First big invoice was paid by RCAC. Reimbursed by state. Balance on RCAC loan is now zero. Total interest paid was under \$400.
 - f. Main line valve replacements project (Dave S.)

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- Both valves complete
- Jody sent info to Mello on meter project
 - a. Action: Dave to ask contact if they're interested in bidding
- g. Water connection on Assiniboine (Dave S.)
 - Completed and water restored - owner notified
 - Action: confirm billing to begin 11/1, Kirk was copied on email
- h. Motion to approve the upgrade by Miles and his team of the Pumphouse main pump system, including a 15 hp pump/motor 40 - 60 GPM capacity, plus t2 each 15 hp Variable Frequency Drives (VFD), plus miscellaneous sensors, controls, to other, not exceed \$18,500.
 - Motion by Mike, second by Fred, approved
- i. Motion to approve adding a meter to the top of the transmission line by Miles and team to not exceed \$12,000.
 - Jody talked with a civil engineer who mentioned it's difficult to get meters to agree from bottom to top, suggests sonar testing instead to identify any leaks. Suggesting a convo with Miles and Jody/George/Fred. Could be delayed until a new transmission line is installed.
 - a. Action - table the motion for now, Jody/George/Fred to discuss
- j. Addition: working on sanitary survey, on track, needs nothing from us, except proof of completion of require BOD member training.

VI. Financial Report (Kirk)

7:34 p.m.

Current Status of Financials & Billing

Financials

- **Current Budget vs Actual (September 2024)**
 - See the document: [CPMWC 09.2024 Budget vs Actual.pdf](#)
 - Most accounts are within budget, with a few notable exceptions:
 - **Internet, Hosting, and Zoom:** 94% of budget
 - See the document: [CPMWC 09.2024 Internet, Hosting, and Zoom.pdf](#)
 - No major concerns here as CPMWC is investing in communications. We should consider an adjustment for next year's budget.
 - **Propane:** 174% of budget
 - This has been discussed over the past few months. We aren't concerned as we don't expect propane costs to increase significantly.
 - **Legal:** 119% of budget
 - This was anticipated due to the adjustments to the SOPs and review of CPMWC's bylaws.
 - **Operations Manager:** 170% of budget

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- We may have under budgeted for this. We allocated \$2,000 for the year and it should have been \$20,000. Kirk will meet with the Operations Manager to discuss if their time should be tied to capital projects, which could affect how invoices are presented.
- **Los Gatos Creek Water:** 99% of budget
 - This is slightly high, but overall water purchasing is still under budget.
 - Question if SJW breaks out sources of water we purchase
 - Moving forecast & future budget from Los Gatos Creek to Montevina expense line
- **Parts:** 1063% of budget
 - We've been stockpiling parts for emergencies. While this exceeds the budget, it was anticipated.
- **Current Statement of Financial Position (Balance Sheet)**
 - See the document: [CPMWC 09.2024 Balance Sheet.pdf](#)
- **Water Tank Project Financials for FY 2024**
 - See the document: [CPMWC 09.2024 Water Tank Project P&L.pdf](#)
- Motion to begin accruing \$750/month for Sinking Funds account to cover planned '25/'26 needs by Kirk
 - Motion by Erik, second by Fred, approved
- Also confirmed we can proceed with '24/'25 capital plan spending, fully funded
- Kirk suggests tabling a discussion on adjusting future roads funds based on reallocating \$16k to water valve replacements. We may end up with excess funds that can be reallocated

Billing

- We have completed our cleanup project and are now sending out statements and balance-forward invoices.
 - We've had some success collecting past-due balances, and interactions with the community have been mostly positive.
 - Outstanding Balances:
 - Residents one month behind: 7
 - Residents two or more months behind: 14
 - We aim to cut this number in half by the end of the next billing cycle.
 - Action: Geri to close the loop with Kirk on outcome of closed session
 - Action: Erik asked Kirk to review water shut-off policy
- VII. New Business 7:42 p.m.
- None
- VIII. Firewise updates 8:25 p.m.
a. Mailchimp access update (Mike)

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- i. Dana will be lead user for Firewise community communication. Mike shared login details + user policy with Dana by email
- ii. Brad and Dana attended our regional Firewise leaders event last week. There, they collaborated with other mountain Firewise communities and forged new connections.
 - Dana shared notes from the meeting
 - Key point is that everyone needs to do the work to keep our communities safe and we have 20+ groups working together
- iii. County Fire completed our 5 year risk assessment, and our community improved drastically in several key areas such as brush clearing and defensible space.
 - However, we saw a little to no improvement on Home Hardening. This is why Firewise is continuing to encourage residents to sign up for our home ignition zone (HIZ) assessments. This free consultation will help you know exactly where your home is most vulnerable to fires.
 - Big thank you to Mara for leading this process!
 - a. Firewise suggests getting BOD members & pod leaders to set example by signing up
- iv. Firewise also submitted our yearly renewal application. This year we had almost 400 volunteer hours in our community! This is amazing news! Please keep up the good work.

IX. Roads update

8:07 p.m.

- No updates, waiting on pricing, no rush since no budget currently for big improvements
 - Neil identified some cracks expanding on Comanche, may be able to fill as a community. Neil is researching solution
- b. Apache Road closure (Teus)
 - Waiting on date from contractor
 - c. Road reflectors (To Identify Hydrants)
 - All complete

X. Clubhouse

8:10 p.m.

- a. Updates on the Clubhouse siding project (Teus)
 - Contractor is done and will invoice, painting can be done by community.
 - Keep original color, Teus to manage process

XI. Community

8:15 p.m.

- a. Operations Report (Dave)

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- Minor pipe broken at garden, may be pressure related, Dave investigating and repairing. Watering hose also has a hole in it.
 - Leaning tree over Edwards road, reported through mobile citizen app
 - Community member has a maple tree that she'd like planted at the park. It is suggested that it go in the place of the previous maple tree.
- b. Motion to approve [amendment to Jose Membrenos' Landscaping Maintenance Contract](#): Excluded Services, Contract Price verbiage, Invoices, NET terms.
Translated Sections in Spanish
- Motion made by Erik, seconded by Teus, approved
- XII. Website Migration Update (Fred) 8:20 p.m.
- a. Motion: move CPMWC website hosting to Google Sites
- Dana to make an intro to Mike Smith for Fred, we need him to release DNS and to get the credentials for the AWS account.
 - Motion by Fred, second by Mike, approved
- XIII. Green Team Free Pick-up update 8:35 p.m.
- Need format for receiving completed forms. Form can go out in mailer for November but needs a clear follow-up.
- XIV. Meeting adjourned 8:36 p.m.

DRY