

Chemeketa Park Mutual Water Company

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Company Contact Email: admin@cpmwc.org
Contact the Board of Directors: www.chemeketapark.org/contact
For Water Issues Contact: Dave Shimmin (650) 965-1231

Board of Directors Meeting, July 11, 2024

I. Call to Order

Erik W

Meeting was called to order at 7:05 p.m. In attendance: Erik Wilkerson, Teus Aarnoudse, Vincent Macewitz, Neil Abriyani, Fred Shenkelberg, Geri Markey, Dave Shimmin, Rob Anderson, Jody McCalmont, Miles Farmer, Kirk Nilson, Lisa Anderson, and a few members of the community, both in person and via Google Meet.

II. Review and Adopt Minutes

Board

- Annual meeting minutes not adopted until Miles' (Cypress Water) report added to the minutes
- Erik is adding Lisa Anderson as an attendee to the June meeting minutes.
- Board unanimously votes to approve June 13 minutes.

III. Public Comment

- Heather Macewitz asked about adding chip or rock to the dirt turn out on Nez Perce to help when cars need to pass due to earth erosion next to the road causing high drop off from the road.
 - David Schimman will look at the location and come up with plan for addressing the issue
- Teus asked about traffic mirrors
 - Still a couple missing, and one at the entrance on Ogalalla that has been damaged

IV. Proposal to Move Meeting to 3rd Wednesday of Each Month

- Background: Our new bookkeeper has requested that monthly meetings move to the 3rd week of the month to allow for up to date financial reporting each month.
- MOTION: Erik proposes moving the meeting to the third Wednesday of each month to accommodate new finance resource. Niel A seconded. Unanimously approved.
- Next meeting will be **August 21, 2024**

V. Community member proposal to sell two vacant lots to the community.

- Property between 17550 and 17530 Comanche trail
- Room for 3 - 10 cars: asking \$125K
- Second lot asking for \$50K
 - There was no support for purchasing these parcels.

VI. Water Report

- Postponed until Miles arrives at 7:30pm
- Miles arrived at 7:37pm on Google meeting
- Cypress worked on the Waterboy leak, but the metal protruding in that section is too rusted. They will need to enter tank and repair the leak. Miles reported "It is time to change the media anyway." Miles proposes we remove and replace media now and do this all during the repair of the leak.
- BFD and optimum control valve was installed
- Fred asked about the recent suspected leak in the system: Miles reported there could be a leak, but it is unclear at this time. Miles reported:
 - "Once work was completed and plant was brought back online, we are maintaining levels."
 - "We are currently using 35-37 gallons per minute, which is a little more than we normally do. In winter we use about 22 gallons per minute"
- Geri asked about laws from California stating that some cities need to conserve water. Miles does not know at this time if that applies to us.
- Ongoing discussion about how to educate and encourage community to conserve water to prevent extra fees from having to pull from Montevina pipeline.
 - Erik will work on finding a community member to head up communication to community about water conservation

VII. Water Tank Project Update Jody McCalmont

- Jody McCalmont provided an update on the project
- Resubmission to the planning department will happen this week with hope of approval next week. Following this, we will move to building department
- Once we have application into building department in next couple of weeks, we can release the tank manufacturer to begin work (estimated 27 week process)
- For construction, getting clearance on cash flow. First invoice: August roughly \$125k
 - Second payment will be \$500K.
- Jody asking for amendment to extend timeline for permitting process and entire project
 - State is allowing for extension to June 30th of 2025
 - 100K gallon tank, will be located at the bottom of park

VIII. Water Meters Update

- To explore options that will bring us into compliance with state mandates, a subcommittee will be formed to generate a proposal around water meters.

IX. Annual Budget Approval

- Geri Markey acknowledged that we received Dana Hartzel's version of the Annual budget. Geri worked closely with Dana to draft updates to the annual budget
- Dana stated the the budget was proposed in March 2024.
- Fred, Kirk and Geri went through the budget that was provided by Dana and modified the budget to reflect additional operational requirements.
- New budget format of budget was discussed:
 - What Geri is displaying shows the revenue and expense accounts according to the projects that are being funded.
 - Budget was broken down into categories, such as:
 - Facilities: telephone, trash, internet, cleaning, etc.

- Insurance: renewal rate is \$10,485. annual. Increasing to \$30,000. This is due to need for additional coverage.
 - Categories broken down into additional sub sections. Sinking funds: taking money that we want to set aside for projects such as the water meters and watershed sanitary survey.
 - Board discretionary fund has been reduced as it needs to be repurposed elsewhere.
- Fred noted that there is a significant increase in members paying over 62 rates which is affecting our budget
 - MOTION: Fred moves that we adopt this current budget going forward with the caveat that we need more time to finalize the capital improvement plan, get a firm quote on additional insurance, and get additional quotes on “dumpster day.”
 - Neil seconds motion
 - Motion passes unanimously

X. Financial Report

a. Bookkeeper

Kirk

Kirk Nilson updated the community on important bookkeeping issues.

- In communication with Wells and Comerica to pull all data on transactions within past 18 months
- Will be working on ensuring the trust accounting is as it should be.
- **Online Payment System:**
 - To avoid having to charge additional fees for mailing invoices, Kirk is requesting 85% online payments
 - Thus far, 41 members have opted for online invoicing
 - Would like to ask POD leaders to increase that adoption, wants to be closer to 85% online invoicing. Dana Hartzell requested more information before sending a request through the POD leaders
 - An email will be sent via mailchimp to update all members
 - Monthly minutes and announcements can be sent electronically if more members sign up
 - Kirk will provide email address to be added to minutes to help drive adoption of online invoicing sign up
- **June financials (as of July 11th):**
 - 55 community members who are still outstanding on June's bills
 - Will begin assessing late fees per guidelines in Bylaws. Notices of delinquent payments will be sent later this month.
 - Aside from that, month to month expenses are fairly steady
 - All in all CPMWC is in a healthy position
- **Capital improvement plan**
 - Fred proposes we meet in 2 weeks for two hours to discuss capital projects plan
 - July 25th at 7pm is tentative date for capital improvement meeting
 - Balance sheet will not be ready until cleanup is completed. Have all past check info from Wells Fargo, but still need payment history from Comerica (deposits and invoices)
- Kirk Nilson shared total monthly expenditures for May:
 - Month of May - total expenditures: \$20,012.68
 - Firewise - \$6,300
 - \$57.40 for internet for clubhouse.
 - 44 properties still to pay for May

b. Insurance

Geri

Geri Markey provided updates on CPMWC's Insurance.

- July 1 renewal of old policy
 - Covers 1 water tank, this clubhouse, and only 5 of 9 parcels
 - Geri proposes we get a quote to add coverage for:
 - Water mains, roads, additional parcels, playground
 - Umbrella policy to cover members of the board members as part of the plan

c. CPA Selection

Geri

- Geri: presents information on CPA Gayle Egan
 - Works on 501c12
 - Front runner of 25 candidates interviewed
 - \$3200. cost to do taxes and possibly annual review, needs to review financials first
 - MOTION: Geri motions to contract with Gayle Egan. Fred seconds Motion passes unanimously

XI. Clubhouse Trash and Pickup

- Now getting billed by Green Team
- Erik, Fred, Geri Dave Schimman can access and make changes to account
- Pickup every Wednesday
- Geri proposes clubhouse renters need to pull trash to curb when done
- \$139.77 per month

XII. Fire Safety

Jody

- County roads are now lined, and any cars parked inside the lines will be ticketed by sheriff
- Geri will discuss debris pile left by PGE on Ogalalla about having brush pile removed
- MOTION: Erik proposes board send a letter to property owner notifying pile must be cleaned if PGE does not offer to remove the pile
 - Neil seconds
 - Motion passes unanimously
 - Notice will be sent on July 19th if PGE does not clean up the pile
- Jody: budget is completed for the year. In previous years, budget was approved by board and Firewise had authority to spend within that amount. Invoices above \$500. will need board approval before payment is issued.

XII. Roads

a. Updates

Neil

- Neil will begin assessing road damage and where repairs are needed
 - Will begin process of capturing quotes for repairs
- Apache bridge
 - Teus looked into historical reports on events of the bridge washing out
 - 2005 and 2017 were the last two events

- Explored quotes for a proposal to drop a concrete barrier on one side of the bridge
 - Removable, but heavy and not easy to lift
 - Estimated price: \$2500.
 - Bridge is not safe for driving or walking
 - Geri recommends involving attorney to see if there is any reason we cannot install/block this bridge
 - MOTION: Teus motions to install a concrete barrier plus a fence at a cost not to exceed \$4000.
 - Motion passes with one abstain
 - ACTION: Letter will also be sent to Tim Shanahan with CPMWC attorney on copy notifying Tim of the unsafe nature of the bridge and to immediately cease all activity (walking/driving) on it.

XIII. Clubhouse / Playground / Community

a. Clubhouse

Teus & David Shimmin

- Siding project:
 - Teus: phone call with contraction, 2 - 3 weeks out from starting the project
 - Painting is not included, will look to utilizing community volunteers to paint.
 - Will need a \$1,000 deposit check upon contract signature.
- Clubhouse cleaning:
 - Discussion of whether to have clubhouse cleaner continue to come monthly. Consensus was to keep the current clubhouse cleaner.
 - MOTION: To pay Maria Saucedo for May and June since clubhouse cleaning was completed, even without a contract: \$95 per month, total of \$190. Neil motions to pay the past invoices of \$190. Teus seconds. Motion passes unanimously.
- Rental Process: Clubhouse rental SOP is being created by David Shimmin. SOP to be reviewed and approved in a future meeting. Discussion of renting out clubhouse for future events. Discussion of SOP and rental fees to continue in future meetings.

b. Website Access:

David Shimmin

- David Shimmin has made progress with the technical assistance of Jiwoo Choi.

c. "Dumpster Day" Update

- Fred stated that we cancel the dumpsters and repurpose the \$2000. budget for other projects. No motion was made on this issue. Board members postponed decision until after we the board reviews the capital improvement plan.
- Linda Wallace expressed concern about not funding dumpsters this year
 - Erik asked Linda to participate in collaboration on how to fund the dumpsters by community donations

Adjourn

Erik

Meeting adjourned at 9:02 p.m.

HOW TO STAY IN TOUCH: To find out what's happening in our community go to our website at www.chemeketapark.org, Nextdoor, and check out the Message Board located at the entrance to the Clubhouse playground.

Billing or Accounting issues please email accounting@cpmwc.org
