

# Chemeketa Park Mutual Water Company

P.O. Box 588, Redwood Estates, CA 95044-0588

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Water issues? Call Miles Farmer at (831) 920-6796  
Questions? Call Lisa Ridenour at (408) 792-7762  
Contact the Board – <http://chemeketapark.org/contact>

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Board of Directors Meeting, June 11, 2020

## I. Call to Order

David

Meeting was called to order at 7:05 p.m. In attendance: David Casper, Vincent Mackewicz, Josh Rupert, Dana Hartzell, Rob Anderson, Mara Milinic, Lisa Ridenour, and many members of the community; all joined via Zoom.

## II. Review and Adopt Minutes

David

Dana made a motion to approve the May minutes without changes. Josh seconded; motion approved.

## III. Annual Meeting Postponement and Rescheduling

Board

A suggestion was made to hold the annual meeting and all future meetings live *and* via Zoom moving forward. The hope is that more residents will have the ability to participate and contribute. It was also suggested that all meetings be recorded so residents can listen on their own schedule.

The Board will meet Thursday, June 25<sup>th</sup> at 7:00 p.m. to finalize the slideshow for the annual meeting presentation. That slideshow will be made available on the website, so members can view it before the annual meeting, in an effort to make the meeting more timely by understanding all of the topics to be discussed.

Vincent made a motion to tentatively schedule the Annual Meeting on **July 19 at 1:00 p.m.** Dana seconded the motion; motion passed. The Annual Meeting will be held live at the playground, keeping social distancing. If you choose to attend the meeting at the playground masks are required. The Meeting will also be held live via Zoom, so that all residents can participate. **CHANGE NOTICE: Since the time that these minutes were recorded (on June 11, 2020), the details of the Annual Meeting have changed. Please see the attachment with the minutes which gives current details regarding the Annual Meeting on July 19, 2020.**

Generally, a Board Member's term of office is from Annual Meeting to Annual Meeting. Because of COVID-19 and the SCC constraints on public gatherings, this year the term of office for current Board Members will extend until the vote is taken at the Annual Meeting in July, 2020. The Board proposed a resolution that the existing Board Members will stay in their positions until the Annual Meeting. Each member voted in favor of the resolution. Resolution is passed.

## IV. Public Comment

Board

John Kuntzman shared that he has participated on many Boards of Directors, and currently leads two organizations. He stated that, "Nothing happens as fast as everyone wants it to happen." He thanked the Board members for their service.

Josh Rupert talked about community apathy and the need for more community members to become involved. He said that to suggest Board members are somehow doing something nefarious, or the livelihood of our families is at stake, is ridiculous. Community members should be more respectful to others when sending out notices. No one on the Board wants or deserves that. If a resident believes the Board is doing something wrong, come to a board meeting or speak to the Board individually. These types of words hurt the cause of the entire community.

The Board would like to ask any resident who has some financial background to please volunteer to be a Board Member. There hasn't been a Treasurer for a few years. It's a great job.

A resident asked if Apache Trail would ever be repaired and reopened. It was explained that the reason the bridge is closed is because it is not structurally safe. There have been current discussions about the repair of the bridge. It is on the radar.

## V. Financial Report

### a) Expenditures, budget, past due accounts

Lisa

Major expenses for May were: \$2,278 to Cypress Water for lower redwood tank and pump repair at the creek; \$1,875 to Green Waste for dumpsters (pre-payment); \$1,100 to Gregg Richardson for clubhouse door repair; \$650 for park maintenance. There are currently 4 delinquent accounts greater than 90 days past due; total amount due is \$12,936. Of these accounts, 3 have water shut off; 1 is on a payment plan; and one house is in escrow.

**b) Annual financial report and taxes**

**Lisa / Michael Murray**

Michael Murray, our CPA attended the meeting via Zoom. The Financial Review and the Tax Returns for last fiscal year were given to the Board members earlier in the week. Michael reviewed the Financial Report with the Board and others attending the meeting. Our Current Assets exceed \$200,000.00.

**c) California FTB tax filing status**

**Lisa / Michael Murray**

Michael Murray also commented on the "suspended" status with FTB. It appears some of the prepared and signed tax returns were not processed by the Internal Revenue Service, even though we had signed copies of them. This resulted in the IRS revoking our non-profit status, and FTB followed by making our status "suspended". This was discovered in 2015 when David attempted to open an additional bank account with Comerica and was denied because of the FTB "suspended" status. This began the long process of submitting re-signed tax returns and other required forms to the IRS. The IRS reinstated our status as a 501(c)12 Corporation in June, 2019. Once we had the IRS reinstatement, the re-signed CA returns and forms were submitted to the FTB to have our ACTIVE status reinstated. As of this writing the FTB has approved our status as "Active" and we are in good standing. To prevent this from ever happening again, Michael Murray will be filing our tax returns electronically and will send a copy of the returns and a copy of the electronic "Accepted" letter from both governing agencies to our Treasurer, and they will be kept in the Corporate Dropbox.

**d) Insurance policy renewal**

**Lisa**

Lisa sent the new insurance policy to the Board for approval. The premium was about \$200 more this year than last year. The check is ready to send to Apex Insurance, but the Board needs to give permission. Dave made a motion to accept the annual insurance quote from Apex Insurance. Josh seconded; motion passed.

**e) Proposals for hiring a management company**

**Josh / David**

Dave and Dana met with the property management company. Need further details. Benefits: Responsibilities such as accounting, maintenance, project management, budgeting, re-write and review bylaws, minutes, agendas would be managed by a local group in Campbell. Downsides: they are not community members; we are a mutual water company. The Board of Directors would still remain. Suggestions: talk with one of their customers; invite them to a Board Meeting to present how they would help us. Cost: About \$25K/year – charged on a per house basis. Still exploring.

**f) Creating a corporate operations guide**

**David**

A suggestion was made to collect details on routine events and maintenance projects that happen within the community so that it is easy for a volunteer or new Board Member to take on a project. Details of how this information would be gathered and stored was discussed, but not decided on yet. Fred was volunteered to spearhead this project. He discussed setting up a Wiki-type structure with categories. Possible cost could be about \$300/year for hosting. Fred thinks it can be done for free. David made a motion to approve \$300 to set up account. Rob seconded; motion passed.

**VI. Fire Safety**

**a) Firewise program update**

**Mara**

Firewise Chemeketa would like to define a space for an emergency supply kit for the park. They suggested either getting a shed for this purpose or possibly cleaning out the space under the clubhouse and using that space. The emergency supply kit would include things such as water, first aid supplies, sanitation supplies, etc. The Board agreed to allow the Firewise group to utilize the space under the Clubhouse and is open to suggestions on how to make that space workable. Looking for grants to get the emergency supplies.

Absentee Landlord Letters – Last year, letters went out to all residents requesting them to have a defensible space carved around each property. This is required, as stated in the bylaws. Firewise Chemeketa is proposing to send a new letter to absentee landlords who have not responded from last year. The letter would have 3-5 bullet points of what specifically needs to be done on their property; then give general ideas of how it can be done. This would be the start of a paper trail to take action if needed. Recommended that this process go through Lisa, so each landlord has a file.

**Post Meeting Note:** On June 16<sup>th</sup>, there was a small wildfire on the side of the road on Hwy 17 at Idylwild (and beyond). This fire was handled quickly because of the SR17 Shaded Fuel Break project. Defensible space **MAKES A DIFFERENCE!**

**b) Evacuation signs project**

**Mara**

Evacuation signs have been ordered. They will be paid for through a grant from the FireSafe Council.

**VII. Water Report**

**a) Water Operations Report**

**Miles**

Total treated water production for May (31 days) was 1,042,588 gallons, with no additional water from the Montevina Pipeline. The average daily usage per hookup is 224 gallons. The average raw water turbidity for water entering the plant was 2.33 NTU and the average finished water turbidity was 0.037 NTU (.300 NTU is the maximum turbidity allowed by the state). Rain total for the month was .13 inches. Average filter flow rate-27 gpm; chlorine usage-30 gals; alum usage-50 lbs.

There appears to be a leak on two properties near Pawnee and Navajo. Miles will need to shut off the water on Monday, June 15<sup>th</sup>, in order to fix the problem. Will notify the Pawnee POD to get the word out.

Miles is working on a different solution to the SCADA project (Supervisory Control and Data Acquisition – which is the plant automation system). He plans to install a PC at the plant to give him a better interface. Once this is done, all phone lines going into the plant will be terminated and only the cellular modem will be used. A major benefit: this will allow program changes to be made to the software remotely, which will speed up the reporting process.

**b) Los Gatos Creek backup system status**

**Miles**

The re-installing of cable/pump discharge plumbing is still pending.

**c) Short well project planning**

**Vincent**

Vincent and Chris Sands are working on obtaining documentation for the existing deep well that is already in place. They have the documentation outlining the existing well now and Vincent will provide that information to Maggiora Brothers Drilling. They are currently working on next steps needed with the State of CA, for a surface water well in the same site. In parallel, Vincent and Chris plan to test the existing deep well to see what its current production is. If the production has improved since the time of the initial testing five years ago, we may have a different conversation.

**d) Generator installation**

**Dana**

Chris Sands will assist in this project to get it going again. The Board is currently looking at a 20kW 3-phase generator to run the whole plant. Placement of the generator as well as the propane tank and pad are being reviewed. The budget for this project is \$17,500. The aggressive goal is to have this project completed by August, 2020 depending on preparing the area as well as availability and shipment of the generator.

**e) Water Conservation Guide**

**Dana**

Dana (**and anyone who would like to assist**) will begin work on this project during summer break from teaching. Have lots of data – just need to sift through it and put it into a motivating and enlightening piece of work.

**f) Watershed Sanitation Survey**

**Vincent**

Barry Hecht from Balance Hydro contacted Vincent. He sent a Scope of Work and proposal. Barry recommends doing the survey during the dry months, July or August. The cost is higher than the planned \$6,000. Barry says the cost will be about \$7,100 before COVID requirements. Plan on budgeting between \$7,000-\$8,000 for this survey.

**VIII. Roads**

**a) Roads update**

**Board**

Roads are good.

**IX. Playground / Clubhouse / Community**

**a) Replacing the clubhouse back door**

**Board**

The back door to the Clubhouse has been successfully replaced. The cost was \$1,100 which included the new door itself as well as installation and repairing the damaged wood.

Received a quote to rebuild the concrete steps leading from Apache to the Clubhouse. The estimate is \$3,000 for labor and materials. The labor involves two people for 3.5 days. Motion was made to approve NTE \$3,500 to repair the steps behind the clubhouse. Rob seconded; motion passed. Will meet at the clubhouse to go over design.

**b) Dumpster dive event**

**David / Lisa**

With the postponement of the annual meeting and the COVID-19 restrictions, it was decided the Dumpster Dive event will be postponed until later in summer. As soon as a date is determined, it will be broadcast along all usual channels of communication.

**X. Adjourn**

**David**

Meeting adjourned at 9:49 p.m.

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The next Board of Directors Meeting is scheduled for Thursday, July 9<sup>th</sup> at 7:00 p.m. at the Chemeketa Park Clubhouse, unless Santa Clara County is still in a Shelter-in-Place order. In that case, the meeting will take place virtually with information to be shared at that time. All members are welcome and encouraged to attend.