

Chemeketa Park Mutual Water Company

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

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

Board of Directors Meeting, March 9, 2023

I. Call to Order

Dana

Meeting was called to order at 7:04 p.m. In attendance: David Casper, Dana Hartzell, Chrissy Masterman, Erik Wilkerson, Marcy Ripley, Jody McCalmont, Brad Hartzell, and several members of the community. All participants met via Zoom due to the storm.

II. Review and Adopt Minutes

Board

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

III. Public Comment

Board

A community member has volunteered to take on the project of writing "What to do if..." protocols related to suspected leaks, road obstructions, etc. Thank you!!!

The Board will begin a fact-finding mission to explore how to share some of the workload related to keeping the park running. The volunteer model for this position is stretched to the limits. This would most likely be a part-time position. The first action will be to compile a list of job duties. Some duties would include: communications, website, small construction projects, get bids, talk with contractors, maintenance, etc.

Erik began looking into an SMS service to possibly be used as a communication app for emergencies. He will get more details and share next month.

IV. Financial Report

a) Expenditures, budget, past due accounts

Lisa

Major expenses paid during the month of February: \$4,764 to San Jose Water for Montevina Pipeline water; \$3,845 to Cypress Water for leak repair on Modoc; \$2,025 to Cypress Water for clearing Moody Gulch dam area; \$2,000 to FireSafe Council for annual chipping donation; \$695 to PG&E for electricity at water treatment plant; and \$650 for park maintenance. There are currently 4 delinquent accounts greater than 90 days past due; total amount due is \$6,725. Of these accounts, 2 have water shut off, 1 has a past due notice, and 1 has been given a 30-day notice.

b) Capital project status

David

David made a motion to adjust the Capital Improvement Project Status sheet/budget using the Spring 2023 numbers to complete the repairs/updates to the treatment plant. Erik seconded; motion passed.

c) Capital project planning for 2023/2024

David / Dana

David proposed a Capital Improvement Plan for the next five years. The Board discussed and will meet later this month to finalize the plan.

d) Budget planning for 2023/24

David / Dana

David presented a status update for this year's budget, through February. **The Board will meet on March 22nd at 7:00 p.m. at the Clubhouse to finalize the 2023-24 budget and discuss assessment rates. Community members are welcome to participate.** The Board appreciates your feedback.

V. Fire Safety

a) Firewise program update

Jody

Chemeketa Firewise is in the final planning stages of the very important **Wildfire Evacuation Education Day which is March 25th** at 10:00 a.m. at the Clubhouse. This critical training session will be taught by our very own **First Responders from SCCFD and CalFire**. Learn how to utilize Alert SCC and Zonehaven evacuation tools, and how you can best be prepared in case of evacuation. Then, on April 22nd, First Responders and several community members will take part in the Wildfire Evacuation Exercise. If you are interested in joining this live simulated drill, please sign up via the website under Your Neighborhood/Firewise/2023 Wildfire Evacuate Day/Exercise (link below) or

click [here](#) Link is as follows:

<https://docs.google.com/forms/d/e/1FAIpQLSdOXFJzHyc7VqIPK8Ptgg2IEXTinkWZP5ieWmJae2PrQvbx9A/viewform>
ALSO...Registration for the Annual Chipping Program opens on March 13th. Please go to the website to sign up.
<https://sccfiresafe.org/prepare/community-chipping-program/> or click [here](#).

VI. Water Report

a) Water Operations Report

Miles

Total treated water production for February (28 days) was 513,652 gallons. The average raw water turbidity for water entering the plant was 22.5 NTU and the average finished water turbidity was 0.042 NTU (.300 NTU is the maximum turbidity allowed by the state). Rain totals for the month was 10.1 inches. Average filter flow rate: 21 gpm; chlorine usage: 11 gals; alum usage: 30 lbs. The Montevina Pipeline water usage this month was 90,396 gallons. The colorimeter device which measures chlorine in the water will be held in the Clubhouse for use in determining if a water source is a distribution leak or a spring. The Board is writing a protocol with steps on how to use the colorimeter. Contact the Board if you suspect a leak and want to try it out. It's simple to use. **ACTION:** Dana will finish writing the colorimeter protocol and place the unit in the Clubhouse.

During the reporting period, heavy rain, snow, and wind continue to wreak havoc at the facility. Cypress Water Services responded to an emergency at the end of February on Arapaho to repair a service connection damaged by an uprooted tree. Since the last reporting period, winds have downed trees around the plant damaging the generator and power pole. At the time of this report, we are on PG&E power, however the plant is offline and we are utilizing the Montevina Pipeline for water.

The downed power pole at the water plant is a serious situation with a complicated resolution. At the time of this writing, the Board has contracted an electrician to reposition the wiring at the power plant. The Board will be looking at removing hazardous trees around the power plant. **ACTION:** Lisa and Neil are in the process of making an insurance claim.

b) Los Gatos Creek system status

Brad

Forest Health Grant update: Chemeketa Park POD Leaders delivered ROE's to required residents who live along the Los Gatos Creek. SJW has received all ROE's that could be contacted. Will have to let the soil dry out before they can begin work. When the project officially begins, Brad will send out a notice to all residents.

c) Drought Relief Grant project status

Jody

State DWR Funding Agreement is fully executed.

Financing: Pursued an additional loan funding inquiry (per Kristine Zanardi's suggestions): Joint Venture Silicon Valley 2/28/23. No response.

The loan application has been submitted to Rural Community Assistance Corp (RCAC) for preliminary approval of a \$600,000 bridge loan in advance of Annual Meeting. CPMWC members will need to approve the loan. This can be converted into a long-term loan at the same interest rate if we run into major issues. We also learned that the loan rate will be 5.75% (rather than 5%) because we are not a designated "disadvantaged" community which is defined as "a community with an annual median household income that is less than 80% of the Statewide annual median household income or \$56,982.

CEQA paperwork: A Letter of Concurrence was obtained from State Office of Planning and Research (this verifies that we are exempt from the CEQA process which is excellent news).

Construction Manager: Jeff Tarantino provided a bid for Project and Construction Management. We currently have \$45,000 available from our line item for Project Coordinator (this work will now be done on a volunteer basis by George Bruder). The team scoured our budget and pulled funds from other areas that involved staffing. Jeff was asked to consider a lower amount and to prioritize areas that require a high level of expertise in construction management. We will meet on Friday. Other tasks will be covered by volunteers.

Legal: Jim Ciampa reviewed our vendor contracts for Surveyor, Civil Engineer and Geotechnical Engineer, and Construction Manager. He suggested some amendments to each of these contracts. George is following up.

GEORGE'S UPDATE: George met with the homeowner just below the property where the upper tanks are located. George discussed the project in detail with him and answered all questions he had about the project and the Mutual Water Company. He asked for and received permission for the Geotech contractor to drill for soil samples on his property. He told him we will give him updates on schedules for the project since we would need to use his driveway to access the upper tank location.

Geotechnical: Met with Cotton Shires (CS) to restart their work for the project and met with Kevin Harmon from CS to mark the locations for the drilling to get soil samples. The drill date is set for March 22nd. On March 13th, Brad and George will meet with Guy Furlo to mark the piping location at the upper tanks for the drilling vendor.

Land Surveyor: George met with the Land Surveyor on March 9th to restart the survey work. We reviewed what will be in the topo map including the water connections for the three adjacent properties to the upper tanks and the tow of the hill below the upper tank property.

Civil Engineer: George is preparing an email to Doug Allen to restart the project.

NEXT STEPS: Complete Survey work; Initiate geotechnical work; Drill soil samples to determine soil stability; Re-engage the civil engineer to update plans for lower tank and develop plans for upper tanks; Clear CEQA permitting with the County and then with DWR; and Hire Construction Manager.

d) Water meter installation process

Jody

Water Meters = leak detection = water savings. Also, we will be required by law to meter all residences by 2032. Jody heard from Miles who provided feedback regarding suggested types of meters (non-remote), a timeline for installation of meters, a preliminary map, and pricing for Cypress Water to do monthly meter reading and billing. Jody provided an inventory of connection addresses to AMI/Badger. They have requested a Cell Coverage Analysis on our behalf to determine if we are a good candidate for remote meters.

As discussed last month, SB 552 requires all CA water companies to join CalWARN.org. Therefore, CPMWC will complete paperwork to join this organization. One of the many benefits of this organization is the ability to procure a rate study which can provide guidance on rate structures to use in the future. They can also advise on operational cost only (water use) or operational costs plus infrastructure/capital projects. **ACTION:** Lisa is looking into the Articles of Agreement for CalWARN.org to join.

VII. Roads

Board

Discussed adding a link to the website for easy access to the Roads link on the contact page. Please go to: <http://chemeketapark.org/your-neighborhood/roads/> or click [here](#). The Board looks forward to having all neighbors help keep our roads safe and well maintained.

VIII. Playground / Clubhouse / Community

Board

The Board will purchase an Amana 5.1 cu. ft. gas range with oven for the Clubhouse. The current oven does not work and is needed for upcoming reservations. Cost is about \$700 (\$528 plus shipping, installation, take away, and propane conversion). This was in the budget for this fiscal year.

Meeting adjourned at 9:05 p.m.

UPCOMING EVENTS:

Wildfire Evacuation Education Day will be held Saturday, March 25th at the Clubhouse; and the Evacuation Exercise will be happening April 22nd. 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 ; subscribe to the Newsletter list: www.chemeketapark.org/subscribe ; Twitter: @chemeketapark ; Nextdoor; and check out the Message Board at the entrance to the playground.

The next Board of Directors Meeting is scheduled for Thursday, April 13th 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. All members are welcome and encouraged to attend.