

# 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 – <https://chemeketapark.org/contact>

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## Board of Directors Meeting, January 19, 2023

### I. Call to Order

Dana

Meeting was called to order at 7:07 p.m. In attendance: David Casper, Dana Hartzell, Chrissy Masterman, Erik Wilkerson, George Bruder, Jody McCalmont, Brad Hartzell, and several members of the community, both in person and via Zoom.

### II. Review and Adopt Minutes

Board

Dana made a motion to approve the December minutes without changes. Erik seconded; motion approved.

### III. Public Comment

Board

**UPDATE:** Last month, the Board asked the community for their input on the most effective way to communicate important information. And we certainly needed to use those ideas with all that has happened in the first two weeks of January! CPMWC will utilize the “Newsletter”, the website, and Nextdoor as modes of communication for important issues. Our Twitter account has also been revitalized - @chemeketapark. **PLEASE go to [www.chemeketapark.org/subscribe](http://www.chemeketapark.org/subscribe) so you can be included in the “Newsletter” link.** This is a completely private list only used by CPMWC. We have about half of the community signed up but need all residents to sign up to be truly effective. We will also keep the website updated with important information as well as Nextdoor, but Nextdoor is sometimes difficult to navigate in a timely manner. **It is the responsibility of each one of us to stay informed. Mountain living is amazing, but it comes with its own set of issues that residents must stay aware of. See bottom of minutes for information links each month.**

The Board would like to develop a set of “protocols” to assist the community in “what to do” during certain situations, such as a suspected water leak, a tree that has come down, a power outage, a road obstruction, etc. Often these situations cause stress and disruptions. Having a written procedure may make things go more smoothly and get results faster. The Board requests assistance from the community in writing these protocols. To volunteer a small amount of time, please send a message via the website: [www.chemeketapark.org/contact](http://www.chemeketapark.org/contact).

There was a fire in the park on January 11<sup>th</sup>. This was the result of a resident running their generator in a closed shed. Luckily, the fire was contained to just the shed. The fire department estimates they used about 2,000 gallons of our water to extinguish the fire. **ALL RESIDENTS have the responsibility for running generators in a safe manner.** In addition, the Fire Department informed us that they cannot drive their rigs uphill on Ogallala due to the redwood trees encroaching on the road. We should begin the process of having these trees removed. **ACTION:** Brad will contact SCCFD/CalFire to gather data and address the issue of the redwoods on upper Ogallala.

### IV. Financial Report

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

Lisa

Major expenses paid during the month of December: \$30,370 to Furlo & Furlo for the completion of the transmission line project; \$9,250 to Cotton Shires (to be reimbursed by the Grant); \$1,549 to Cypress Water for water tests (3 months); \$1,236 to PG&E for electricity at water treatment plant; \$1,000 for a temporary debit to open savings account for the Grant (to be reimbursed by the Grant); and \$650 for park maintenance. There are currently 3 delinquent accounts greater than 90 days past due; total amount due is \$21,954. Of these accounts, 2 have water shut off and 1 is on a payment plan.

The past two weeks of intense storms have been extremely difficult for residents and the water plant. This will cost CPMWC by way of repairs to the plant as well as costs for water from the MV Pipeline. Discussion about how to pay for these unforeseen costs (emergency/reserve funds?). Must keep good track of the costs during this event. Lisa is currently in discussion with our insurance agent. Discussion also about residents who do not pay their monthly assessment for long periods of time. The community loses that portion of revenue which reduces funds available to pay for bills/projects. Discussion about updating bylaws to get access to monies owed, not waiting for a party to sell their property in order to collect dues.

**b) Capital project status**

**David**

David presented the latest Capital Improvement Projects Status.

**c) Assessment rate discussion**

**Lisa / Dana**

Discussion about creating a Committee of both Board members and residents to begin the discussion of an assessment rate adjustment. It is the responsibility of the Board of Directors to keep the assessment rate in line with inflation. For the past decade, inflation has been steady at about 2%/year. The assessment rate has stayed with that percentage. However, inflation in 2021 was 7% and in 2022 it was another 7.1%. This is evident in the current cost of projects we are working on. But the assessment must also take into account the aging infrastructure of the water plant and distribution system, as well as roads. The Committee would make a short-term and long-term plan based on when to replace/upgrade the pertinent parts of the water system/roads and report back. Committee volunteers (so far): David, Dana, Erik, Chrissy, and Michelle Vogt. **If you are interested in being a part of this Committee, please send a message via [www.chemeketapark.org/contact](http://www.chemeketapark.org/contact).** The Board would also like to also see one or more senior members of our community be involved with this Committee to be all inclusive. First meeting is 2/13/23 @ 7:00 pm.

**V. Fire Safety**

**a) Firewise program update**

**Jody**

Chemeketa Firewise continues to participate in the Community Wildfire Protection Plan (CWPP). The January meeting was postponed due to storms. They are also focused on long term maintenance of past HFR (Hazardous Fuels Reduction) projects. Bi-monthly meetings have been conducted with SCCFD and CalFire to plan for these two important events: Evacuation Education Day – March 25<sup>th</sup> 10:00-11:30 a.m. at the Clubhouse; and Evacuation Drill/Exercise – April 22<sup>nd</sup> 10:30 a.m.-12:30 p.m. The evacuation drill will involve County Fire, CalFire, County Sheriff and CHP. The playground will be used as an Incident Command Post. First responders will have created a specific fire scenario and will notify volunteer evacuees to evacuate. We are seeking at least 2 households per POD to volunteer. Evacuees will reconvene at Lexington School's parking area for lunch and a debriefing. If you would like to participate in this event, please contact your POD Leader.

**VI. Water Report**

**a) Water Operations Report**

**Miles**

Cypress Water Systems did a heroic job of getting us online after that horrific storm. The pump house was filled with logs and debris. Many repairs had to be done. They/we were all hunting for leaks. We appreciate the many hours in the mud and yuk that the crew put in getting us back online. We will provide the water usage details next month.

**b) Distribution system status**

**Miles**

For the month of January, through 1/18/23, we have seen 25.75" of rain. That is on top of December rain totals which were 28". That is approximately 53.75" of rain in 7 weeks. It has come at a literal cost to our community (yet to be determined). Currently evaluating the water plant, distribution system, roads, and other infrastructure within the Park. Will have more details at the next Board Meeting, February 9<sup>th</sup>.

**c) Los Gatos Creek system status**

**Brad**

The Forest Health Grant project is finally at the stage of actual field work. There are about 20 households in Chemeketa Park that share a property line with San Jose Water at the Los Gatos Creek. Those property owners will need to sign a Right of Entry (ROE) form so vegetation work can be done. Those ROE forms should be out mid-late February. SJW has expressed willingness to work with homeowners to clear vegetation in order to make the area more resilient to wildfire and for health of the forest and creek. If you are interested in working with SJW, please make that known when you sign your ROE.

**d) Drought Relief Grant project status**

**George**

We have learned a great deal from Villa del Monte regarding two major water system upgrades that they have completed, and also through communication with another State grantee. Due to a staffing shortage at the State level, we were just assigned a Project Manager this week. We have added specific language to the State Funding Agreement and it is ready to go to State legal counsel. The Board agreed to retain legal counsel for this project. It will be used for our own review of the Funding Agreement and then for review of each contract with our vendors. This was highly recommended by other grantees. It was also recommended that we hire a construction manager. Each of these steps will help us to avoid any potential oversights. The cost of the latter will be covered within the grant budget.

We learned that the State has not made the expressed 25% cash advance to any grantee to date. Also, the State retains the final 10% of expenditures until all inspections and reports are completed. This means that Chemeketa will need to obtain financing of \$500,000 in order to pay vendors, invoice the State and await reimbursement. The Board

agreed that we should research financing options. Lisa will speak to Wells Fargo. Jody will explore a list of other options that are more specific to rural water companies. Any loan taken will be short term and will need to be approved by the general membership. David made a motion to approve the hiring of an attorney to review the contracts for the Small Community Drought Relief Grant for funds NTE \$4,000. Erik seconded; motion passed, all in favor.

David mentioned looking into a full-time staff person, working on the CPMWC Board which would be a benefit for the Grant project but also for the increased workload that is required as we move forward with community business. The volunteer model for this position is stretched to the limits. This could be an Ops Manager type person to deal with day to day issues. It could be a person on the Water Board, or in the community. **ACTION:** David will dive deeper into this subject.

## **VII. Roads**

### **a) Roads update – Damage from latest storms**

### **Board**

In November/December, Chrissy and Rich did a survey of the roads in the park. They identified several areas that could use some paving, improved berms, etc. In light of the recent storms, the priority of the road repairs might have changed. Chrissy has volunteered to organize and manage the road repairs. She will be working on a platform (a Google form) where information can be communicated from residents to the Board. Then the identified road issues and repairs can be discussed at the next Board meeting. Be on the lookout for the new form on the website and begin helping out in our ongoing effort to keep the roads maintained and safe. **ACTION:** Chrissy will create the Google form for the website and begin to identify and mark areas.

## **VIII. Playground / Clubhouse / Community**

### **a) Clubhouse repairs update**

### **Dana**

The stove has been put on the “back burner” so to speak. ;). We will upgrade to a new stove next fiscal year. The remaining clubhouse items are minor and will be handled as needed, or as funds become available.

Meeting adjourned at 9:06 p.m.

### **UPCOMING EVENTS:**

Wildfire Evacuation Education Day will be held Saturday, March 25<sup>th</sup> at the Clubhouse; and the Evacuation Exercise will be happening April 22<sup>nd</sup>. **You definitely want to join these two events! Vital information to be shared.**

**HOW TO STAY IN TOUCH:** To find out what’s happening in the Park: Website: [www.chemeketapark.org](http://www.chemeketapark.org) ; subscribe to the Newsletter list: [www.chemeketapark.org/subscribe](http://www.chemeketapark.org/subscribe) ; Twitter: @chemeketapark ; Nextdoor; and check out the Message Board at the entrance to the playground.

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The next Board of Directors Meeting is scheduled for Thursday, February 9<sup>th</sup> at 7:00 p.m. at the Clubhouse. The meeting will also be held via Zoom, which is available on the Chemeketa Park website: [www.chemeketapark.org](http://www.chemeketapark.org). All members are welcome and encouraged to attend.