

Chemeketa Park Mutual Water Company

PO Box 588, Redwood Estates, CA 95044-0588

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 7:00 p.m.
 - a. Members who are present:
- II. Review and Adopt September 25, 2024 Draft Minutes: Board 7:05 p.m.
- III. Review any public comments 7:07 p.m.
- IV. Updates on Action Items from September 25, 2024 meeting: Board 7:17 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
 - b. Action: Erik to open account
 - 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
 - d. Action: Geri to contact Green Team for a community free pickup
 - 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
- V. Water Report 7:22 p.m.
 - a. Update: Water, HazMat, Water Test Results (Miles)
 - b. Hexavalent Chromium Maximum Contaminant Level and Monitoring Requirements
 - 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.
 - d. SB3: [Water Shutoff Policy](#)
 - 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)?
 - ii. Motion: To approve the policy and to post it on the website, mailed out to shareholders via USPS or email.
 - e. Water tank replacement updates (George/Jody)
 - f. Main line valve replacements project (Dave S.)

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- g. Water connection on Assiniboine (Dave S.)
 - i. Completed and water restored
- 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, exceed \$18,500.
- i. Motion to approve adding a meter to the top of the transmission line by Miles and team to not exceed \$12,000.

VI. Financial Report (Kirk)

Current Status of Financials & Billing

Financials

7:32 p.m.

- **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
 - We may have underbudgeted for this. We allocated \$2,000 for the year. I 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.
 - **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](#)

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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.

VII. New Business 7:42 p.m.

VIII. Firewise updates 7:50 p.m.

a. Mailchimp access update (Mike)

i. Dana will be lead user for Firewise community communication. Mike shared login details + user policy with Dana by email

b. Any new additions, progress or notices

IX. Roads update 8:05 p.m.

a. Apache Road closure

b. Road reflectors

X. Clubhouse 8:10 p.m.

a. Updates on the Clubhouse siding project (Teus)

XI. Community 8:15 p.m.

a. Operations Report (Dave)

b. Motion to approve [amendment to Jose Membrenos' Landscaping Maintenance Contract](#): Excluded Services, Contract Price verbiage, Invoices, NET terms.
Translated Sections in Spanish

XII. Website Migration Update (Fred) 8:20 p.m.

a. Motion: move CPMWC website hosting to Google Sites

XIII. Green Team Free Pick-up update 8:25 p.m.

XIV. Meeting adjourned 8:30 p.m.